

WELCOME TO THE CANISIUS COLLEGE
Student On-line Information and Registration System

FOR ASSISTANCE

If you have any questions regarding the on-line system or services, please contact the
Office of Student Records and Registration

888-2990

Or if you are out of the area

1-800-278-8933

Please feel free to stop by the office for assistance on how to use the system.

GENERAL INFORMATION

- You can access the on-line system from the Canisius College Home Page. You can access the system from on campus and from off campus.
- We suggest for best results, that you use Netscape version 4.75 or 4.76, or Internet Explorer version 5.0. America on Line (AOL) users should login and then minimize their AOL window and launch Internet Explorer or Netscape.
- In order to use the on-line services, you will need to have your Canisius College **Griffmail** username and password.
- To find out your Griffmail username and password please contact the Student Records Office at 888-2990 or 1-800-278-8933.
- The system will log you out after five minutes of inactivity.
- Please remember to always exit the system by clicking on the exit icon at the top right corner of a page. You will receive a message indicating you have left the system. Once you exit the system, please be sure to exit your browser to protect your privacy.
- You can print any of your information using the print function within your browser.
- During normal office hours, four self service computers will be available for student use at the Student Records Office.

HOW TO LOGIN

- Enter the Canisius Home Page (www.canisius.edu).
- Click on Current Students link under the Canisius College logo.
- Under the heading On-Line Tools, Click on On-line registration/check your grades.
- Login to the system using your Griffmail username and password..
- On the Secure login page, you can look at the class schedules, catalog information, advisement guide, Approved Area Studies list, final exam schedule, system instructions and login to secure area.

❖ **Class Schedule**

- To look at class schedules, click on that option.
- Select the term you want to view from the pull down box.
- On The Class Schedule Search page select the subject for which you want to view classes.
- You can also use any of the additional search categories.
- Click on the Class search icon at the bottom of the page.
- Scroll down the page to view the classes for the subject you selected.
- To view enrollments in the course, click on the title and course hyperlink.
- To view other course subjects, repeat your search with a new subject selected.

❖ **Course Catalog**

- To look at the Catalog, click on that option.
- Select the term you want to view from the pull down box.

- Follow instructions.
- ❖ **Advisement Guide**
 - To look at the Advisement Guide, click on that option.
 - Adobe Acrobat will open to view the guide.
 - Open the Bookmarks to search for the sections of the guide you want to view.
- ❖ **Approved Area Studies List**
 - To view the Approved Area Studies list click on that option.
 - Adobe Acrobat will open to view the list. **Final Exam Schedule**
 - To view the final exam schedule, click on that option.
 - Adobe Acrobat will open to view the exam schedule.
- ❖ **To Login in to Secure Area**
 - Select the *Login in to Secure* area option to enter the Information and Registration system.
 - Follow the instructions on the *USER LOGIN* page.
 - You have two menu options to choose from on the next page. **PERSONAL INFORMATION or STUDENT SERVICES.**
 - Each menu option lists the information or services available to you.
 - To use either of the menu options, simply click on the heading.
 - Each of the menus will give you the additional options for you to select.

HOW TO REGISTER FOR CLASSES

- ❖ **After you login, click on STUDENT SERVICES and then on REGISTRATION.**
 - You need to select the term for which you want to register.
 - If you click on **REGISTRATION STATUS**, you can view any holds, override permits and other information.
 - Terms listed as view only will not allow you to process transactions.
 - Click on **ADD/DROP COURSES.**
 - If you attempt to register before your registration window opens, you will receive a message that you are not eligible to register at this time. If you have questions about your registration time, you can contact the Student Records Office.
 - If you have a hold that will prevent you from processing your registration, you will receive a message stating you can not register at this time. You should contact the office that placed the hold on your records.
 - Undergraduate students will be prompted to enter the Alternate/Registration PIN you received from your advisor during your advisement session.
 - Graduate students will not have to enter an Alternate/Registration PIN.
 - Alternate/Registration Pins are only required for fall and spring semesters only.
 - This PIN acts as your advisor's signature. **PLEASE NOTE: If you have lost your Alternate/Registration PIN, you must see your advisor to get the PIN.**
 - **The Student Records Office can not give you the Alternate/Registration PIN.**
 - **Alternate/Registration PINs change every semester.**
 - Alternate/Registration PINs are good through the end of the drop/add period.
 - To register for classes, enter the five digit CRN (course reference number) for the sections you want to register in the worksheet.
 - Once you have entered all the CRNs in the worksheet, click on the **SUBMIT CHANGES** button.
 - The sections that you were able to register for will appear and will be listed as **Web Registered** with the date.
 - Sections, in which you were unable to register, will appear as schedule errors.
 - The reason for the error will be listed.

- Examples of registration errors are closed sections, time conflicts, signature required, pre-requisite, co-requisite (a course that you must take with that section), or duplicate section.
- You can not override these errors.
- You will need to go to the appropriate person to clear the error.
- For closed section overrides, students should meet with their advisors to select alternate sections.
- If you need to register for a closed section, get a registration permit form from the Student Records Office and have the instructor of the sign for the override. Bring the signed permit form to the Student Records office to be processed. If you are trying to get into a closed **Religious Studies or Philosophy** course, you will also have to get the Associate Dean of Arts & Sciences approval for the override.
- The appropriate person listed on the course for signatures, can you give you the written permission to enter a section that requires a signature.
- Department advisors or chairpersons can give you the override for the pre-requisite or co-requisite error.
- You have two options available to you for clearing registration errors.
- You can get the signature to override an error before you register (signature, pre-requisite, co-requisite, time conflict overrides). This can be done as soon as you see your advisor.
- Bring the override to the Student Records Office and the staff will enter the override, so when you go to register, you will have no problem.
- You can check to see that your overrides have been entered.
- The check your **REGISTRATION STATUS** menu option will list all overrides processed for you.
- Or, after you have attempted to register and received schedule errors, go the appropriate person, get the signature for the override and bring it to the Student Records Office.
- You can also search for sections while you register. Click on **SEARCH FOR CLASSES** button. All you have to do is select any of the search criteria and the courses that meet the criteria will appear.
- To register for a section in the search lists, simply click the box in front of the section and click the **REGISTER** button to register for the section immediately.
- If there is a 'C' in place of the box, this means the course is closed.
- If there is a 'NR' in place of the box, you are already registered for the course or the course is not available for registration at this time.
- Once you have registered, click on the **MENU** button at the top of the page to return to the Registration Menu.

HOW TO PRINT YOUR SCHEDULE

- Select the **STUDENT SERVICES** option and then on **REGISTRATION**
- To Print you schedule, you have two options. Select **WEEK AT A GLANCE** (calendar format with times and room locations) or **STUDENT DETAIL SCHEDULE** (with instructor names, course numbers needed to buy books and room locations).
To view your schedule using the Week at a Glance, you will need to enter the date of the first week of the term the schedule you want to view.
- To print your schedule use the print function from your browser.

HOW TO ADD/DROP CLASSES

- Select the **STUDENT SERVICES** option and then on **REGISTRATION**
- To add and drop sections after you have registered, click on **ADD/DROP CLASSES** menu option.
- Your schedule will appear.
- A pull down list will appear in front of each of the sections, select the **Web Drop** option for each section you want to drop.
- You can add sections by entering the CRN(s) of the section(s) you want to add in the worksheet.
- Submit your changes.
- Once the Student Accounts Office has enabled the on-line fee assessment, you can click on **REGISTRATION FEE ASSESSMENT** and your tuition bill will be calculated immediately for you.
- You can view your tuition bill under the **STUDENT RECORDS** menu.

- The **ACTIVE REGISTRATIONS** option will list your courses you are currently registered in.
- The **REGISTRATION HISTORY** option will display all registration transactions you have for the term selected.

STUDENT RECORDS MENU OPTION

This menu option will allow you to view your hold information, mid-term deficiency grades, final grades, grade detail, academic transcript and your student account information, tax year information, Course catalog, student information and the class schedule.

You may print any of these options from browser print function.

❖ **View Holds**

- This will list any holds on your record, what transactions or process will be stopped by the hold and what office to contact about the hold.

❖ **Midterm Grades**

- At the midway point of the semester, we collect warning grades for students in danger of failing a course or that has stopped attending a course.
- Faculty will enter 'DF' grades as a warning.
- This grade is only a warning and does not count in your semester or cumulative gpa.
- A paper copy warning notice is also sent to the student via the US Postal Service.
- To view any Midterm grades, select the term you want to view.
- If there are no Midterms grades available, you will get that message.

❖ **Final Grades**

- At the end of the term once grades are processed you can view and print your final grades for the term.
- Currently a paper copy of the final grade is also sent to the student via the US Postal Service.
- To view Final Grades, select the term you want to view.

❖ **Academic Transcript**

- You can view and print an unofficial copy of your transcript.
- Official transcripts are issued by the Student Records Office.
- Contact the Student Records Office for instructions to request official transcripts.
- Select the level (undergraduate or graduate or both by selecting all) of the transcript you want to view.
- Select the type (advising or student).
- Click on Submit.

❖ **Account Summary, Tax Year and Tax Information, Notifications are Student Accounts Office functions.**

- This allows you to view your tuition bill and payment and credits, and view possible tax credit information.

❖ **Course Catalog**

- To look at the Catalog, click on that option.
- Select the term you want to view from the pull down box.
- Follow instructions.

❖ **View Student Information**

- You can view information such as your major, expected year of graduation and your current status.
- Select the term for which you want to view the information.

❖ **Class Schedule**

- To look at class schedules, click on that option.
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PERSONAL INFORMATION MENU

This menu option will allow you to view and update certain information. You will be able to answer a survey, change your security question, change your PIN, view your address information view and update your emergency contact information, view your email address information, update marital status, view social security and name change information.

❖ **Change Security Question**

- Your current security question and answer will be listed.
- Enter your new question and answer and click submit.

❖ **View Addresses and Phones**

- You can view the current information stored in our database.
- Contact the Student Records Office to submit any changes.
- A link to the US Postal service is also available.

❖ **View E-mail Address**

- You can view the current e-mail address stored in our database.

❖ **View/Update Emergency Contacts**

- You can view your current contact and update the contact information if needed.

❖ **Name Change Information**

- This provides information on how to change your name.
- A link to Social Security Administration is available.

❖ **Social Security Number Change Information**

- This provides you with information about securing a new social security card.
- A link to Social Security Administration is available.