Registration Guide

College of Pharmacy & Health Sciences

How to Determine your Registration Day & Time:

Health Sciences and Pre-Pharmacy Students

Step One: Determine your Earned Credit Hours (Note: This includes primary level earned credits only. It does not include classes you are currently enrolled in nor graduate classes for joint degree students.)

- In MyDUSIS click on the Student Services and Financial Aid → Registration link → View Registration Status OR
- In MyDUSIS click on the Student Services and Financial Aid → Student Record link → Unofficial Transcript

Step Two: View the Registration Day & Time Chart to determine the date and time you are eligible to register.

Available on the Student Records website (http://www.drake.edu/studentrecords) under the Registration link

Pharmacy Students

View the Registration Day & Time Chart to determine the date and time you are eligible to register.

Available on the Student Records website (http://www.drake.edu/studentrecords) under the Registration link

How to Look Up Classes:

Basic Class Search

In MyDUSIS click on the Student Services and Financial Aid link > Registration link -> Look Up Classes to Add. To search for classes within a subject, select a subject or subjects in the subject box [A] followed by the Class Search button. To search for a specific course, select the subject and enter the course number into the Course Number box. **Note: You must enter the course number exactly as it is listed in the catalog.

Course Number Title: Schedule Type: Credit Range: hours to Part of Term: Instructor: Adams, Barbara M Adams, James Albert Attribute Type: Start Time: End Time: Minute 00 💌 am/pm am ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☐ Sat ☐ Sun Class Search

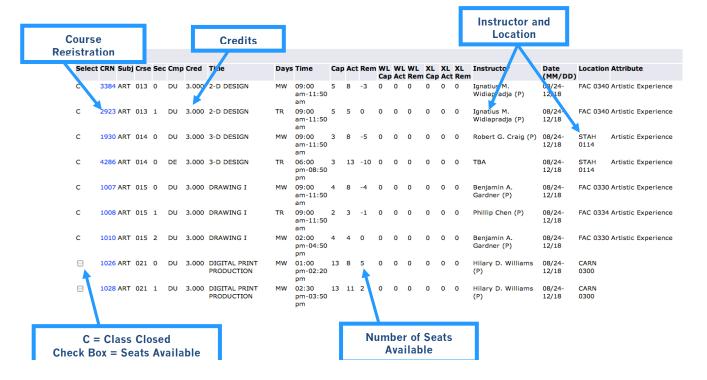
[Student Schedule by Day & Time | Student Detail Schedule | View Holds]

AOI Class Search

In the Look Up Classes to Add screen, select all subjects in the subject box [A].

RELEASE: 7.2

(To select all subjects, click on the first subject in the list, scroll to the last subject in the list, hold down the Shift key and select the last subject). Next select the AOI you are interested in seeing in the Attribute Box [B] followed by the Class Search button.



How to View Course Information:

View Course Description

Once you have performed a class search click on the **CRN** to view specific information about the course. On the course screen, click the **View Catalog Entry** link to see a description of the course. This screen will also list the course attributes. If a course fulfills an AOI requirement, it will be listed as an attribute [A] (i.e. STAT 060 fulfills the Critical Thinking or Quantitative AOI).

STAT 060 - STATISTICS FOR THE LIFE SCI

An introduction to statistical methods used in the life sciences. In this course the stu particular problems, (2) to use basic statistical tools to address questions, and (3) to understand how to: (1) display and describe distributions, (2) display and examine r determine probabilities and use probability distributions, (5) conduct significance tes with two-way tables, and one-way ANOVA. Prereq.: MATH 20 or equivalent. For life s

3.000 Credit hours

Levels: Non-Drake, Pharmacy, Undergraduate Schedule Types: Lecture, Web instructed

Statistics Department

Course Attributes: Critical Thinking, Quantitative

View Prerequisites, Co-requisites & Registration Restrictions

Once you have performed a class search, click on the **CRN** to view specific information about the course. On the course screen, click the **course title** to view prerequisite and co-requisite requirements and registration restrictions.

Students must meet all prerequisites and registration requirements to be eligible to register for the class. If a course has a corequisite requirement, students must register for both classes at the same time to avoid an error message. For example, to register for BIO 012 and BIO 012L students must enter both CRN's in the **Register Add/Drop Classes** screen or selecting both check boxes in the **Look Up Classes to Add Screen** at the same time before click the **Submit Changes** or **Register** button.

Detailed Class Information STATISTICS FOR THE LIFE SCIENC - 1193 - STAT 060 - 01

Associated Term: Fall 2011

Levels: Non-Drake, Pharmacy, Undergraduate

Drake University Campus Lecture Schedule Type 3.000 Credits View Catalog Entry

Registration Availability

	Capacity	Actual	Remainin
Seats	35	34	1
Waitlist Seats	7	0	7

B Restrictions:

Must be enrolled in one of the following Fields of Study (Major, Minor, or Concentration):

Biochem/Molecular Biology

Biology

Environmental Policy Environmental Science Health Sci:Clinical & Applied Health Sci:Pharm Sciences

Prerequisites:

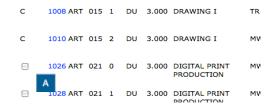
Pre-Pharmacy

Prerequisites: (MATH 020 or MATH 028 or MATH 050 or MATH 070 or MATH 100)

How to Register for Classes:

Registration using the Look Up Classes to Add Screen

In MyDUSIS click on the Student Services and Financial Aid link → Registration link → Look Up Classes to Add. Once you have completed a class search, select the check box [A] and then click the Submit button at the bottom of the page. You can select multiple classes at one time. If a class has a "C" instead of a check box, the course is full and you cannot register for the course.



Registration using the Register Add or Drop Classes Screen

In MyDUSIS click on the Student Services and Financial Aid link \rightarrow Registration link \rightarrow Register Add or Drop Classes. To utilize this registration option, you must have a list of the CRN's for the courses you would like to add. You will enter the CRN's directly into the text boxes [A] at the bottom of the page and then click Submit Changes.



Dropping a Class in MyDUSIS

In MyDUSIS click on the Student Services and Financial Aid link \rightarrow Registration link \rightarrow Register Add or Drop Classes. Next to the course you would like to drop, select Drop Via Web from the pull down menu and then click Submit Changes button. Do not drop a class until you are sure you can add a different course to your schedule. To add and drop classes at the same time select the Drop Via Web next to the course you are dropping and enter the CRN of the course you are adding before clicking the Submit Changes button.

Registration for a Waitlist

Registration or Add/Drop Classes

In MyDUSIS click on the Student Services and Financial Aid link \rightarrow Registration link \rightarrow Register Add or Drop Classes. Enter the CRN of the course into the textbox at the bottom of the page and then click Submit Changes. You will receive an error message indicating the course is full with a pull down menu. Using the pull down menu select Waitlist and click Submit Changes. The waitlisted course will appear in your list of courses on this screen. You will receive an email message if a seat is available in the course. You will have 48 hours from the time the email is sent to add the course to your schedule. If you do not add the course within the 48 hour window, the course will be dropped from your schedule.

Term:
If you have already registered for the term, your classes will appear in the Current Schedule table. Classes may be dropped by selecting "Dropped via Web" from the pull-down menu in the Action column, the class may not be dropped.
Classes may be added in the Add Class table. To add a class, enter its Course Reference Number (CRN) in the table. To look up a class or CRN, click on the "Class Search" button. When yon "Submit Changes."
DO NOT USE THE BACK BUTTON in your web browser to navigate the web pages. Use only the buttons and links at the bottom of the pages. When you are through registering, all of your table. Also, the message "Registered via Web" should appear in the status box for each course.
To print a copy of your schedule, click on "Student Schedule by Day and Time" below and print the page. When you are done, click on "exit" in the upper right-hand corner of whatever DU
• Registration Add Errors
Status Action CRN Subj Crse Sec Level of
CLOSED SECTION: This section is closed, but a wait list is available. Select "Wait Listed" from the Action pull-down menu to the right None of 6103 NOC 014 0 Graduate (and click the Submit button to add your name to the wait list.
Add Classes Worksheet
CRNs
Submit Changes Class Search Reset