



ONLINE REGISTRATION INSTRUCTIONS

**Please check online registration dates -
registration and drop/add periods ARE NOT continuous.**

Log onto FOXLINK

Enter Username (R-card #) and Password (PIN)

Select "**CLICK HERE TO:**" in the Academic/School Services box (on left side of your screen)

Select the **ADMINISTRATIVE SERVICES** link

Select **STUDENT & FINANCIAL AID**

Select **REGISTRATION** (this will bring you to the Registration Main Menu)

Click on **SELECT TERM** and select the appropriate term from the drop down box then click on **SUBMIT** (this will bring you back to the Registration main menu)

Select **STUDENT DETAIL SCHEDULE** (this screen will show what you are currently registered for or tell you that you are not registered)

Select **ADD OR DROP CLASSES - you will need to know the CRN** (course reference number).

Check the box/boxes in front of the CRN number of each class you want to register for and then select REGISTER

The next screen will show what you are registered for. If you want to add more classes, you can either go back to the previous screen or enter the CRN number in the spaces provided under Add Class, then select **SUBMIT CHANGES**.

Students are forewarned to review prerequisite requirements. You will be held accountable for this information.

You will be prohibited from registering for courses that are restricted by program.

WAIT LISTED

Should you receive a message that a course is closed, you may add your name to the wait list by clicking on the drop down box in the Action column and selecting "Wait Listed." The Crummer Student Records Office will **notify you via Rollins email** should a space become available in the course. **Please note that the wait-listed course will appear on all Web schedule viewing forms, however, you are not registered.** The schedule by day and time may be particularly confusing since wait listed courses are not identified as such on the form.

LOGGING OUT

Once registration is complete, be certain to click on the Logout icon located in the top left corner of the screen. **If you do not log out, anyone who uses the computer after you could view and/or access sensitive information in your records.**

VIEWING YOUR REGISTRATION

You may view and/or print a copy of your registration by using the 'Back' button to return to the Registration Menu and selecting the Student Detail Schedule. You may also access the Schedule by Day and Time. Please be advised, however, that this version may present some confusion since wait listed courses appear in the view; and courses offered on the same day and time, but in different parts of term will produce a registration conflict message. It is recommended that you use the Student Detail Schedule to confirm your registration.

SUBMISSION OF PAYMENT

Full tuition payment must be received in accordance with College policy. Crummer Graduate School of Business reserves the right to cancel unpaid registrations, however, students are held financially responsible for registrations they initiate. You should pay any balance due by the deadline in order to avoid the possibility of cancellation. You may view the status of your financial aid through Campus Pipeline.

You may not register online for courses offered in other Rollins Programs.

It is highly recommended that students verify address and phone numbers currently on record with Crummer. You may do this by selecting 'Personal Information' and 'View Address(es) and Phone(s)'. Report changes to the Crummer Student Records Office.