

The Online Registration Application Student Guide

Table of Contents

The Online Registration Application	2
About the Online Registration Application.....	2
What is the Sequence of Online	2
Registration?.....	2
How Do I Access Online Registration?	3
The Online Registration Home Page	4
What's On The Home Page?	4
What if There's a Hold on My Registration?.....	5
Make Your Subject Selections	6
How Do I Use the Subject Selections Page?	6
[1] Messages	6
[2] View Change Log	7
[3] Subject Selections.....	8
Submit Your Registration	9
What's Left to Do After I Make My Subject Selections?.....	9
1. Review Your Subject Selections	9
2. Review/Edit Your Addresses	10
3. Review/Edit Your Emergency Contact Information.....	10
4. Accept the Registration Agreement	11
Registration Summary	12
How Do I Know My Registration Has Been Submitted?	12

The Online Registration Application

About the Online Registration Application

Registration is the process of selecting and approving subject selections, providing/updating important contact information, and agreeing to the terms of enrollment each semester. The Online Registration application allows you and your advisor(s) to select subjects and submit your registration.

What is the Sequence of Online Registration?

The Online Registration Process proceeds through a sequence of steps. At subsequent stages of the process your online registration passes through different status designations. You can follow the process on the Registration Status Timeline.



Pre-Registration takes place before Online Registration begins. If you have pre-registered, a green check will show on the **Registration Status Timeline** at the first step. If you have not pre-registered you may still use Online Registration but you will not see the green check.

1. Edit Subject Selections - Awaiting Approval

Awaiting Approval means the subject selection process is in progress.

When online registration opens for a given term, if you are eligible to register you are assigned the state of Awaiting Approval. In this state, you or your academic advisor may edit your subject selections.

2. Advisor Approval - Approved

Approved means you have met with your Advisor and your subject selections for the upcoming semester have been approved. Once Approved your selections **may not be altered** in the Registration system. To make changes use the Add /Drop/Change process.

3. Review and Submit Registration - Submitted

Submitted means you have sent an approved set of subject selections to the Registrar.

Once subjects are approved by your Advisor, you will continue through the Submit process which has a few additional steps. After you complete the additional steps and click the Submit button, your registration state becomes Submitted and registration is complete.

Click Help in the menu or go directly to: web.mit.edu/registrar/general/oreg/help/index.html

How Do I Access Online Registration?

You will access the Online Registration System through the WebSIS Home page as long as you are eligible to use the system and the registration period is open. Authentication is handled through Touchstone where you are asked to use your Certificate or to enter your Kerberos username and password.

Touchstone@MIT

Welcome, please identify yourself to access MIT services.

Have an MIT certificate?

Use Certificate -Go

Always login with this

No certificate? Use Kerberos username

Username: @mit.edu

Password: Login

Have Kerberos tickets?

Use existing tickets - Go

Always login with this

After selecting your Certificate or entering your Kerberos username and password you will see the Online Registration Home Page.

Note: If you are not eligible to use the Online Registration system you will see a screen similar to the one below. Follow the instructions in the message box to continue the registration process.

MIT OFFICE of the REGISTRAR
REGISTRATION

Help

Registration for Spring Term 2010-2011

Access Denied

You are not eligible to register online for Spring Term 2010-2011. Please visit your academic department to obtain your registration form. Please contact the [Registrar's Office](#) if you have any questions.

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On

The Online Registration Home Page

What's On The Home Page?

On the **Registration Home** page you will see the Registration Status Timeline, Instructions for registering, and your biographical information.

When you arrive at the Registration Home page your screen will look like the screen below. If you have any holds on your record, your screen display additional information (See information about **Holds** on the next page.).

[1] The **Menu Bar** provides access the WebSIS Home page or to the Subject Selection page. You may also access Help or Log Off.

[2] The **Registration Status Timeline** refers to where you are in the Registration process. You begin at the Edit Subject Selection step where you may add other subjects or change what you have already selected.

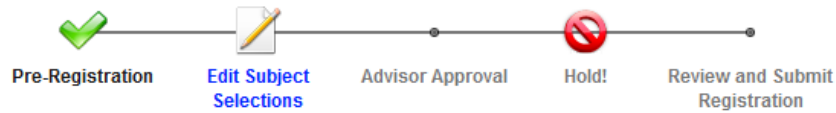
[3] It is critical that you read the **Instructions** which contain important information about the Registration process such as the effects of falling below full-time status, resolving holds and meeting deadlines.


[4] On the Information panels you can edit your home and local addresses and emergency contact information. Be sure they are up to date.

What if There's a Hold on My Registration?

If you have a Hold on your registration you will see a yellow box at the top of the Home page screen with information.

REGISTRATION STATUS



 You have a **Financial Hold** on your registration. Please contact [Student Financial Services](#) to clear your hold.

Subjects can be selected and approved by your Academic Advisor. However, you cannot complete the registration process until the hold is resolved.

Each hold warning will explain what you need to do next. You may select your subjects and your advisor may approve your subject selections while you still have a hold but you will not be allowed to submit your registration until all holds are cleared.

When you're ready to move on, click **Edit Subject Selections** on the **Registration Status Timeline**.

Make Your Subject Selections

How Do I Use the Subject Selections Page?

When you click Subject Selections in the menu you will see the Subject Selections page which shows information about all the subjects selected through pre-registration or during the Online Registration process.

MIT OFFICE of the REGISTRAR
REGISTRATION

Advisor Home Registration Home Student Registrations Help Log Off

Fall Term 2011-2012 Registration – Subject Selections

« Prev Student Next Student »

Kathleen Swartz Stahlberg
MIT ID: 82390208
Year: G
Program: 11.MCP
Degree: MCP
Advisor: Patricia C. Dignan
Program: 4.M
Degree: SM
Advisor: Julian Bennett

Student address details | WebSIS

Messages

1 Outstanding Incomplete, 4.241, Spring Term 2009-2010

Last saved by **Rebecca K. Case** on 12/19/2011 at 10:23 AM | [View Changes](#) 2

Search for a Subject: [Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Pre-Registration Schedule](#)

#	Subject Title	HASS & CSH Category	HGN	Units	Grading Option	Remove
11.314	Water, Landscape and Urban Design		H	12	Regular	<input type="checkbox"/>
11.332	Urban Design Studio		H	12	Regular	<input type="checkbox"/>
11.404	Housing Policy and Planning in the US		G	12	Listener	<input type="checkbox"/>
11.820	A Workshop on Geographic Information Systems		H	12	Regular	<input type="checkbox"/>
11.ThG	Graduate Thesis		H	8	Masters	<input type="checkbox"/>

Total Units: 54

4

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[1] Messages

The **Messages** area will show information directed individually to you. It is critical that you read and attend to these messages. You May open or close this message window by clicking next to the word **Messages** [+] or [-].

Messages [-]


1 There is a hold on your record. Subjects can be selected and approved by your Academic Advisor. However, you must clear the hold to complete the registration process. FAILURE TO REGISTER MAY RESULT IN LOSS OF STUDENT PRIVILEGES SUCH AS THE RIGHT TO ATTEND CLASS AND UTILIZE MIT STUDENT SERVICES.

- The following subjects have been removed from your selections because they are not offered this term:
(A subject can be re-added if it's status has been changed to "offered" in the [online subject listing](#).)
 - 1.018J Ecology I: The Earth System (removed on 01/21/2011)
 - 1.036 Structural and Geotechnical Engineering Design (removed from Pre-Registration selections)
- Outstanding OX in 1.035 Mechanics of Structures and Soils Fall 2008-2009
- Credit limit of 60 units

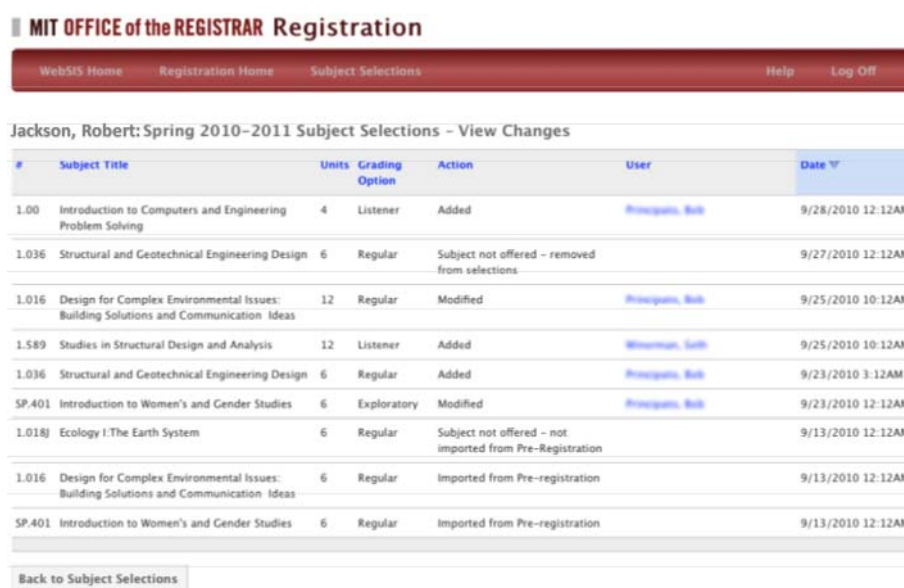
The example image above shows several possible messages about holds, subjects not being offered, outstanding work from previous terms and credit limits.

[2] View Change Log

The user and date/timestamp of the last changes are displayed. If the changes were made by someone other than you, an orange icon will appear. You can also view an audit of changes by clicking the **View Changes** link. This will display a list of changes made to your subject selections by an advisor, department administrator or Registrar's Office administrator.

 Last saved by Stewart Dent on 05/05/2011 at 09:25 PM | [View Changes](#)

The display will list the subject information, the action taken, who made the change and the date the change was made. Click the name in the User column to send an email to that person.



#	Subject Title	Units	Grading Option	Action	User	Date
1.00	Introduction to Computers and Engineering Problem Solving	4	Listener	Added	Principals, Bob	9/28/2010 12:12AM
1.036	Structural and Geotechnical Engineering Design	6	Regular	Subject not offered – removed from selections		9/27/2010 12:12AM
1.016	Design for Complex Environmental Issues: Building Solutions and Communication Ideas	12	Regular	Modified	Principals, Bob	9/25/2010 10:12AM
1.589	Studies in Structural Design and Analysis	12	Listener	Added	Wherman, Seth	9/25/2010 10:12AM
1.036	Structural and Geotechnical Engineering Design	6	Regular	Added	Principals, Bob	9/23/2010 3:12AM
SP.401	Introduction to Women's and Gender Studies	6	Exploratory	Modified	Principals, Bob	9/23/2010 12:12AM
1.018j	Ecology I: The Earth System	6	Regular	Subject not offered – not imported from Pre-Registration		9/13/2010 12:12AM
1.016	Design for Complex Environmental Issues: Building Solutions and Communication Ideas	6	Regular	Imported from Pre-registration		9/13/2010 12:12AM
SP.401	Introduction to Women's and Gender Studies	6	Regular	Imported from Pre-registration		9/13/2010 12:12AM

The View Changes list will show several types of actions including:

Action	Description
Added	For subjects added during the Edit Subject Selections step
Modified	For example if the units were increased or decreased or the grading option was changed
Imported from Pre-registration	These subjects are pulled into the system after the pre-registration process
Subject not offered – removed from selection	These subjects are removed from the pre-registration list of subjects because they are not offered this term

[3] Subject Selections

In the **Subject Selections** area you will see your list of subjects which you may edit. For those subjects which permit changes to **Units** and **Grading Options** you will have access to make those changes. You will receive a warning if you enter invalid data. Graduate students only will show a column for **HGN**.

To **Remove** a subject from the list check the **Remove** box and click **Save Selections**.

To **Add** subjects you can enter the subject number in the **Search for Subject** box, then click Add or click the link to **View Online Subject Listing**.

When adding subjects note the **Total Units** and **Credit Limit** (if you have one) below the list.

Search for Subject Add [Reset to Pre-Registration](#) | [View Online Subject Listing](#) | [View Pre-Registration Schedule](#)

#	Subject Title	HASS & CI-H Category	HGN	Units	Grading Option	Remove
1.00	Introduction to Computers and Engineering Problem Solving			12	Listener	<input type="checkbox"/>
1.016	Design for Complex Environmental Issues: Building Solutions and Communication Ideas			12	Regular	<input type="checkbox"/>
1.UR	Research in civil and Environmental Engineering			9	Regular	<input type="checkbox"/>
SP.401	Introduction to Women's and Gender Studies	HASS H, CI-HW		6	Exploratory	<input type="checkbox"/>

Total Units: 39 / Credit Limit: 60

HGN displays for Grad students only.

[4] You must click **Save Selections** to keep changes you have made. You can also **Print to PDF** for a paper copy.

To undo any changes you have made during the current session click **Reset to Last Save** below the subjects list. Clicking **Reset to Pre-Registration** located above the subjects list will revert the subjects back to its Pre-Registration state.

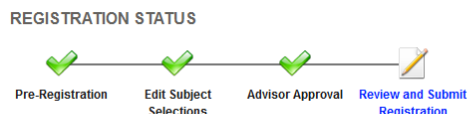
When you are ready click **Registration Home** to return to the Home page.

Submit Your Registration

What's Left to Do After I Make My Subject Selections?

After you have adjusted your subject selections, you and your advisor will meet. Once your Advisor approves your selections you may continue with the final steps in the Registration process. You will receive an email message when your advisor approves your subject selections in the Online Registration system.

From the Home page click **Review and Submit Registration**. You will have **four steps** to follow to complete your registration.



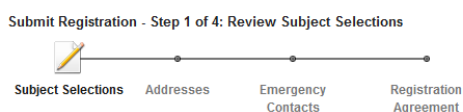
You may proceed through these steps by clicking the Next button. The **Registration Status Timeline** will mark your progress through the steps.

1. Review your subject selections
2. Review/Edit your addresses
3. Review/Edit your Emergency Contacts
4. Acknowledge the Registration Agreement



1. Review Your Subject Selections

A green message bar will indicate that your Advisor has approved your subject selections. Review your subject selections before proceeding. Click the Next button to move to the next step.



Approved by Sally Trainer on 05/03/2011 at 10:54 AM


[View Changes](#)

#	Subject Title	HASS & CIH Category	Units	Grading option
18.405	Advanced Complexity Theory		12	Regular
18.726	Algebraic Geometry II		12	Regular
18.966	Geometry of Manifolds		12	Regular

2. Review/Edit Your Addresses

If necessary, click the WebSIS button to edit your address information.

Robert Jackson: Spring Term 2010-2011 Registration
Submit Registration - Step 2 of 4: Verify Addresses

✓ —  — ● — ●

Subject Selections Addresses Emergency Contacts Registration Agreement

Please verify your term and home addresses as well as your phone numbers. Edit or correct information in [WebSIS](#).

TERM 214 Baker Street Cambridge, MA 02139 617-234-5678	HOME 2134 Elm Street Allentown, PA 12345 999-999-9999
--	---

« Back Next »

3. Review/Edit Your Emergency Contact Information

Click the Edit link to update this information. Click the Next button to proceed. You are also encouraged to click the MIT Alert link to edit the information used to contact you in the event of a campus emergency.

Robert Jackson: Spring Term 2010-2011 Registration
Submit Registration - Step 3 of 4: Verify Emergency Contacts

✓ — ✓ —  — ●

Subject Selections Addresses Emergency Contacts Registration Agreement

Please verify your primary and secondary Emergency Contacts information. The information you provide is confidential, will not be published, and will be used only for emergencies to identify the person MIT would contact if you are involved in an accident or other personal emergency. [Edit](#)

You are also encouraged to provide contact information for [MIT Alert](#) in case of a campus emergency.

PRIMARY CONTACT Ben Jackson (Father) 285 Broadway Junction Waco, TX 75492 972-88-0976 (Home)	SECONDARY CONTACT Terry Jackson (Mother) 285 Broadway Junction Waco, TX 75492 972-88-0976 (Home)	RELIGIOUS PREFERENCE Jewish
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« Back Next »

The Edit Emergency Contacts screen has several Required fields noted by gold stars. Be sure to enter information in these fields. You must click the Save button to make changes permanent.



Please verify your primary and secondary emergency contacts. The information you provide is confidential, will not be published, and will be used only for emergencies to identify the person MIT would contact if you are involved in an accident or other personal emergency.

You are also encouraged to provide contact information for [MIT Alert](#) in case of a campus emergency.

* **Required Field**

PRIMARY CONTACT

Address Type: Domestic International

First Name:

Middle Initial:

* Last Name:

Relationship:

Address 1:

Address 2:

SECONDARY CONTACT

Address Type: Domestic International

First Name:

Middle Initial:

* Last Name:

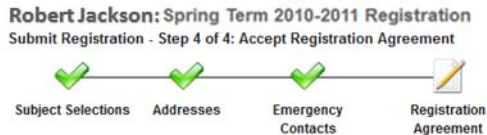
Relationship:

Address 1:

Address 2:

4. Accept the Registration Agreement

The final step in the Online Registration process is the Registration Agreement. You must read the agreement text and check the box next to ***I agree and accept the terms of payment.*** You can then click the **Submit Registration** button.



By registering as a student at MIT, I agree to pay all charges on my student account when due. I acknowledge that MIT may assess late charges, suspend my registration and access to various student services (libraries, dining, computing resources, institute housing, etc.), withhold my degree and charge collection costs if all charges are not paid.

I agree and accept the terms of payment


Registration Summary

How Do I Know My Registration Has Been Submitted?

When the registration process is completed you will receive an email confirmation. You will also see a summary noting the day and time your subjects were approved by your advisor and day and time you submitted them to the registrar and the Registration Agreement you agreed to. It is recommended that you print this page to a PDF and save it.


Robert Jackson: Spring Term 2010-2011 Registration Summary

 It is recommended that you save a copy of your registration by selecting "Print to PDF" below.

 Approved by Sally Trainer on 05/03/2011 at 10:54 AM
Submitted by Robert Jackson on 05/03/2011 at 11:05 AM

#	Subject Title	HASS & CIH Category	Units	Grading option
18.405	Advanced Complexity Theory		12	Regular
18.726	Algebraic Geometry II		12	Regular
18.966	Geometry of Manifolds		12	Regular
			Total Units:36	

By registering as a student at MIT, I agree to pay all charges on my student account when due. I acknowledge that MIT may assess late charges, suspend my registration and access to various student services (libraries, dining, computing resources, institute housing, etc.), withhold my degree and charge collection costs if all charges are not paid.

 Print to PDF

At this point you may log off from the Online Registration System.

Click Help in the menu or go directly to: web.mit.edu/registrar/general/oreg/help/index.html