“How to Register for Classes”

Student Support Services
Academic Advising
AGENDA

1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
Step 1: Locating the Course Schedule

- Open the Internet Browser: my.regent.edu
- Type in MyRegent ID and password
- Enter portal and click on the “Blackboard” tab
- Click on the module: “The FAQs”
- Click the “Schedules & Dates” tab on the left
Log in to MyRegent Portal

Enter your MyRegent ID and Password to login to the MyRegent portal.

MyRegent ID: [blank]
Password: [blank]

Login

If you have trouble logging in, please contact the Help Desk at 757.352.4676 or helpdesk@regent.edu

MyRegent Info
Where are the icons?
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).

FAQS
- What is my MyRegent ID?
- Why is there a message about secure and non-secure items?
- What is a portal?

University Announcements
No announcements at this time.

University News
- Regent Theatre Presents Encore Presentation of And Sarah Laughed
- Communication Professor Visits Netherlands as a Fulbright Specialist
- Regent Receives Prestigious Award for Innovative Technology
- RedDreams Film Competition Televised Encore Presentation
- More News ->

© 2009 Regent University, Virginia Beach, VA
MyRegent Portal’s Home Page
Locate Blackboard
Click on FAQs
Enter FAQs Module
Click on Schedule & Dates
Locate Course Schedule

Welcome to the Course: Academic Advising Resources (Academic_Advising_Resources) - Windows Internet Explorer

Schedule & Dates

Where do I find important dates and schedules?

All schedules and calendars are located on our Current Students webpage.

The Academic Calendar gives you all the important dates that you need to be aware of to be a successful student. Please take the time to print a copy for yourself.

The Course Schedule is where you will find all the classes offered and the Course Reference Numbers (CRN's) in a particular course.

The Anticipated Academic Schedule will aid you in planning your academic school year. It allows you to see what session each course will be offered for the academic year.
Click on Current Schedule
<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>CAT#</th>
<th>TITLE</th>
<th>SEC</th>
<th>HRS</th>
<th>CAMPUS</th>
<th>WEEKS OF STUDY</th>
<th>START DATE</th>
<th>END DATE</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTR</th>
<th>NOTES/PREREQS</th>
</tr>
</thead>
<tbody>
<tr>
<td>10509</td>
<td>ACCT</td>
<td>350</td>
<td>Investments</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Davenport, John</td>
<td>Priming BUSH 220</td>
</tr>
<tr>
<td>10509</td>
<td>ACCT</td>
<td>380</td>
<td>Mergers and Acquisitions</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Davenport, John</td>
<td>Priming BUSH 220</td>
</tr>
<tr>
<td>10510</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>01</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>MW</td>
<td>1:30 - 2:45 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10511</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>02</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10512</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>03</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10513</td>
<td>BIOL</td>
<td>101</td>
<td>Introduction to Biology w/Lab</td>
<td>01</td>
<td>4</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>T</td>
<td>10:00 - 1:00 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10514</td>
<td>BIOL</td>
<td>101</td>
<td>Introduction to Biology w/Lab</td>
<td>02</td>
<td>4</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10518</td>
<td>BIOL</td>
<td>102</td>
<td>Human Biology w/Laboratory</td>
<td>01</td>
<td>4</td>
<td>Virginia Beach</td>
<td>18</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>MW</td>
<td>1:00 - 2:40 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10517</td>
<td>BUSN</td>
<td>230</td>
<td>Introduction to Finance</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Early, James</td>
<td>Priming MATH 102</td>
</tr>
<tr>
<td>10518</td>
<td>BUSN</td>
<td>240</td>
<td>Marketing Principles</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Winston, Brooks</td>
<td>Priming MATH 102</td>
</tr>
<tr>
<td>10519</td>
<td>BUSN</td>
<td>250</td>
<td>Business Law</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Abrams, Clement</td>
<td></td>
</tr>
<tr>
<td>10520</td>
<td>BUSN</td>
<td>275</td>
<td>Human Resource Management</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>Gendeloff, Franco</td>
<td></td>
</tr>
<tr>
<td>10521</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>01</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>MW</td>
<td>8:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10522</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>02</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>MW</td>
<td>10:45 am - 11:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10523</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>03</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>T</td>
<td>10:45 am - 11:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10524</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>04</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10527</td>
<td>COMM</td>
<td>112</td>
<td>Introduction to Communication Arts</td>
<td>01</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>T</td>
<td>10:45 am - 11:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10528</td>
<td>COMM</td>
<td>217</td>
<td>Communication Studies</td>
<td>01</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>T</td>
<td>8:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10529</td>
<td>COMM</td>
<td>217</td>
<td>Communication Studies</td>
<td>02</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10530</td>
<td>COMM</td>
<td>245</td>
<td>Communication Theory</td>
<td>01</td>
<td>3</td>
<td>Virginia Beach</td>
<td>15</td>
<td>08/24/09</td>
<td>12/20/09</td>
<td>MW</td>
<td>6:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10531</td>
<td>COMM</td>
<td>250</td>
<td>Persuasive Communication</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10532</td>
<td>COMM</td>
<td>410</td>
<td>Communication Research Methods</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10533</td>
<td>COMM</td>
<td>415</td>
<td>Professional Communication</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10534</td>
<td>COMM</td>
<td>416</td>
<td>Communication Ethics</td>
<td>01</td>
<td>3</td>
<td>Online</td>
<td>8</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td></td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>
The first sessions’ 8-week courses and all 16-week semester courses will be listed first on the schedule and color coded Blue.

The second half of the schedule is color coded Yellow and lists the second 8-week sessions of the semester.

Courses are listed alphabetically by four-letter Department I.D. (example: ENGL 101).
## Regent Undergrad Semester Schedule

### Fall 2009

<table>
<thead>
<tr>
<th>CRN</th>
<th>DEPT</th>
<th>CAT#</th>
<th>Title</th>
<th>SEC</th>
<th>HRS</th>
<th>WEEKS OF</th>
<th>CAMPUS</th>
<th>START DATE</th>
<th>END DATE</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTR</th>
<th>NOTES/PREREQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>10509</td>
<td>ACCT</td>
<td>350</td>
<td>Investments</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>Davenport, John</td>
<td>Priming, BUSN 220</td>
</tr>
<tr>
<td>10509</td>
<td>ACCT</td>
<td>360</td>
<td>Mergers and Acquisitions</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>Davenport, John</td>
<td>Priming, BUSN 220</td>
</tr>
<tr>
<td>10510</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>01</td>
<td>3</td>
<td>10</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>1:30 - 2:15 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10511</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>02</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10512</td>
<td>ARTA</td>
<td>101</td>
<td>Engaging the Visual Arts</td>
<td>03</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10513</td>
<td>BIOL</td>
<td>101</td>
<td>Introduction to Biology w/ Lab</td>
<td>01</td>
<td>4</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>1:00 - 2:15 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10514</td>
<td>BIOL</td>
<td>101</td>
<td>Introduction to Biology w/ Lab</td>
<td>02</td>
<td>4</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10518</td>
<td>BIOL</td>
<td>102</td>
<td>Human Biology with Laboratory</td>
<td>01</td>
<td>4</td>
<td>18</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>1:00 - 2:45 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10517</td>
<td>BUSN</td>
<td>230</td>
<td>Introduction to Finance</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10518</td>
<td>BUSN</td>
<td>240</td>
<td>Marketing Principles</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10518</td>
<td>BUSN</td>
<td>250</td>
<td>Business Law</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10520</td>
<td>BUSN</td>
<td>270</td>
<td>Human Resource Management</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10521</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>01</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>8:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10522</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>02</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>10:45 am - 11:50 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10523</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>03</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>1:00 - 2:15 pm</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10524</td>
<td>COMM</td>
<td>110</td>
<td>Public Speaking</td>
<td>04</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10527</td>
<td>COMM</td>
<td>112</td>
<td>Introduction to Communication Arts</td>
<td>01</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>10:45 am - 11:50 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10528</td>
<td>COMM</td>
<td>217</td>
<td>Communication Studies</td>
<td>01</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>8:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10529</td>
<td>COMM</td>
<td>217</td>
<td>Communication Studies</td>
<td>02</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10530</td>
<td>COMM</td>
<td>245</td>
<td>Communication Theory</td>
<td>01</td>
<td>3</td>
<td>14</td>
<td>Virginia Beach</td>
<td>08/24/09</td>
<td>12/02/09</td>
<td>TBA</td>
<td>8:30 - 9:45 am</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10531</td>
<td>COMM</td>
<td>250</td>
<td>Persuasive Communication</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10532</td>
<td>COMM</td>
<td>410</td>
<td>Communication Research Methods</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10533</td>
<td>COMM</td>
<td>410</td>
<td>Professional Communication</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>10534</td>
<td>COMM</td>
<td>410</td>
<td>Communication Ethics</td>
<td>01</td>
<td>3</td>
<td>8</td>
<td>Online</td>
<td>08/24/09</td>
<td>10/18/09</td>
<td>TBA</td>
<td></td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>
Online vs. On Campus

- Check class location before registering.
  - Online classes are coded “Online.”
  - On campus classes are coded “VB Campus.”

- Review course meeting times and course location if class is on campus:
  - CRB = Classroom Building
  - SC = Student Center
  - RH = Robertson Hall
  - ADMN = Administration Building
  - COM = Communication & the Arts Building
1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
### Step 2:
**Class Selection for First Semester**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Biblical Worldview: Regent Cornerstone G. E. Requirement</td>
<td>3</td>
<td>GENE 100 The Making of the Christian Mind</td>
</tr>
<tr>
<td>One Written &amp; Oral Communication G. E. Requirement</td>
<td>3</td>
<td>ENGL 101 English Composition*</td>
</tr>
<tr>
<td>One Biblical Worldview: Christian Foundation G. E. Requirement</td>
<td>3</td>
<td>RELS 103 Old Testament**</td>
</tr>
<tr>
<td>One Written &amp; Oral Communication G. E. Requirement</td>
<td>3</td>
<td>COMM 110 Public Speaking</td>
</tr>
<tr>
<td>One Cultural Perspective G. E. Requirement</td>
<td>3</td>
<td>Global Studies, Humanities, Social Science, Art or Music, U.S. History***</td>
</tr>
</tbody>
</table>

*Take ENGL 102 Research and Academic Writing if ENGL 101 is satisfied.  
**Either RELS 104 New Testament or RELS 103 can be taken first.  
***Take one Cultural Perspective or one Elective requirement. Also, you can take 12 credits this semester and 3 credits in summer semester and still complete graduation requirements in four years.

**Please meet with your academic advisor when considering other registration options.**
## Class Selection for Your Second Semester

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Cultural Perspective G. E. Requirement</td>
<td>• 3 credits Global Studies, 3 credits Humanities, 3 credits Social Science, 3 credits Art or Music, 3 credits U.S. History***</td>
</tr>
<tr>
<td>One Critical Thinking &amp; Analysis G.E. Requirement</td>
<td>• 3 credits, ENGL 102 Research and Academic Writing*</td>
</tr>
<tr>
<td>One Quantitative &amp; Scientific Literacy G.E. Requirement</td>
<td>• 3 credits Mathematics or 4 credits of Natural Science with Lab</td>
</tr>
<tr>
<td>One Elective or One Major Program Requirement</td>
<td>• You may take any 100-400 level course from any discipline. Consult with your academic advisor before taking courses in your major program.</td>
</tr>
</tbody>
</table>

*Take PHIL 101 Introduction to Philosophy or an Elective if ENGL 102 is satisfied.

**Either RELS 103 Old Testament or RELS 104 can be taken.

***Take one Cultural Perspective or one Elective Requirement. Also, you can take 12 credits in semester and take additional 3 credits in summer semester and still complete graduation requirements in four years.

Please meet with your academic advisor when considering other registration options.
16-Week vs. 8-Week Classes

16-Week Classes:

- Courses are one semester in length (a total of 16 weeks).
- Courses are only offered on campus for local students.
- Full-time status = four (4) 16-week courses or 12 credits.
- Available courses are located in the first (Blue) section of the course schedule.
8-week classes:

- Offered online and on campus.
- Two 8-week “sessions” are offered every semester:
  - **Fall Semester:** Session A and Session B
  - **Spring Semester:** Session C and Session D
  - **Summer Semester:** Session E and Session F
- You must register for both sessions in a semester to be considered full-time (12 credits per semester).
- Refer to the current course schedule found [here](#) for exact dates and times of class meetings.
Full-Time & Part-Time Status

- Full-time students must enroll in at least 12 credits per semester (four classes).

- Typical full-time schedule example:
  - On campus students: Four, 16-week classes
  - Online students: Two, first session classes and Two, second session classes

- Half-time students enroll in 6 to 11 credits per semester (examples: one class in each session, two classes in one session only, or two 16-week classes).
You will be required to enter the Course Reference Number (CRN) for each class you register for in GENISYS.

CRNs are noted on the semester’s Course Schedule.

Always consider a backup section or course to take. Later registrations often encounter courses that are not available.

We recommend that you Wait List courses when given the opportunity; but always consider registering for another course too.
AGENDA

1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
Step 3: Register for Classes in GENYSIS

Congratulations you are ready to register!
Re-Open MyRegent Portal
Click on GENISYS
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?

RELEASE: 7.5.2
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?
Register and Add/Drop Classes

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.
Registering

- Scroll toward the bottom of the page
- Enter CRN numbers found on Course Schedule
- Click on “Submit Changes”
- Scroll back up to review registration
Registration Screen

Step 1

Step 2

Web Registered
Registration Completion

- Tuition is due on or before the first day of class.
- Payment can be made online in Genisys.
- Order textbooks at [www.regentbookstore.net](http://www.regentbookstore.net)
  - Campus students can visit the RU Bookstore located on the first floor of the Student Center (SC).
  - View the course’s required textbooks online at the bookstore’s website.
  - Textbooks can be purchased from another source, but it is imperative that the same edition required for the class be purchased.
Second Session Starts (Sessions B, D, and E)

- Students may register session by session if they don’t have to establish full or part-time status for a semester.
- Separate registration periods are offered for these sessions.
- Review the academic calendar for registration dates.
- Last day to make changes to registration without an add/drop form is the day before the second session classes begins.
AGENDA

1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
Step 4: Adding & Dropping Courses

- Refer to the current year’s School Calendar for important dates regarding Add/Drops.
- Add or Drop classes in Genisys before the first day.
- Complete the Add/Drop-A-Course Form after classes have begun.
- Dropping below your required enrollment status will impact your financial aid award. Contact Financial Aid.
- Dropping classes during ‘WF’ grade period will impact your grade point average (GPA).
Refunds & Grades

8-Week Class
- Week 1: 100% refund, no grade
- Week 2: 50% refund, ‘W’ grade
- Week 3 & 4: no refund, ‘W’ grade
- Week 5 - 7: no refund, ‘WF’ grade
- Week 8: no drops permitted

16-Week Class
- Week 1 & 2: 100% refund, no grade
- Week 3 & 4: 50% refund, ‘W’ grade
- Week 5-8: no refund, ‘W’ grade
- Week 9 - 14: no refund, ‘WF’ grade
- Week 15 & 16: no drops permitted
The FASFA form must be completed and on file to receive financial aid, including scholarships.

- This can be filed as early as January for the next school year.
- Act quickly, if you haven’t filed your FAFSA. Contact Financial Aid if assistance is needed in completing the form.

Review Financial Information on the Current Students website.
Financial Aid & FAFSA (Free Application for Federal Student Aid)

- Students must finalize their financial aid package in Genisys and complete any Master or Promissory Notes to ensure financial aid is not returned to provider. Contact Financial Aid for assistance.
- Arrange for tuition installment payment (TIP) if you cannot pay the full amount by the first day of class.
- Talk with your Financial Aid Counselor early if you want money allocated for summer semester courses.
Military Members

- Click on this [link](http://www.regent.edu/acad/undergrad/admissions/military/) for Tuition Assistance information.
- Complete the online Military Discount form.
- Complete the Veterans Certification Request and file with the Registrar when applicable.
  - VA Certifying Official: Heather Renninger, 757.352.4124
- If you are required to submit degree program requirements, contact your Academic Advisor.
- If you haven’t requested your military transcripts to be sent to Regent University, do that now.
AGENDA

1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
Step 5: Enrollment Status

- Your enrollment status determines how many credits per session/semester you can register for.
  - Regular Enrollment Status: register for up to 18 credits
  - Provisional Status: register for no more than 12 credits in the first semester

- Course Schedule located in Genisys.

- Professors typically open classes in Blackboard one week prior to the start of class.
  - Exception: classes added to the schedule later may open on the first day of class
AGENDA

1. Course Schedule
2. Class Selection
3. Registering in GENYSIS
4. Add/Drop
5. Enrollment Status
6. Class Attendance
Step 6: Class Attendance

- Participation at Regent University is defined by logging into your Blackboard course.
- Attendance for on campus classes requires presence at regularly scheduled class meetings.
- Class participation during Week 1 is critical; failure to do so may lead to academic dismissal.
## Key Contacts

<table>
<thead>
<tr>
<th>Departments</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>757.352.4125</td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>800.373.5504</td>
</tr>
<tr>
<td>Business Office</td>
<td>757.352.4059</td>
</tr>
<tr>
<td>Admissions</td>
<td>888.718.1222</td>
</tr>
<tr>
<td>Office of Advising</td>
<td>800.722.3680</td>
</tr>
</tbody>
</table>
Questions?

Please contact your advisor at 800.722.3280