

Registration Process

Students (and staff, particularly those who are not students) should be advised to view the registration policies and the tutorials on the DPCL website under the Registration tab.

Students manage self-service enrollment through their Student Center. Consulting their Planner, DPR, and the Class Schedule, students place classes in their Course Carts and may validate their selections for prerequisites and other criteria. When it is their enrollment time, they simply work from their course cart to enroll or to place themselves on a waitlist.

The Course Cart is similar to the shopping cart feature of most retail sites. Students may move classes to the Course Cart by entering the 5-digit class number they obtained from the Class Search, or by selecting “add to cart” from the schedule within Add/Drop/Swap.

Course Cart

Add Classes to Course Cart

Use the Course Cart to temporarily save classes until it is time to enroll for this term.
Click Validate to have the system check for possible conflicts prior to enrolling.

2014-2015 Autumn | Graduate | DePaul University

* Click the appropriate link below for the textbooks at each campus location

[Loop Classes](#) [Lincoln Park Classes](#) [Suburban and Online Classes](#)

Open Closed Wait List

Add to Cart: 2014-2015 Autumn Course Cart

Enter Class Nbr

Find Classes

Class Search
 My Planner

Your Course Cart is empty.

My 2014-2015 Autumn Class Schedule

Enrolled Dropped Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
LLS 420-101 (12232)	INTERPERSONAL EFFECTIVENESS (Seminar)	We 5:45PM - 9:00PM	TBA	J. Hurtig, W. Yanow	4.00	<input checked="" type="checkbox"/>

Course Cart Validation allows a student to verify their eligibility to enroll in their selections, checking items such as prerequisites and registration holds.

Using the **Add/Drop/Swap** functions, students move select classes from their Course Cart and enroll, drop classes, or swap one class for another in a single transaction. Deadlines are controlled through the Enrollment Time (Appointment) and the Term/Session Table:

- Students may add or swap classes through the end of the first week of a regular term
- Students may drop classes without penalty (no tuition, no record on transcript) through the second week of a regular term

- Students may withdraw from class (tuition assessed, grade of W) through the 7th week of a regular term.
- If a student needs to perform any of these functions after the deadline (such as adding a class that meets only during the 2nd half of the quarter), they should see their advisor or college office.
- For shorter sessions, such as December Intersession or 5-week Summer Sessions, deadlines are adjusted accordingly.

Common Questions

“I can’t move courses from the Class Schedule to my Course Cart”

- Are you looking at the Class Schedule under “Search” in your Student Center, or under “Drop/Add/Swap”? The Class Search is not interactive in that way; to automatically place selections in your Course Cart you must be in the Schedule under Add/Drop/Swap.

“I’m trying to add / drop a class, but I get an error message saying I don’t have access to enrollment” (or similarly worded error message)

- Either it is not yet your time to register OR you are past the deadline to add or to drop. Please check your Enrollment Time in your Student Center.

Time zones count – functions end at 11:59 pm on the deadline day, Central Time.

“It keeps telling me I don’t have prerequisite, but I am taking it this term! OR . . . I took it last term!”

The Registration System does consider courses for which you are currently enrolled as well as courses completed in past terms (no standing IN grade!) . Please consult your advisor for help in determining whether or not the prerequisite has been met. The advisor can follow-up if there appears to be an issue.