



ON-LINE REGISTRATION
www.cornerstone.edu
(Current Students – Register for Classes)

Frequently Asked Questions

1. Why did I receive a warning message that “**registration was not allowed at this time?**”

You are attempting to register before the allotted time. Students are eligible to register for courses based on the number of completed credits they have obtained as of Fall 2007. The registration schedule is posted on the CU homepage (Current Students/Register for Classes).

2. What must I do after receiving a “**Restriction (hold)**” warning message?

Go directly to the office that assigned the Restriction to your record (i.e. Student Financial Services; Business Office, Health Services, etc.)

3. How do I **add** a class after leaving the system?

Follow the instructions using the “On-Line Registration Guide.

4. Why did I receive a “**Course conflict**” warning?

*You have chosen two courses which are scheduled to meet at the same time. You must “**remove**” one of the courses in order to proceed with a successful registration. Contact your advisor and/or division chairperson to choose another option.*

5. Why was I not able to register for **Upper-level Education** courses?

Teacher Education students must obtain program approval in order to register for upper-level EDU courses. Please contact the Teacher Education Office for details.

6. How do I register for a course with a “**Student required instructor consent** to register” or “**Petition is required**” warning since I cannot register for the course on-line?

***Undergraduates** - Obtain an “Add” form from the Registrar’s Office. Secure the signature of the instructor for the course. Take the completed form to the Registrar’s Office.
For **Internships** – Contact Career Services.*

Independent Studies/Directed Readings/Independent Enrollment – Continue application procedure by using the appropriate forms located on the CU Portal/University Forms/Registrar’s Office. Registrar personnel will finalize registration upon receipt of completed and approved forms.

Graduate Students – Continue to process all paperwork through the Seminary Office for items such as ***Thesis, Directed Readings and Practicum applications.***

7. Why did I receive a “Course **prerequisites** have not been started” warning message?

You have not met a prerequisite requirement for the course you have selected therefore you must “Remove/Drop” this course from your list. Click “Submit” to continue registration.

The system verifies all completed and in-progress courses. If you believe there is an error on your academic record, please come to the Registrar’s Office. They will verify the information for you.

8. Why did I receive “This course is a **repeat**” warning message, but was still able to register for the course?

You are eligible to repeat a completed course. Most students do so as an attempt to better a grade. If you choose to continue with registration, the “last” course taken is your final grade. Carefully consider the pros and cons of retaking a course at the risk of obtaining a lesser grade.

9. What do I do after receiving a “Registration puts student in **overload**. Petition is required” warning message?

- *Undergraduate students must obtain and complete the “Over 18-Hour Wavier” form located on the CU Portal/University Forms/Registrar’s Office.*
- *Graduate students must obtain permission from the Dean’s Office in order to continue registration over 18 hours.*

10. What does “**Multiple Submit Warning**” message mean?

You have selected the same option within WebAdvisor several times and the system was not able to recognize your request. You must return and begin the process again..

11. How do I drop or add a class during **Drop/Add week** (the first week of classes each term)?

Go to: WebAdvisor – Menu Option – Registration - Drop a Course or Add a Course.
Students are free to process such changes during the Drop/Add Period in this manner.

12. Why could I not choose “**Pass/No Pass**” for a course?

The course you have selected is not available to be taken as a “Pass/No Pass”.

13. Why could I not choose **variable** credits on a course?

The course you have selected is not available for variable credit.

14. Why would I choose to “**Audit**” a course?

Undergraduate students may audit courses for the cost of \$150 per credit hour (seminary students for the equivalent of one graduate credit). Audited courses do not include honor points (GPA) or credits toward graduation. Applied music and physical education courses are not available for audit. (See “Audit Policy” in the academic catalog for more details.)

15. How does a seminary student register for **extension courses**?

*At the point of registration, select courses with a section number of **25**. Student will be billed for tuition and materials.*

16. How can I register for a course that is **closed**?

You must obtain an “Add” form from the Registrar’s Office and ask the instructor and/or division chairperson for permission to be added into the course. Take the signed form to the Registrar’s Office in order to complete registration in the closed course.

17. When will I be able to view my bill or financial aid on-line?

This option will be available soon on the new system. Watch for details on the Student Cube.