

Registration Process

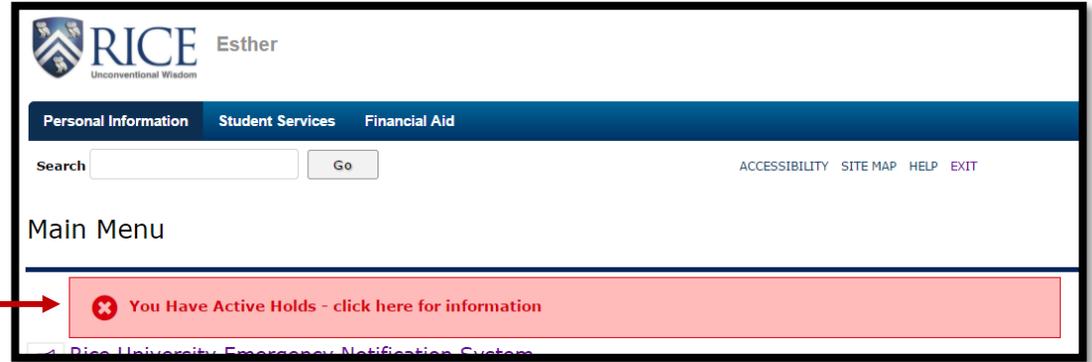
<http://esther.rice.edu>

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

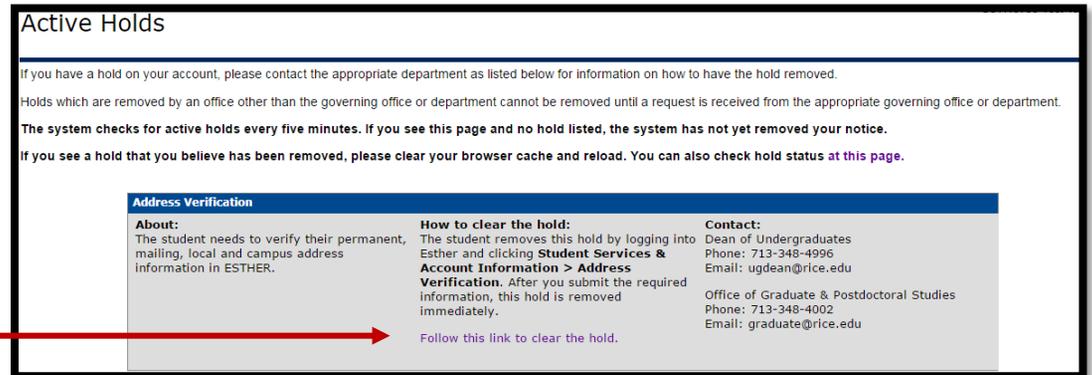
You Have Active Holds – click here for information



The screenshot shows the ESTHER main menu with a navigation bar containing 'Personal Information', 'Student Services', and 'Financial Aid'. Below the navigation bar is a search box and a 'Go' button. A red notification banner at the bottom of the page reads: 'You Have Active Holds - click here for information'. A red arrow points from the text 'click here for information' in the instruction to this notification banner.

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.



The screenshot shows the 'Active Holds' page. It contains instructions on how to remove holds and contact information. A table provides details for 'Address Verification' holds:

Address Verification		
About: The student needs to verify their permanent, mailing, local and campus address information in ESTHER.	How to clear the hold: The student removes this hold by logging into Esther and clicking Student Services & Account Information > Address Verification . After you submit the required information, this hold is removed immediately.	Contact: Dean of Undergraduates Phone: 713-348-4996 Email: ugdean@rice.edu Office of Graduate & Postdoctoral Studies Phone: 713-348-4002 Email: graduate@rice.edu

Below the table, a red arrow points to a purple link that reads: 'Follow this link to clear the hold.'

Add Courses

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

RICE Esther
Unconventional Wisdom

Personal Information Student Services Financial Aid

Search Go

RETURN TO MENU SITE MAP HELP EXIT

Student Services & Account Information

You Have Active Holds - click here for information

Click on **Register for Classes**

Graduation

- Application for Degree
- Verify Graduation Status
- Verify Diploma Information

Registration

- Check Registration Status
- Pass/Fail: View and/or Convert P/F Grades in History
- Update or View Student Handbook Affirmation
- Register or Add/Drop Courses
- View Class Schedule
- Course Syllabus: View Posted Syllabus

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

Change term
Change term for term-related functions

Registration Status
View information that would prevent you from registering for classes.

Register or Add/Drop Classes
Build or adjust your class schedule.

Click on **Register for Classes**

The screenshot shows the 'Registration/Add-Drop' page with a header and a section titled 'What would you like to do?'. There are four main options, each with an icon and a brief description:

- Prepare for Registration**: View registration status, academic standing, earned hours, and view and clear registration holds.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (This option is highlighted with a red arrow from the external text.)
- 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.
- Plan Ahead**: Give yourself a head start for Drop/Add by collecting your second and third choices in a plan.

At the bottom, there is a link for **View Student Schedules** with the description: View your past schedules and your ungraded classes.

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

The screenshot shows the 'Select a Term' page. It features a dropdown menu labeled 'Terms Open for Registration' with 'Spring Semester 2020' selected. Below the dropdown is a 'Continue' button. A red arrow from the external text points to the dropdown menu.

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							

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

Panels

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							

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

Total Hours

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

[Submit](#)

The course will now appear as **Pending**

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

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							

Summary

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

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.