

Genisys Registration Instructions

Go to: <http://my.regent.edu>

Introduction:

All students must register for classes through Regent University's online information system called Genisys (General Information System). This is a step-by-step guide which is designed to walk you through the process. Please follow the instructions carefully.

First, go to the web address listed at the top of this page on the Internet. Log in with your MyRegent ID and Password.

If you have forgotten your MyRegent ID or password, choose the "Forgot your password?" link below the Login button in order to retrieve it using your security question/answer. If this is not successful, contact the Help Desk at (757) 352-4076 or email helpdesk@regent.edu and they can assist you.

The page below will be displayed:

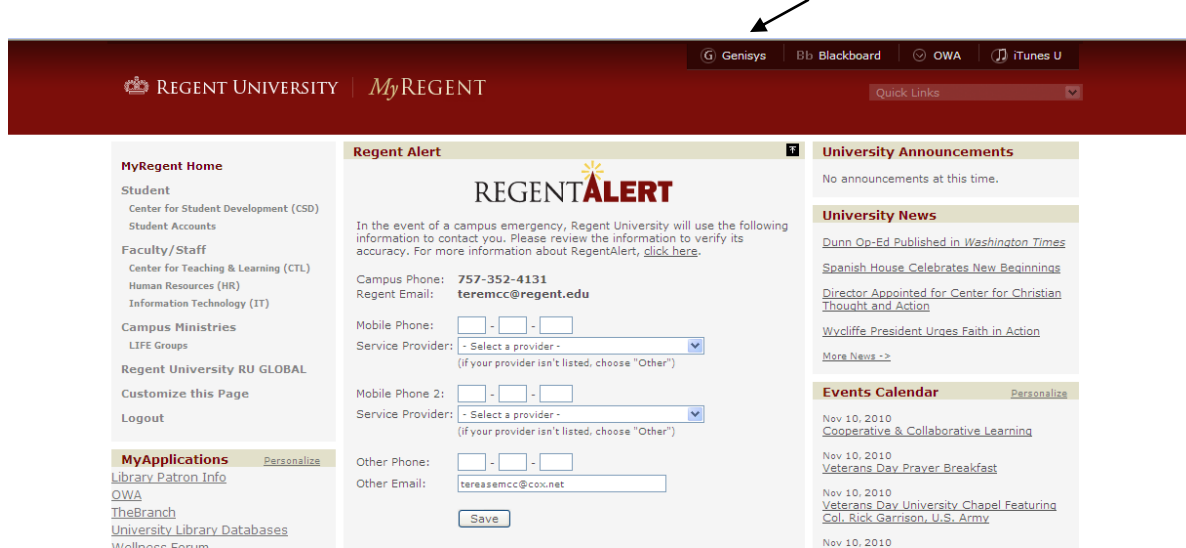
The screenshot shows the MyRegent login page. At the top, there is a dark red header with the Regent University logo and the text "REGENT UNIVERSITY | MyREGENT". To the right of the header is a "Quick Links" dropdown menu. Below the header is a navigation bar with links for "About", "Academics", "Admissions", "Online Learning", "Students", "Support Regent", "Alumni", and "Libraries". The main content area is divided into three columns. The left column is titled "Login to MyRegent" and contains a form with fields for "MyRegent ID:" and "Password:", a "Login" button, and a "Forgot your password?" link. Below the form is a note: "If you have trouble logging in, please contact the Help Desk at (757) 352-4076 or helpdesk@regent.edu." The middle column is titled "MyRegent Info" and contains a section "Where are the icons?" with text: "MyRegent provides easy access to Genisys, Blackboard, OWA, iTunes U and much more. The icons/links for these are located on the top right of the page (once you login)." Below this is a "FAQs" section with three bullet points: "What is my MyRegent ID?", "Why is there a message about secure and non-secure items?", and "What is a portlet?". The right column is titled "University Announcements" and contains the text "No announcements at this time." Below this is a "University News" section with four links: "Wycliffe President Urges Faith in Action", "Regent to Broadcast Lausanne Congress Sessions", "Leadership and the Moral Imagination", and "Students Participate in Human-Rights Walk". At the bottom of the page is a footer with the text "© 2010 Regent University, Virginia Beach, VA" and the Regent University logo.

Important Note:

You will need the Course Reference Number (CRN) for each course you want to take when you register in Genisys. The CRN is a five-digit number assigned by the Banner Student System to each course (e.g., 40081). To make this process easier, most of the schools at Regent University have provided a Course Schedule on their websites. These schedules list the courses the school is offering in the next semester and includes the CRN of each course.

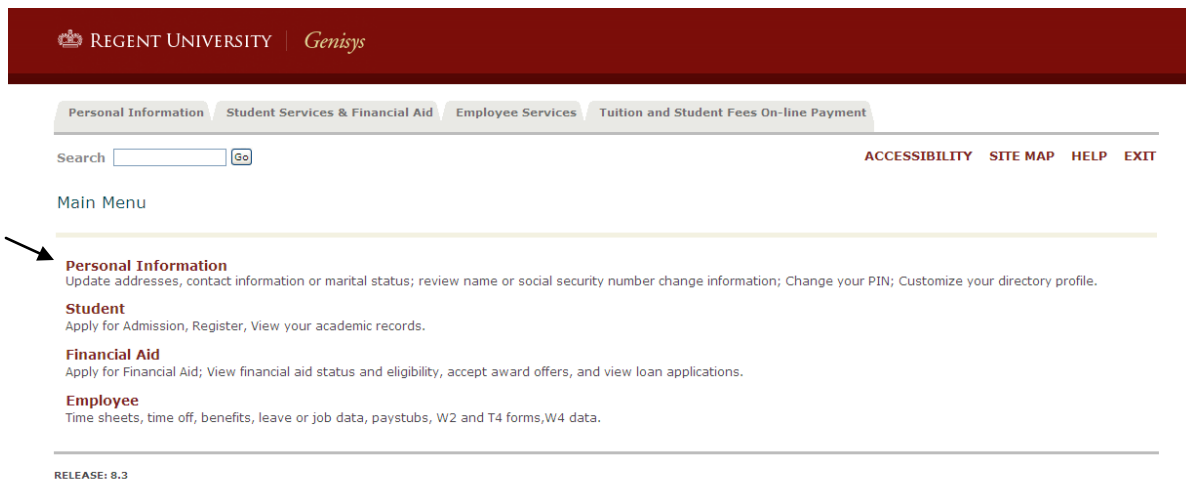
In order to register for your courses, the next step is to access Genisys.

- Click on GENISYS on the top right side of the page



The screenshot shows the MyRegent website interface. At the top right, there is a navigation bar with links for Genisys, Bb Blackboard, OWA, and iTunes U. An arrow points to the Genisys link. Below the navigation bar, the main content area is divided into several sections: MyRegent Home (with links for Student, Faculty/Staff, Campus Ministries, etc.), Regent Alert (with contact information and a form to update it), University Announcements, University News, and Events Calendar.

Please verify all personal information is accurate and up to date by clicking on the “**Personal Information**” link.



The screenshot shows the Genisys website interface. At the top, there is a navigation bar with links for Personal Information, Student Services & Financial Aid, Employee Services, and Tuition and Student Fees On-line Payment. Below the navigation bar, there is a search bar and a main menu. The Personal Information link is highlighted with a yellow background and an arrow pointing to it. The main menu also lists other options: Student, Financial Aid, and Employee.

Follow the on-screen instructions for each option. Changes made here will update your personal record for the university.

All students are expected to keep their personal information updated through Genisys. If you have questions, please contact the Help Desk at (757) 352-4076 or email helpdesk@regent.edu.

When you have finished, click on the “**Return to Menu**” link at the top right of the page.

Next, click on the “**Student**” link and the page below should appear.

Click on “**Registration**” to begin the registration process and the following page will be displayed:

REGENT UNIVERSITY | Genisys

Personal Information | **Student Services & Financial Aid** | Employee Services | Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student Services & Financial Aid

Registration
Register and add/drop classes; Display your class schedule and financial information, etc.

Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

Financial Aid
Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Verify Student Requirements
Before registering, check here for information that requires review and/or update.

Commencement RSVP
Will you be attending the spring commencement ceremony?

Registering for Courses:

- Click on “**View Your Overall Registration Status**”. This page will show if there are any “Holds” on your account which will prevent you from being able to register. **If you have questions about holds, please contact the University Registrar at (757) 352-4094.**
- If the page indicates that you have no holds on your account, click “**Return to Menu**” at the top right of the page, this will take you back to the page displayed above.

Personal Information | **Student Services & Financial Aid** | Employee Services | Tuition and Student Fees On-line Payment

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration

Select Semester
Select Semester to Display.

Register and Add/Drop Classes
Register here for all your courses, or add/drop further courses.

Look-up Classes to Add

Your General Schedule
Shows Day & Time
*Not all classrooms have been assigned for Spring term. Please check back for classroom assignments.

Your Detail Schedule
Shows Instructor, Class Location and other details.
*Not all classrooms have been assigned for Spring term. Please check back for classroom assignments.

Finalize Registration here and view your Financial Info
Be sure to check here, to verify your final registration and charges.

View Your Overall Registration Status
Shows a general view of your registration status.

- Click on “Register and Add/Drop Classes”

[Personal Information](#) | **[Student Services & Financial Aid](#)** | [Employee Services](#) | [Tuition and Student Fees On-line Payment](#)

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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View Your Overall Registration Status
Shows a general view of your registration status.

- You will be prompted to select the term you wish to register for, select a term and click “Submit”.

Select a Term:

- The following table will be displayed toward the bottom of the page:

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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RELEASE: 8.4

- Consult your school’s website or your advisor for the Course Reference Number (CRN) of each course for which you want to register. If a course has multiple sections, each section may have a different CRN. Make sure to select the appropriate CRN number for the course you would like to register.
- Type the CRNs into the fields on the table, one at a time, being careful to go from left to right.

Add Classes Worksheet

CRNs

11183	11035	<input type="text"/>	<input type="text"/>	<input type="text"/>
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- Click the “**Submit Changes**” button when you are finished.
- A page will be displayed with the courses listed you selected. Carefully review the information to ensure you have registered for the correct courses.

Adding and Dropping Courses

If you made a mistake and want to add or drop one or more courses, follow these steps:

- **Drop:** Under the column “Action”, use the pull-down menu in the appropriate row(s) to select “Web Drop”. You can do this to drop one course or to drop multiple courses at a time.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Jun 08, 2010	Web Drop	1183	COUN	585	02	Graduate	3.000	Standard	Letter	Grade Seminar Course
Registered on Jun 08, 2010	None	11035	COUN	595A	01	Graduate	3.000	Pass/No	Pass	Internship/Com Cnsing A

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 17.000
Date: Nov 10, 2010 10:35 am

- **Add:** Scroll down to the “Add Class” table, which is toward the bottom of the screen. Follow the instructions on the previous page for adding the CRN(s) of any additional course(s) in which you want to register.

Add Classes Worksheet

CRNs
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="button" value="Submit Changes"/> <input type="button" value="Class Search"/> <input type="button" value="Reset"/>

RELEASE: 8.4



Be sure to click “**Submit Changes**” after each add/drop.

- **Note:** If you want to drop or add a course after leaving Genisys, follow the instructions on page 1 & 2 to login again and then click on “Student”, “Registration”, and then “Register and Add/Drop Classes”.

Final Registration Steps

Once you are satisfied with your registration, click the link to **“Finalize Registration here and view your Financial Info”**

Select Semester

Select Semester to Display.

Register and Add/Drop Classes

Register here for all your courses, or add/drop further courses.

Look-up Classes to Add

Your General Schedule

Shows Day & Time

*Not all classrooms have been assigned for Spring term. Please check back for classroom assignments.

Your Detail Schedule

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Be sure to check here, to verify your final registration and charges.

View Your Overall Registration Status

Shows a general view of your registration status.

Regent Bookstore

*This site utilizes popup windows. You may need to disable or change the settings on your popup blocking software before entering.

Shop for textbooks at the Regent Bookstore. If you are currently registered for classes, this link will show you books available for each of your courses. If the above link does not take you directly to the Regent Bookstore web site, please click here [Regent Bookstore](#) for the main bookstore web page.

The **“Completed Registration and Fees”** page will display, this will list tuition and fee charges. If you are registering early, you may not see fee calculations yet. To verify your registration, click the **“Student Detail Schedule”** link at the bottom of the page.

Completed Registration and Fees:



Congratulations! You have completed the Registration process for the courses listed below

Your tuition and fee charges based on your enrollment for the selected term are displayed below. To review your total account; including financial aid, and payments you have made; use the Account Summary by Term link.

Total Credit Hours: 6.000

Tuition and Fees for Fall 2010

Detail Code	Description	Amount
ASF	Academic Service Fee	\$10.00
COGF	COGS Fee	\$20.00
PCOU	Tuition- Counseling	\$3,960.00
PRKF	Parking Fee	\$100.00
TECF	Technology Fee	\$200.00
	Total Charge:	\$4,290.00

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Account Summary by Term](#) | [Regent Bookstore](#)]

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It is the student’s responsibility to ensure payment is received by the Business Office by the appropriate due dates. All payments must be made through Genisys (use the **“Tuition and Student Fees Online Payment”** tab at the top of the page. Be sure to coordinate with Central Financial Aid ((757) 352-4125), the Business Office ((877)-850-8434), and the Registrar’s Office ((757) 352-4094) as necessary.