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:

![Login to MyRegent](image)

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

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

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:

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.
• Click on “Register and Add/Drop Classes”

Select Semester
Select Semester to Display.

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

Look-up Classes to Add

Your General Schedule
Shows Day & Time

Your Detail Schedule
Shows Instructor, Class Location and other details.

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.

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

Select a Term: [Fall 2010]
Submit

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

Add Classes Worksheet

CRNs

Submit Changes	 Class Search	 Reset

CONSULT YOUR SCHOOL’S WEBSITE OR YOUR ADVISOR FOR THE COURSE REFERENCE NUMBER (CRN) FOR EACH COURSE FOR WHICH YOU WISH 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.
• 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.

• **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.

  ![](image)

  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”.

![STOP]
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.
*Lists all classes have been assigned for Spring term. Please check back for classroom assignments.

Your Detail Schedule
Shows instructor, class location, and other details.
*Lists all classes 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.

Regent Bookstore
*This site utilizes pop-up windows. You may need to disable or change the settings on your pop-up 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

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASF</td>
<td>Academic Service Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>CGGS</td>
<td>CGGS Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>PC01</td>
<td>Tuition Counseling</td>
<td>$3,960.00</td>
</tr>
<tr>
<td>PRKP</td>
<td>Parking Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>TECF</td>
<td>Technology Fee</td>
<td>$200.00</td>
</tr>
<tr>
<td>Total Charges</td>
<td></td>
<td>$4,290.00</td>
</tr>
</tbody>
</table>

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.