

# Spring 2021 Registration for Classes

## Course Registration Times

Day	Time	Registration Group
<b>Monday November 9</b>	<b>7 am</b>	Associate Degree 90-120+ Earned Credits Graduate Students
<b>Tuesday November 10</b>	<b>7 am</b>	60-89 Earned Credits
<b>Wednesday November 11</b>	<b>7 am</b>	30-59 Earned Credits
<b>Thursday November 12</b>	<b>7 am</b>	0-29 Earned Credits
<b>Friday November 13</b>		Registration open to all current students

**NOTE: Schedule is subject to change without notice.**

**If you have problems scheduling classes or do not know how,  
email [schedulingcenter@calu.edu](mailto:schedulingcenter@calu.edu)**

**If courses are closed, utilize the waitlist.  
HOW TO videos are available on the Academic Success page:  
[Scheduling HOW TO videos](#)**

# Spring 2021 Registration Information

## Registration Problems:

Academic Records	Student data (Undergraduate)	(724) 938-4435	academicrecords@calu.edu	122 Dixon
Graduate School	Student data (Graduate)	(724) 938-4188	grad@calu.edu	225 Eberly
Student Accounts	Billing	(724) 938-4431	studentaccounts@calu.edu	118 Dixon
Financial Aid Office	Loans, grants, work study	(724) 938-4415	finaid@calu.edu	105 Dixon
Utech Services	VIP login, Password problems	(724) 938-5911	utechrequests@calu.edu	219 Noss
Scheduling Center (Noss 210)	Scheduling Assistance	(724) 938-1608	schedulingcenter@calu.edu	210/211 Noss

## Section Letter Codes:

- ✓ Sections with “A” are lectures that require a co-requisite lab (B, C, D, etc). Lab courses are 0 (zero) credits (ex. BIO 120 01A, BIO 120 01C)
- ✓ Sections with “W” are web courses (ex. SOC 100-W01)
- ✓ Sections with “GW” are shared web and Global Online (ex. HIS 101-GW1)
- ✓ Sections with “G” are restricted to Global Online majors (ex. SPT 310-G02)
- ✓ Sections with “T” are for students intending to student teach (ex. ELE 461-T00)
- ✓ Sections with “X” are internships; cannot register unless you have applied for an internship (PGM 425-X01)
- ✓ Sections with “Z” are individualized instruction; cannot register unless you have requested permission (ex. GTY 100-Z01)
- ✓ Sections with “C” are restricted to Learning Communities (ENG 101-CA1)
- ✓ Sections with “R” are remote, meaning your professor will teach live on assigned days and times on a platform like Zoom.

## Designations

- ✓ MWF – Monday / Wednesday / Friday
- ✓ TR – Tuesday / Thursday (R = Thursday)
- ✓ TBA – To Be Announced (no specific time set)
- ✓ CRN – 5-digit course reference number used to register a course
- ✓ STAFF – A faculty has yet to be assigned to that class

## Miscellaneous

- ✓ If certain tools are not working on VIP, use a different browser—Google Chrome, Internet Explorer, Firefox, etc.
- ✓ If you get an error message when you try to register for a class, make a note of that error message and try again in 5 minutes after closing your browser.
- ✓ Undergraduate Full-Time Status is 12-18 credits.
- ✓ Message in VIP: **External Error** means the system is crowded or down. Try logging in again.
- ✓ If you get a screen that asks for a pin number, log out and then log back in to VIP. Pin numbers are NOT used!!!!!!
- ✓ Repeating a course – go to the Academic Records Office, first floor Dixon Hall for permission.

## Error Messages

- ✓ Co-Requisite – you must register for both courses (ex., lecture and lab)
- ✓ Major restriction - you are not in the declared major to get into this course
- ✓ Prerequisite - you did not take the pre-required course or meet minimum SAT/placement test scores
- ✓ Time Conflict - conflicts with another course that you have registered
- ✓ Class Closed-Max enrollment – no seats left at this time (use the waitlist)