Online Class Registration

Step 1: Log in to CatLink

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

Step 2: Check for Holds

Hold 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.

Look for “Student Advising & Registration” Channel on “Academics” tab

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.

Check the Registrar’s Channel in CatLink for more important info about registration.

Step 3: View Your Student Audit

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

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
Step 4a - Register for Classes
- Click “Add or Drop Classes”.
- When prompted, select the term you are registering for.

Step 4b - Register for Classes
- Enter the registration PIN you received from your advisor. Enter the PIN as all uppercase letters.

Step 4c - Register for Classes
- Enter the CRNs for the classes you were advised to take.
- Click “Submit Changes”.

Optional Step 5 - Search for Classes
- Click “Class Search” to search for classes.
- Hold down CTRL key to select multiple subjects.
- Alternatively, click “Advanced Search” to search all class sections.

Apply filters to view classes that meet your criteria.

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

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

**Step 6 - View and Fine-Tune Your Class Schedule**

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”.

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

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:

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/

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.

You will receive a “Level Restriction” error if you are an Undergraduate student, and you attempt to register for a Graduate level course.