

Registration Process

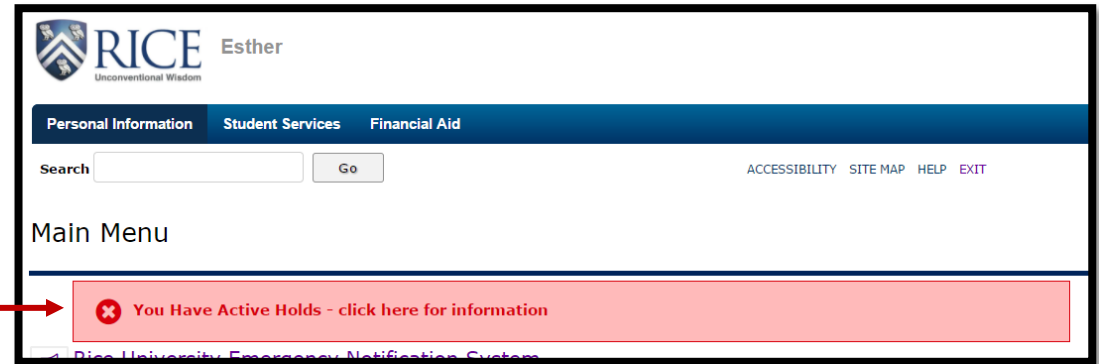
<http://esther.rice.edu>

Questions? jgsbregistrar@rice.edu

Remove Registration Holds, if applicable
see “How To: Clear Holds” document for more details

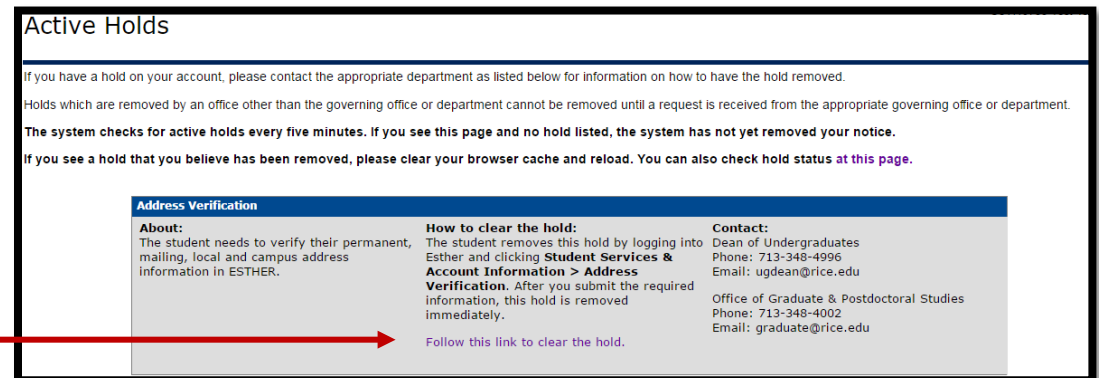
From main screen of ESTHER, click on

You Have Active Holds – click here for information



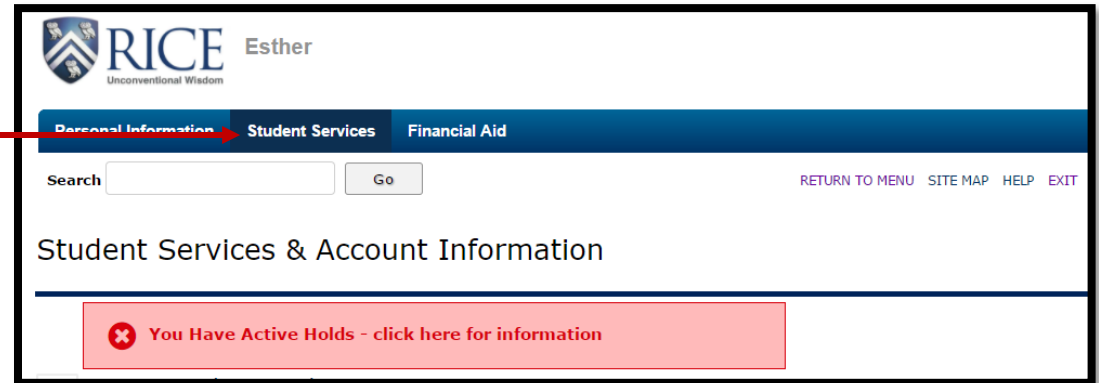
Each hold has information that tells you exactly what it is (“About”),
how to remove it (“How to clear the hold”) and who to contact if you
have questions (“Contact”).

There is also a handy link that takes you exactly to the process to
remove the hold.



Add Courses

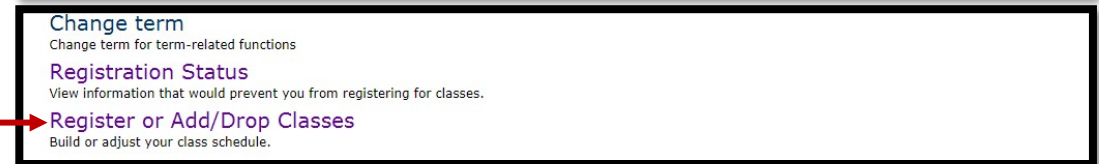
From any page on ESTHER, click on the ***Student Services*** menu



Click on ***Register for Classes***








Click on ***Register or Add/Drop Classes***



Click on **Register for Classes**

Registration/Add-Drop

What would you like to do?

 Prepare for Registration View registration status, academic standing, earned hours, and view and clear registration holds.	 Browse Course Schedule If additional assistance is needed in searching for classes beyond what is found in the Register for Classes section, browse the Course Schedule to find offered sections.
 Register for Classes Search and register for your classes. You can also view and manage your schedule.	 Plan Ahead Give yourself a head start for Drop/Add by collecting your second and third choices in a plan.
 View Student Schedules View your past schedules and your ungraded classes.	

Select **Appropriate Term** and click **Submit**

Select a Term

Terms Open for Registration

Spring Semester 2020

Continue

You will now see the following registration screen.

Register for Classes: Search and enter CRN's directly.

Find Classes

Enter CRNs

Plans

Schedule and Options

Select the *Enter CRNs* tab

Enter Your Search Criteria ⓘ

Term: Spring Semester 2020

Subject

Course Number

Keyword

Distribution

Search

Clear

▶ Advanced Search

Schedule

Schedule Details

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels ▼

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
REAL ESTATE CAPITAL MAR...	MGMT 654, 001	1.5	24195	Lecture	Registered	None ▼

Total Hours | Registered: 1.5 | Billing: 1.5 | Min: 0 | Max: 999,999,999

Submit

You are now able to enter CRNs and select Add to Summary.

Register for Classes: Search and enter CRN's directly.

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#)

Add to Summary

Type the first **CRN** you wish to add
and then click **Add to Summary**

Schedule Schedule Details

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Panels ▾

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
REAL ESTATE CAPITAL MAR...	MGMT 654, 001	1.5	24195	Lecture	Registered	None ▾

Total Hours | Registered: 1.5 | Billing: 1.5 | Min: 0 | Max: 999,999,999

Submit

Register for Classes: Search and enter CRN's directly.

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#)

[Add to Summary](#)

Schedule Schedule Details

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		BUYER BEHAVIOR		BUYER BEHAVIOR			
11am							

The course will now appear as **Pending**

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
BUYER BEHAVIOR	MGMT 688, 001	1.5	24246	Lecture	Pending	**Web Registered**
REAL ESTATE CAPITAL MAR...	MGMT 654, 001	1.5	24195	Lecture	Registered	None

You must click **Submit** for the course to be registered.

[Submit](#)

Schedule Schedule Details

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		BUYER BEHAVIOR		BUYER BEHAVIOR			
11am							

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
BUYER BEHAVIOR	MGMT 688, 001	1.5	24246	Lecture	Errors Preventing Regist...	Remove
Ph.D. RESEARCH	HART 800, 002	3	21230	Research	Registered	None

Total Hours | Registered: 3 | Billing: 3 | Min: 9 | Max: 18

[Submit](#)

****Please note****

You are not registered until you see **Registered** as the course status.

To Drop Classes:

Register for Classes: Search and enter CRN's directly.

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

+ Add Another CRN

Add to Summary

Schedule | Schedule Details

Class Schedule for Spring Semester 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am		✓ BUYER BEHAVIOR		✓ BUYER BEHAVIOR			
11am							

Panels

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
BUYER BEHAVIOR						None
REAL ESTATE CAPITAL MAR...						None

Select **Web Dropped**

After selecting Web Dropped, you must select **Submit**

Submit

Schedule | Schedule Details

Class Schedule for Spring Semester 2020

The course is not dropped until you see **Deleted** as the course status.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7am							
8am							
9am							
10am							
11am							

Panels

Summary

Title	Details	Hours	CRN	Course Type	Status	Action
BUYER BEHAVIOR					Deleted	None
REAL ESTATE CAPITAL MAR...	MGMT 654, 001	1.5	24195	Lecture	Registered	None

Submit

Confirm Registration

Double check your registration **Status**

ADD should say “Registered”

DROP should say “Deleted”

Look for **Errors**

Common Errors include:

- **Program Restriction** – Course is set up to limit registration to students from certain programs. Email for clarification.
- **Registration changes are not allowed. Course status dates not within range for part of term** – Add/Drop period is closed for this course.
- **Course is not available for registration at this time** – Course likely does not exist—either it was cancelled or a new section was issued.
- **Closed Section** – Course is either application-based or has a waitlist. Email to be added to the waitlist.

Question about why you are seeing an error?

Email jgsbregistrar@rice.edu.