Welcome, Bienvenidos, Willkommen, ようこそ

Appalachian State University
Agenda

• AppalNet
• Registering for classes
  • Full-time status requirement
  • Where to find course descriptions
  • Where to find course timetables
  • How to register for classes
  • Registration error messages
  • Requesting permission to get into classes
• Textbook Rentals
• Final transcript
• Questions
Using Your AppalNet Account

• Check Email – make sure you check and READ messages in your App State email every day!
• Access Your Student Account - review your App State bill (including insurance bill, library late fees, health center fees, etc.)
• Registration – last day to add classes to your schedule is January 23
• Print class schedule
• Request transcript
Registration Requirements
Full-Time Status

• Undergraduate = 12 hrs.
• Graduate = 9 hrs.
• Combination of undergraduate AND graduate courses = 12 hrs.
Course Descriptions

• Link to course descriptions. This will take you to the graduate and undergraduate bulletins where you can look up course descriptions and prerequisites/requirements for each class. https://registrar.appstate.edu/resources
Upcoming Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 21</td>
<td>Black and Gold Convocation</td>
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<tr>
<td>Tuesday, August 22</td>
<td>First day of classes</td>
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<tr>
<td>Wednesday, August 23</td>
<td>Last day to add a first-half semester class</td>
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<tr>
<td>Monday, August 28</td>
<td>Last day to add a full-semester class</td>
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<td>Monday, September 4</td>
<td>State Holiday - No classes</td>
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<tr>
<td>Tuesday, September 5</td>
<td>UNC &quot;Census&quot; date: last day to drop a class without the course being used in the calculation of the &quot;fifty percent surcharge&quot; mandated by</td>
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<tr>
<td>Wednesday, September 20</td>
<td>Last day to drop a first-half semester class and use a career drop</td>
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<tr>
<td>Tuesday, October 10</td>
<td>First-half semester classes end</td>
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<tr>
<td>Wednesday, October 11</td>
<td>Second-half semester classes start</td>
</tr>
<tr>
<td>Thursday, October 12</td>
<td>Fall Break - No classes</td>
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</tbody>
</table>

| Last day to add a second-half-semester class. |
Bulletin Main Page

Welcome to the NEW Appalachian State University Bulletin

Exciting changes have been made to the University Bulletins!
The Undergraduate and Graduate Bulletins have transitioned to a new software, Acalog. The University Bulletins are now web-based and contain a number of features, including advanced search options, intuitive navigation, and interactive course descriptions and programs.

Choose the Undergraduate or Graduate Bulletin on the left or in the drop-down above to explore the new features.
Course Timetables

• Link to course timetables. Be sure to select the appropriate semester from the drop down menu and search my major. https://bannerweb.appstate.edu/pls/PROD/bwckschd.p_display
### Class Schedule Search

<table>
<thead>
<tr>
<th>Search by Term</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Term</td>
<td></td>
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<tr>
<td>Fall 2016</td>
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### Drop-down List

- Accounting
- Anthropology
- Appalachian Studies
- Apparel Design & Merchandising
- Applied Math
- Art
- Astronomy
- Athletic Training
- Biology

### Additional Fields

- Course Number
- Title
- Schedule Type
- Credit Range
- Course Level
- Part of Term
- Attribute Type
- Start Time
- End Time
- Days

### Search Options

- Class Search
- Reset

**Release:** 0.7.1
| CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade | CRN  | Subj | Grade |
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**Cap:** Number of seats in the class  
**Act:** Number of students actually enrolled  
**Rem:** Number of seats remaining  
**WL Cap:** Number of spaces available for waitlisting  
**WL Act:** Number of students already waitlisted  
**WL Rem:** Number of waitlisted spaces remaining
Web Registration System (WRS) Tutorial

• The WRS tutorial will take you step by step through the App State course registration process.
• The tutorial also has registration tips and a detailed list of common registration errors.

http://www.registrar.appstate.edu/registration/wrstutorial.html

*Please note that you cannot register yourself for courses that have any type of prerequisite.
Why can’t I get into a class?
Registration Error Messages

You may not be able to register for the class you want because:

1. You do not have the prerequisite or test score required
2. The course is full
3. The course is restricted to a specific group of students
4. The course has a time conflict with one of your other classes

*Please check the graduate/undergraduate bulletin for prerequisites or the course timetable for seat availability.
What can I do about this?

• Check for any notes under the course listing. These may explain why you cannot register for the course.

• If the course is full and has waitlist capabilities, you may add yourself to the waitlist.

• If you believe that you DO meet the prerequisite for the course or have the skills necessary for the course, please contact the course instructor or attend the first class meeting and bring a copy of your transcript.

• If you really want to take a course that is full, contact the course instructor or attend the first class meeting and bring a copy of your transcript.
Talking to Professors – how to ask permission to register for a class

• You may email the course instructor or visit them during office hours to ask for permission to add their class.

• Arrive early and sit in on the first day of class; speak to the instructor before the class begins OR immediately after the class is over to ask for their permission to add their class.

• Do not be afraid to ask! Professors are willing to work with you.

*If you receive permission from an instructor to enroll into a course that requires our help, you must provide email or written verification from the instructor.
Walk-In Advising Times

**When:** Friday, August 18\(^{th}\) 10:00AM – 12:00PM

**Location:** Office of International Education & Development
Suite 321, Plemmons Student Union
Add/Drop Period

• Drop/add period---first 5 days of the semester
• You may adjust your schedule without penalty through midnight on August 28, but do not wait until the last minute to make changes.
• If you need our office to add courses for you, you must submit your request no later than noon on Friday, August 25.
• You may add and drop courses online using AppalNet
• DO NOT SIMPLY STOP GOING TO CLASS. If you do not officially drop a course, you will receive a failing grade (F).
• Do not drop a class unless you have a replacement or you have 12 semester hours (9 hours for graduate students) without the class.
Textbook Rentals

- Textbook rentals are available to all undergraduate students.

- Textbook rentals are not available to graduate students.

- The cost is $144 per semester, however, some professors may require you to purchase an additional book that is not available to rent (you will pay out of pocket for these items).

- Buying your textbooks may be more expensive than renting them.
Final Transcript

• Please review and sign the Request for Official Transcript form and turn it in at the end of this session.
• We must have this to obtain your official transcript which we will give to your home university at the end of the semester.
• If you wish to have a copy for your own records, you must submit an online request through your AppalNet account.
Questions?