

Online Class Registration

Step 1:
Log in to CatLink

Use your Catawba credentials to log in at:
<https://catlink.catawba.edu>

If you can't log in, try the "Forgot your password?" link. Still can't log in? Visit the Information Technology (IT) department with a photo ID to get your password reset, or call the IT help desk at 704-637-4666.

Step 2:
Check for Holds

Holds on your account will prevent you from registering. Check now for any holds that may be placed on your account so that you can resolve them before registration begins.

Home Calendar **Academics** Money Life Services My Account

Look for "Student Advising & Registration" Channel on "Academics" tab

Registration Status

You have Holds which will prevent registration.
 ✓ Your Academic Standing permits registration.
 ✓ Your Student Status permits registration.
 Your Class for registration purposes is Freshman.

IF your registration status shows that you have holds which will prevent registration, choose "View Institutional Holds" to see which office has placed a hold on your account.

Visit or call the appropriate office to find out what you need to do to get the hold removed.

View Holds

Please note that some holds are sensitive and may not display on this page.

Administrative Holds					
Hold Type	From Date	To Date	Amount	Reason	Originator
See Business Office	Feb 21, 2011	Dec 31, 2019			

RELEASE: 8.4

Check the Registrar's Channel in CatLink for more important info about [registration](#).

Click "Student Audit" to view the classes you need to complete your degree.

Step 3:
View Your Student Audit

The Registrar's Office assigns the dates and times that each program (day, evening, grad) and student level (seniors, juniors, sophomores, freshmen) may register. You will not be allowed to register before your assigned date and time.

Internships, practica, independent studies and overloads **must** be submitted to the Registrar's Office BEFORE you will be allowed to register for these classes.

You must early-register in the Spring for the Fall semester if:

- You wish to be considered for financial assistance for the Fall
- You wish to reserve residence hall space for the Fall semester

Student Advising & Registration

- Add or Drop Classes**
- Look Up Classes
- Registration Fee Assessment
- Registration Status
- Student Audit
- View Institutional Holds

Step 4a - Register for Classes

- Click "Add or Drop Classes".
- When prompted, select the term you are registering for.

Alternate PIN Verification

Please enter your Alternate PIN to access registration.

Alternate PIN:

Step 4b - Register for Classes

- Enter the registration PIN you received from your advisor. Enter the PIN as all uppercase letters.

Add Classes Worksheet

CRNs

Step 4c - Register for Classes

- Enter the CRNs for the classes you were advised to take.
- Click "Submit Changes".

Subject:

- Accounting
- Art
- Biology
- Chemistry
- Communication Arts
- Dance
- Economics
- English
- Environmental Science
- Finance

Optional Step 5 - Search for Classes

- Click "Class Search" to search for classes.
- Click at least one subject and then "Course Search" to search for a particular course (e.g. ENGL 1103). Hold down CTRL key to select multiple subjects.
- Alternatively, click "Advanced Search" to search all class sections.

Look Up Classes

T90000001 Ninja L. Stanley Fall 2011 6 am

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

Advanced Search

Subject: Economics, English, Environmental Science

Course Number:

Title:

Schedule Type: All, Clinical, Combined Lecture/Lab

Instructional Method: All, Blackboard, Computer-based Training

Credit Range: hours to hours

Campus: All, Davidson County Campus, Main Campus

Part of Term: All, Block 1, Block 2

Instructor: All, Adams, Nancy W., Anderson, Benjamin F.

Session: All, Day, Graduate Studies

Attribute Type: All, Developmental/Remedial, Fine Arts

Start Time: Hour: Minute: am/pm

End Time: Hour: Minute: am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

Apply filters to view classes that meet your criteria.

Then click "Section Search" to see list of classes.

Accounting

1901	Principles of Accounting I	<input type="button" value="View Sections"/>
1902	Principles of Accounting II	<input type="button" value="View Sections"/>
2501	Intermediate Accounting I	<input type="button" value="View Sections"/>
2701	Managerial-Cost Accounting	<input type="button" value="View Sections"/>
3521	Taxation Accounting	<input type="button" value="View Sections"/>

Course Search

Click "View Sections" to see list of classes.

List of Class Sections

Check the courses for which you wish to register, then click "Register" to register for that class...

Click the CRN # to view more information about the class

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	10018	ENGL	1103	1	CC	3.000	Critical Reading and	MWF	10:00 am-10:50
<input type="checkbox"/>	10								02:30

...Or click "Add to Worksheet" to add to the list of classes you wish to register for.

Step 6 - View and Fine-Tune Your Class Schedule

Once you have registered, your Current Schedule will be displayed. All classes you have successfully registered for show a Status of "Web Registered".

Boarding students and athletes are required to have a minimum of 12 hours. Once you sign up for at least 12 hours, you will not be able to drop below 12 hours.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec Level	Cred	Grade Mode	Title
Web Registered on Mar 21, 2011	None	10175	ACC	1901	2	Undergraduate 3.000	Standard Letter	Principles of Accounting
Web Registered on Mar 22, 2011	None	10246	DAN	110				
Web Registered on Mar 23, 2011	None	10181	ECON	1901	1	Undergraduate 3.000	Standard Letter	Principles of Economics I
Web Registered on Mar 23, 2011	Web Drop/Delete	10224	COMM	1240	2	Undergraduate 3.000	Standard Letter	Introduction to Journalism

Total Credit Hours: 12.000
 Billing Hours: 12.000
 Minimum Hours: 12.000
 Maximum Hours: 15.000
 Date: Mar 23, 2011 09:54 am

If you wish to drop a course for which you have registered, select "Web Drop/Delete" from the "Action" drop-down box, then click "Submit Changes".

Sometimes you will need to drop and add in the same transaction. Here's how:

1. Make sure the CRN for the class you wish to add is in the Worksheet.
2. Choose "Web Drop/Delete" for the class you wish to drop.
3. Click "Submit Changes".

Add Classes Worksheet

CRNs

10268 10405

Submit Changes Class Search Reset

Step 7 - Print Your Class Schedule and Log out of CatLink.

[View Holds | Change Class Option | Student Schedule | Student Schedule - Week at a Glance | Student Schedule - Detailed]

1. The options listed above appear at the bottom of the "Current Schedule" screen.
2. For a class list, click "Student Schedule". Enter the registration term. Right-click "Print" or CTRL/P to print. Close the "Student Schedule" pop-up window.
3. For a weekly view, click "Student Schedule—Week at a Glance". Click "Next Week" to be sure you are displaying a full week of classes. Right-click "Print" or CTRL/P to print.
4. Click "Back to Academics tab" at the top left of the screen. Click the "Logout" icon on the top right of the screen. Close the browser.

Troubleshooting Registration Errors: Most registration errors are self-explanatory, such as a time conflict or duplicate course. However, the errors below may not be as clear:

Registration Add Errors
Status Student Attribute Restriction
 A "Student Attribute Restriction" error means your student record does not have the attribute to register for this course. This error might be seen when attempting to register for Honors courses if you are not an Honors student, certain Music & Theatre courses if you have not auditioned, Teacher Education if you have not been accepted into the program, or Internships, Practicum, Independent Studies, or Seminars/

Registration Add Errors
Status College Restriction **CRN** 10463
 A "College Restriction" error means that you have attempted to register for a class in a different program. For example, a day student would get this error if she tried to register for an evening class, and vice versa.

Registration Add Errors
Status Level Restriction **CRN** 10519 **Subj** EDUC
 You will receive a "Level Restriction" error if you are an Undergraduate student, and you attempt to register for a Graduate level course.