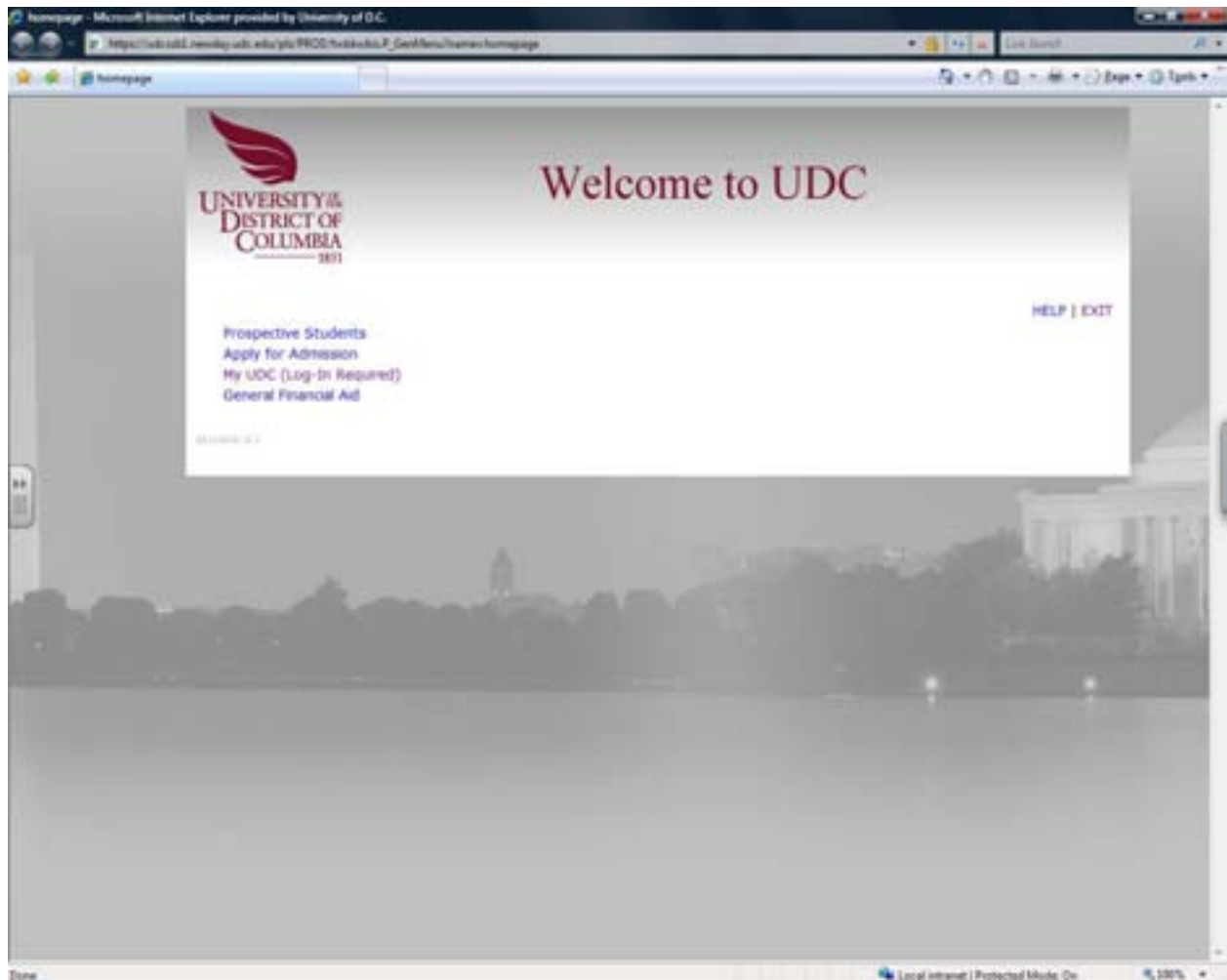


Student Registration Instructions

With effect from Fall 2011

Type **my.udc.edu** into the address bar of your browser and click the Fall 2011 session registration link which will direct you to the sign-in screen.

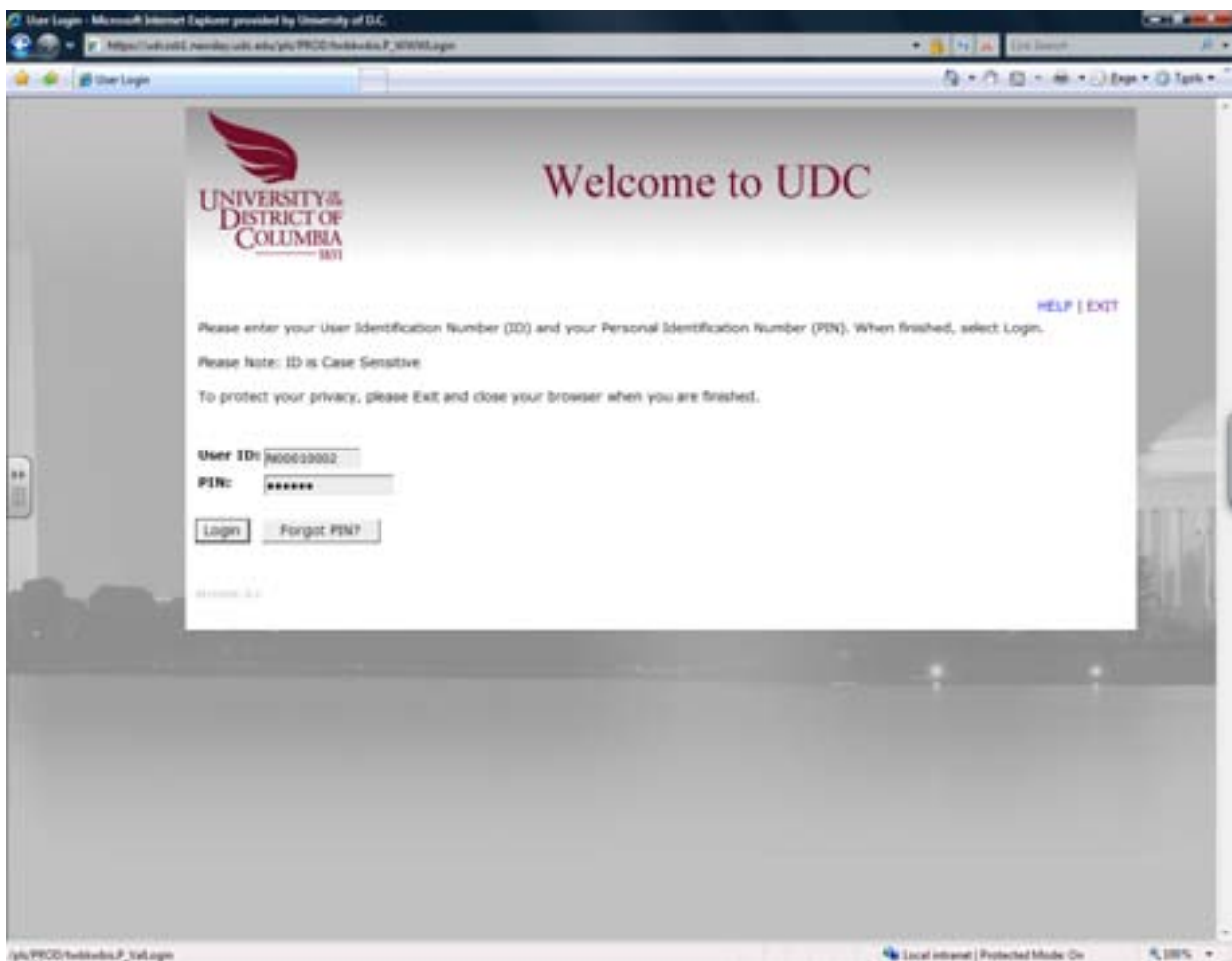
Click the 'My UDC' (Log-in Required) link to begin the registration process



Type in your User ID, which has been sent via your UDC email account.

Tab

Enter your PIN, which is your birthdate (MMDDYY ie: 122250)

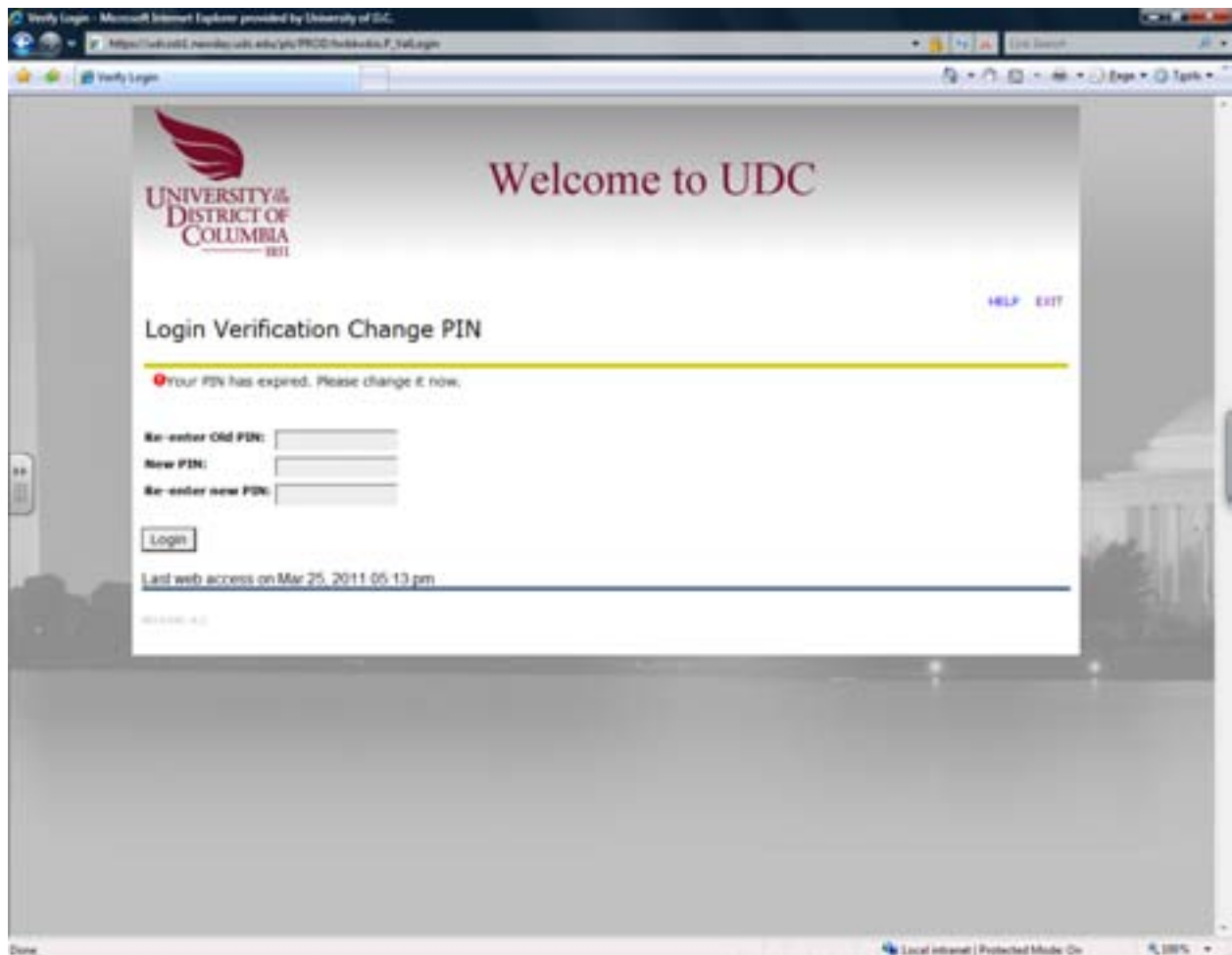


This screen prompts you to change your PIN

Enter your Old PIN (birthdate MMDDYY)

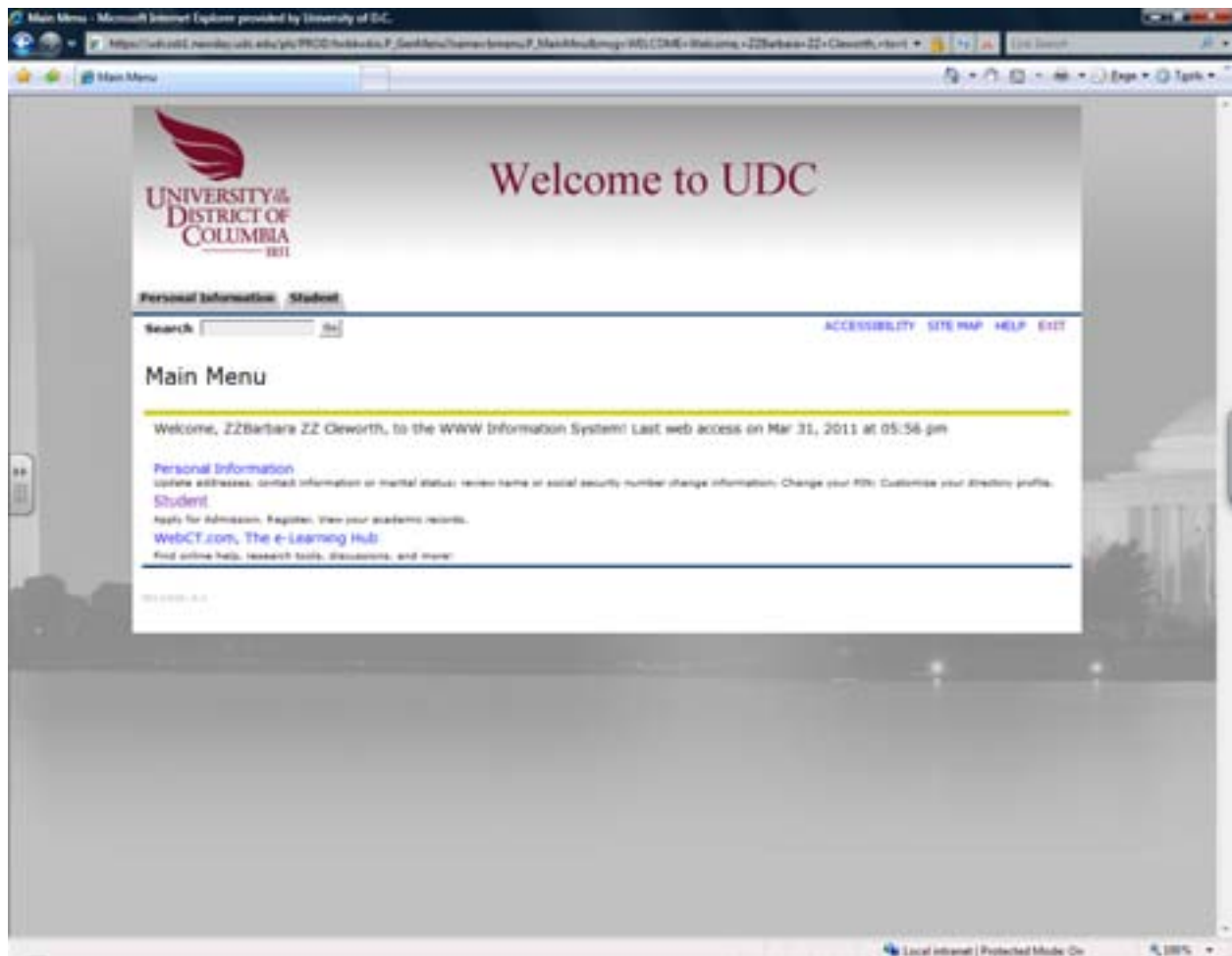
Enter a New PIN (must be all numbers and at least 6 characters in length; ie 123456 or longer)

Click Login



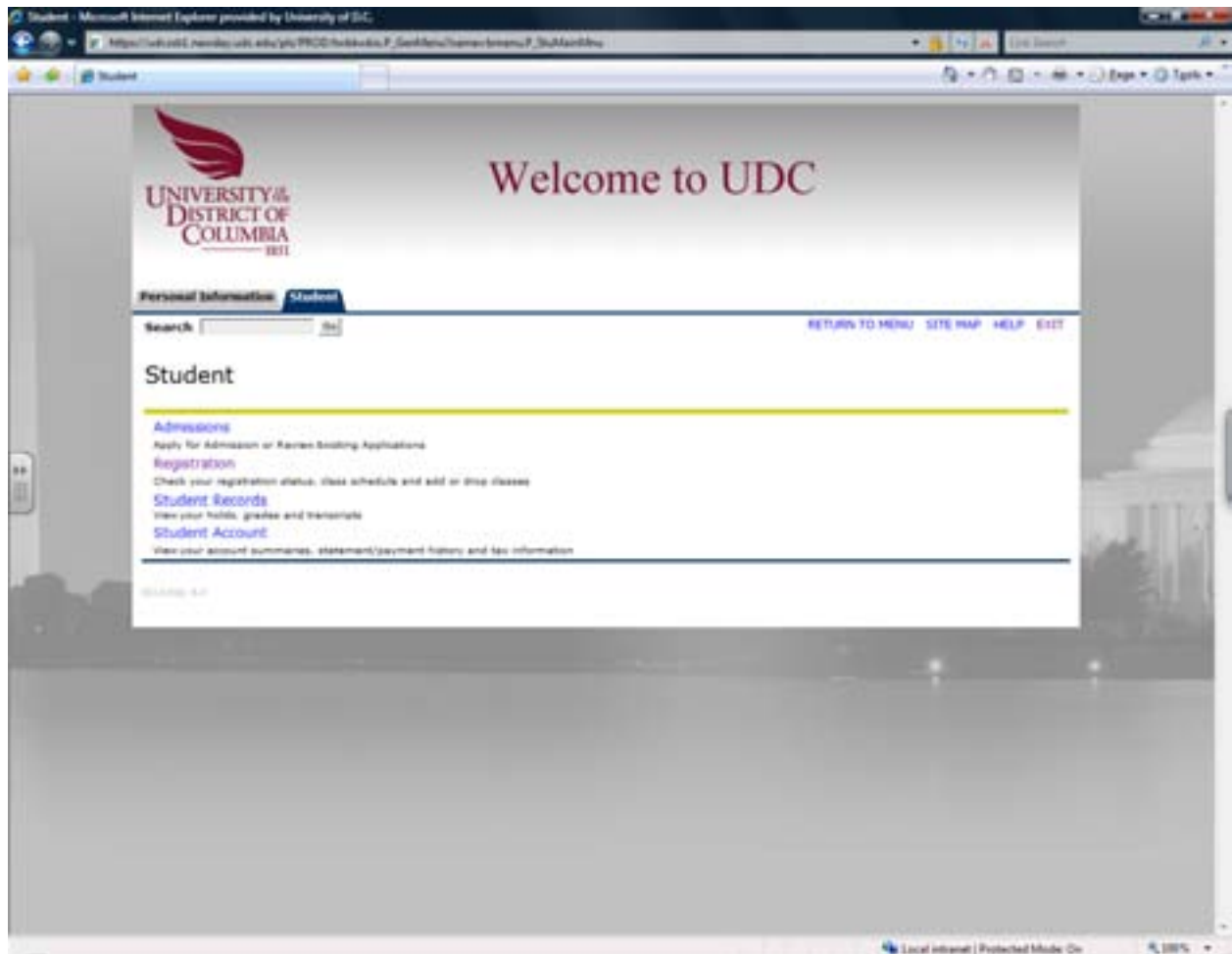
You will also be prompted to enter a security question using your New PIN (not shown)

To register for classes, click the Student link

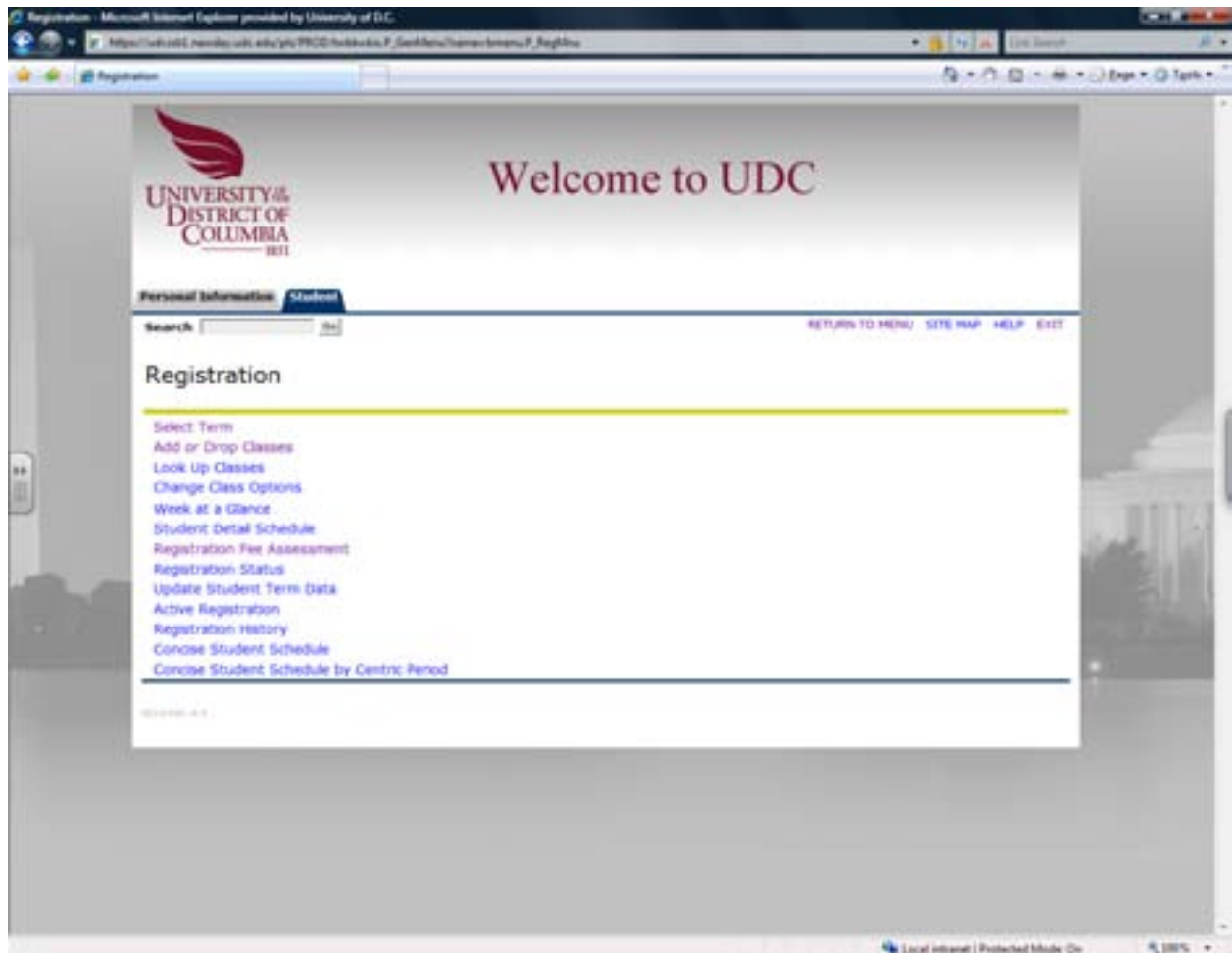


The screenshot shows a web browser window with the URL https://web01.ncsu.edu/edu/PROC/bskbsk/P_Servlet/PersonalMenu_P_MainMenu.jsp?WSID=Welcome+ZZBarbara+ZZ+Growth+event. The page features the UDC logo on the left and the text "Welcome to UDC" on the right. Below the logo is a navigation bar with "Personal Information" and "Student" links. A search bar is present, followed by links for "ACCESSIBILITY", "SITE MAP", and "HELP". The "Main Menu" section contains a welcome message for user ZZBarbara ZZ Growth, last accessed on Mar 31, 2011 at 05:56 pm. It lists several links: "Personal Information" (update addresses, contact information or marital status; review name or social security number; change information; Change your PIN; Customize your directory profile), "Student" (Apply for admission; Register; View your academic records), and "WebCT.com, The e-Learning Hub" (Find online help; research tools; discussions; and more).

Click the Registration link to begin the process of selecting your courses



The Registration menu will appear. If you know the CRN (call number) for the courses you want, click on the Add or Drop Classes. If you need to search for course CRN's (call numbers), click on Look Up Classes. For this example, Look Up Classes was selected.



Enter the term (session) for which you want to Register for Classes and click Submit.

Select Term or Date Range: Microsoft Internet Explorer provided by University of DC
https://web001.nordest.edu/pls/PRCS/wwah01a2_sel_term_search

UNIVERSITY OF THE DISTRICT OF COLUMBIA ESTD 1862

Welcome to UDC

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Select Term or Date Range

N00204439 ZZBarbara ZZ Cleworth
Mar 31, 2011 08:58 pm

Search by Term:

Local Internet | Protected Mode: On 100%

Choose the selections you want for your search and click Class Search.

Look Up Classes

N00204429 Z2Barbara Z2 Cleworth
Fall 2011
Mar 31, 2011 05:59 pm

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Class Search when your selection is complete.

Subject: Portuguese
Public Management

Course Number:

Title:

Credit Range: hours to hours

Campus: All
Community College of DC
Main

Course Level: Graduate
Law
Undergraduate

Part of Term: All
Full Term
Non-date based courses only

Instructor: All
Abdulah, Sharon
Abubaku, Sonnie

Session: All
Afternoon
Evening

Attribute Type: All
Developmental/Remedial
English Requirement

Start Time: Hour 00 Minute 00 am/pm All

End Time: Hour 00 Minute 00 am/pm All

Days: Mon Tue Wed Thur Fri Sat Sun

[[Week at a Glance](#)] [[Student Detail Schedule](#)] [[View Inks](#)]

Done Local Internet | Protected Mode: On 100%

Review the classes found in the search or re-submit a search if no classes were returned.

UNIVERSITY OF THE DISTRICT OF COLUMBIA

Welcome to UDC

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes N00204439 ZZBarbara ZZ Deworth
Fall 2011
Mar 31, 2011 06:00 pm

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found

Psychology

Select	CRN	Subj	Crse	Sec	Cap	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10196	PSYC	313	0	M	3.000	Experiment Psy Lec	MW	12:30 pm- 01:50 pm	20	0	20	0	0	0	Doris Johnson (F)	08/25- 12/07	44	205
<input type="checkbox"/>	10197	PSYC	314	0	M	1.000	Experimental W Psychology Lab		05:30 pm- 08:20 pm	20	0	20	0	0	0	Doris Johnson (F)	08/25- 12/07	44	205
<input type="checkbox"/>	10203	PSYC	336	0	M	3.000	Psy Of Hum Sexuality	TR	02:00 pm- 03:20 pm	20	0	20	0	0	0	TBA	08/25- 12/07	44	205

[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)

Local Internet | Protected Mode: On

Choose any section of the class you want by clicking in the check box to the left of the CRN and click 'Register' or 'Add to the Worksheet'.

UNIVERSITY OF THE DISTRICT OF COLUMBIA
1811

Welcome to UDC

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look Up Classes N00294439 ZZBarbara ZZ Cleworth
Fall 2011
Mar 31, 2011 06:00 pm

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.

Sections Found
Psychology

Select	CRN	Subj	Crse	Sec	Crsp	Cred	Title	Days	Time	Cap	Act	Rem	XI	XI	XI	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	10196	PSYC	313	0	M	3.000	Experiment Psy Lec	MW	12:30 pm-01:50 pm	20	0	20	0	0	0	Doris Johnson (F)	08/25-12/07	44	205
<input type="checkbox"/>	10197	PSYC	314	0	M	1.000	Experimental Psychology Lab	W	05:30 pm-08:20 pm	20	0	20	0	0	0	Doris Johnson (F)	08/25-12/07	44	205
<input type="checkbox"/>	10202	PSYC	336	0	M	3.000	Psy Of Hum Sexuality	TR	02:00 pm-03:20 pm	20	0	20	0	0	0	TBA	08/25-12/07	44	205

[[Week at a Glance](#) | [Student Detail Schedule](#) | [View Fee Assessment](#)]

Local Internet | Protected Mode On 100%

Continue to choose classes and add to the worksheet.

Microsoft Internet Explorer provided by University of D.C.
https://udc.edu/ncs/udc.edu/pls/PRC2/working_P_AddDrop

UNIVERSITY OF THE DISTRICT OF COLUMBIA
ESTD 1862

Welcome to UDC

Personal Information Student

Search Go [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

N00204439 ZZBarbara ZZ Cleworth
Fall 2011
Mar 31, 2011 06:00 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Add Classes Worksheet

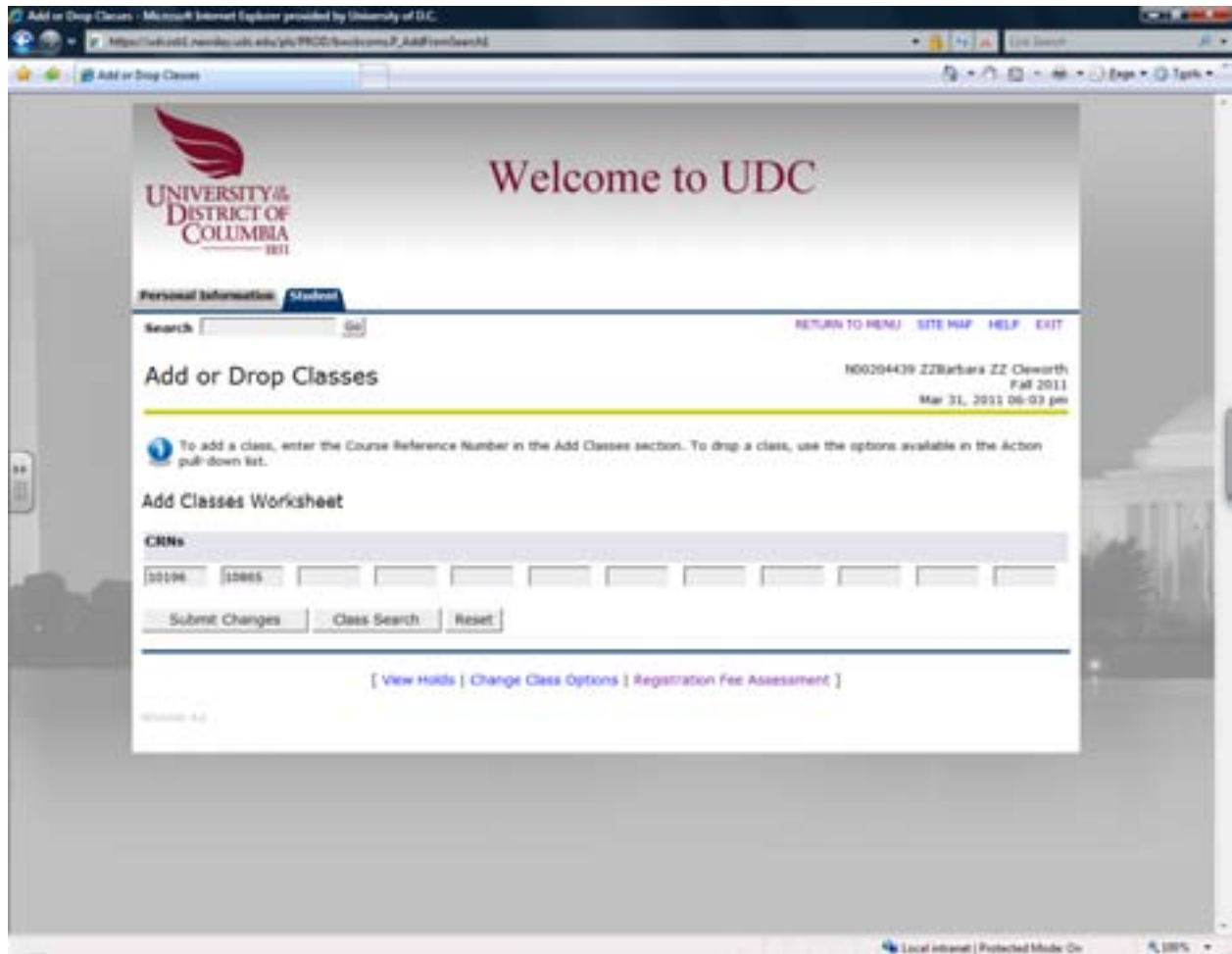
CRNs

[View H0R0s](#) | [Change Class Options](#) | [Registration Fee Assessment](#)

03/31/2011 06:00

Done Local Internet | Protected Mode: On 100%

To register for all of the classes you have put on the worksheet, click 'Submit Changes'.



The system will tell you if there are restrictions or if you are registered in each class you submitted. In this example, both classes had a restriction. No registration happened.

UNIVERSITY OF THE DISTRICT OF COLUMBIA
ESTD 1887

Welcome to UDC

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

N00204439 ZZBarbara ZZ Cleworth
Fall 2011
Mar 31, 2011 06:03 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Please note: Your request will not be processed if it would cause credit hours to drop below the minimum allowed for a given term.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Crsd	Grade	Mode	Title
Prerequisite and Test Score error	10196	PSYC	313	0	Undergraduate	3.000	Standard	Letter	Experiment Psy Lec
Prerequisite and Test Score error	10965	FREN	352	01	Undergraduate	3.000	Standard	Letter	French Civil & Lit II

Add Classes Worksheet

CRNs

[View Holds](#) | [Change Class Options](#) | [Registration Fee Assessment](#)

Continue to Look up Classes and place your selections on the Worksheet.

When you successfully register for a class, this screen appears and verifies your registration.

UNIVERSITY OF THE DISTRICT OF COLUMBIA
1811

Welcome to UDC

Personal Information **Student**

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Add or Drop Classes

N00013334 Corry L. Lewis
Fall 2011
Apr 01, 2011 02:44 pm

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crs#	Sec	Level	Cred	Grade Mode	Title
Web Registered	on Apr 01, 2011 Issue	11587	HST	101C	01	Undergraduate	3.000	Standard Letter	U.S. Hist To 1865

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 18.000
Date: Apr 01, 2011 02:44 pm

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[[View Holds](#) | [Change Class Options](#) | [Registration Fee Assessment](#)]

Click on 'Registration Fee Assessment' to see your tuition and fee amounts.

UNIVERSITY OF THE DISTRICT OF COLUMBIA
1811

Welcome to UDC

Personal Information **Student**

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Registration Fee Assessment

N00013334 Corry L. Lewis
Fall 2011
Apr 01, 2011 02:44 pm

Select the Account Summary by Term link to review your account, including non-registration charges, financial aid, and payments.

Total Credit Hours: 3.000

Tuition and Fees for Fall 2011

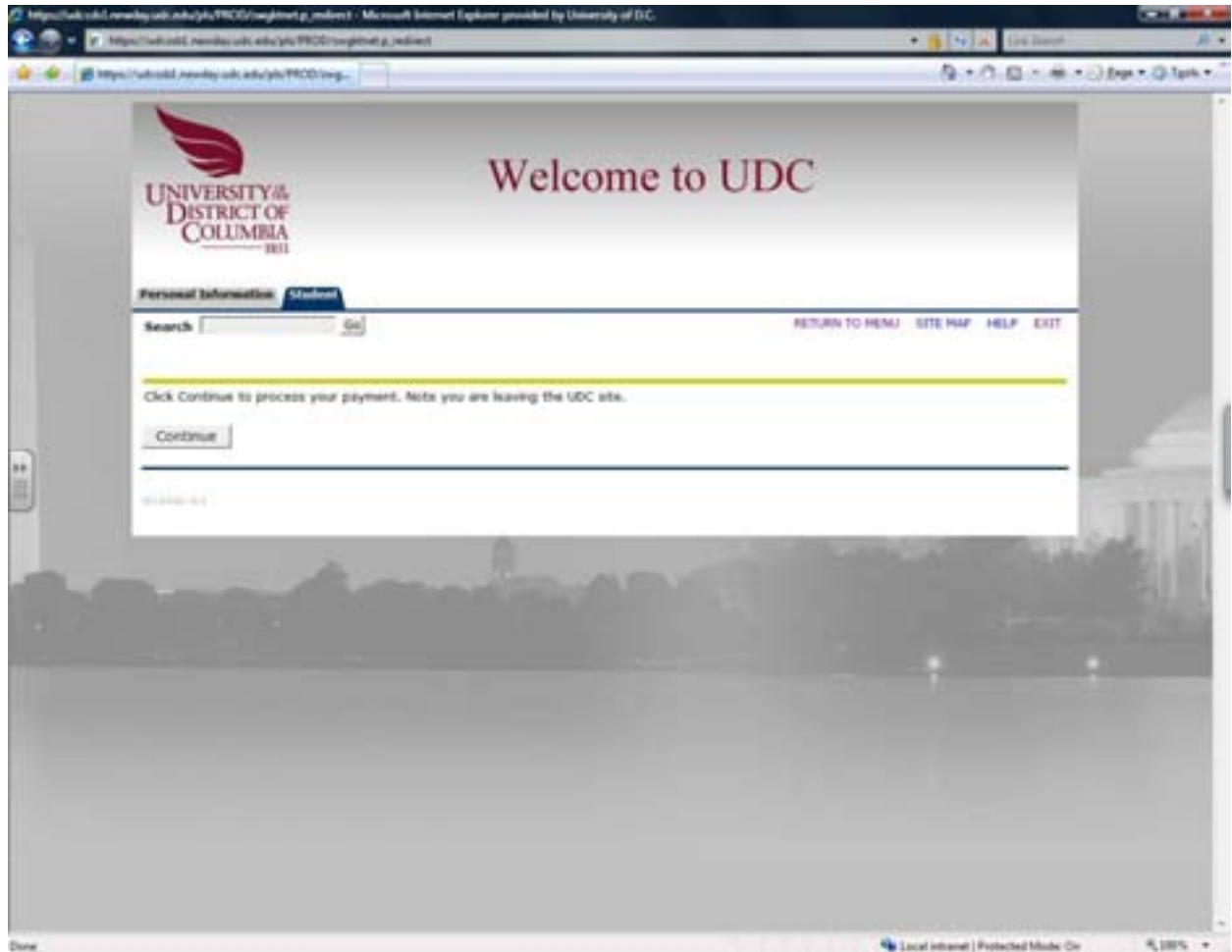
Description	Amount
COMMUNITY COLL MANDATORY FEE	\$90.00
STUDENT HEALTH PREMIUM	\$165.00
TUITION-COMMUNITY COLLEGE	\$300.00
Total Charge:	\$555.00

[[Credit Card Payment](#) | [Week at a Glance](#) | [Student Detail Schedule](#) | [Account Summary by Term](#)]

10/20/11 12:00

Done Local Internet | Protected Mode On 100%

To pay for classes, click on the 'Credit Card Payment' link and click 'Continue' to enter card information.



Complete the Credit Card process to pay for your classes. When finished, you have successfully registered and paid.

The screenshot shows a web browser window displaying the TouchNet Student Account Home page. The page is titled "Student Account Home" and is accessed via the URL "https://secure.touchnet.com/CA022_0a2/web/welcome.jsp". The user is logged in as Corey L. Lewis. The page features a navigation menu with "Home", "Payments", "Authorized Users", and "My Profiles". A welcome message for Corey L. Lewis is displayed, along with a "Quick View" section containing links for "Current Account Status" and "Record Payments and Credits". A "Current Account Status" section shows a current balance of \$152.00. The page also includes an "Announcements" section with a message from UDC and a "TouchNet" logo at the bottom right.

Student Account Home - Microsoft Internet Explorer provided by University of DC
https://secure.touchnet.com/CA022_0a2/web/welcome.jsp
Student Account Home
TouchNet
Important Information | Ask for Help | Log Out
Logged in as: Corey L. Lewis
Home Payments Authorized Users My Profiles
Welcome Corey L. Lewis
This is the place to manage your student account activity. Here you can make payments, and set up authorized users (parents, employers, etc.). Use the tabs along the top to navigate through the site.
Announcements
Welcome to UDC
Steps to view and make payment for your current balance
Quick View
Current Account Status Record Payments and Credits
Current Account Status
Your current account balance, including **current account activity** is: \$152.00. You can also **make a payment**, view transactions and get balance from **previous terms**.
Current Account Status
Current Balance: \$152.00 View Current Activity Make a Payment
TouchNet
Done Internet | Protected Mode On 100%