



Online Class Registration

Step 1: Log in to CatLink

Use your Catawba credentials to log in at:

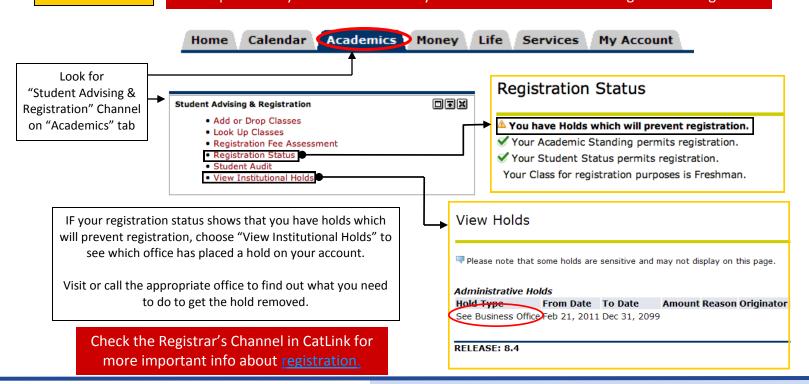
https:/catlink.catawba.edu

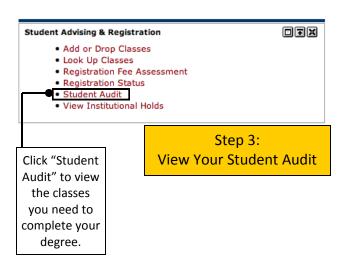


If you can't log in, try the "Forgot your password?" Aink. Still can't log in? Visit the Information Technology (IT) department with a photo ID to get your password reset, or call the IT help desk at 704-637-4666.

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.



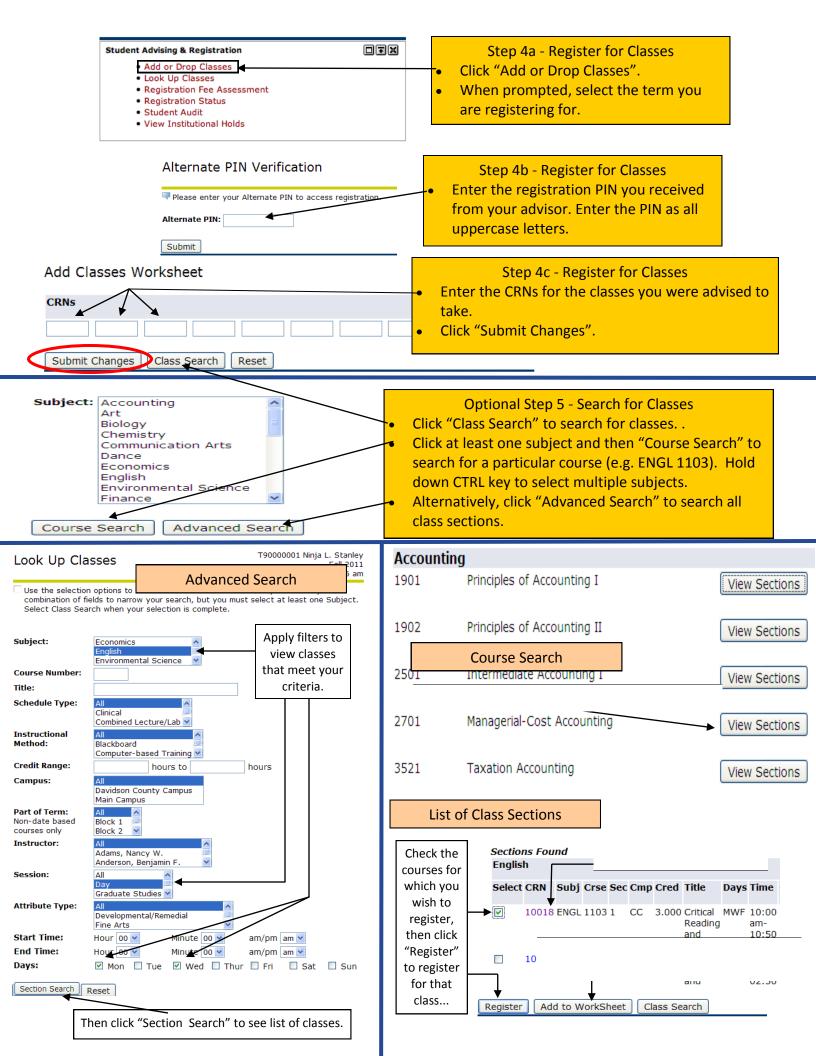


The Registrar's Office assigns the dates and times that each program (day, evening, grad) and student level (seniors, juniors, sophomores, freshmen) may register. You will not be allowed to register before your assigned date and time.

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:

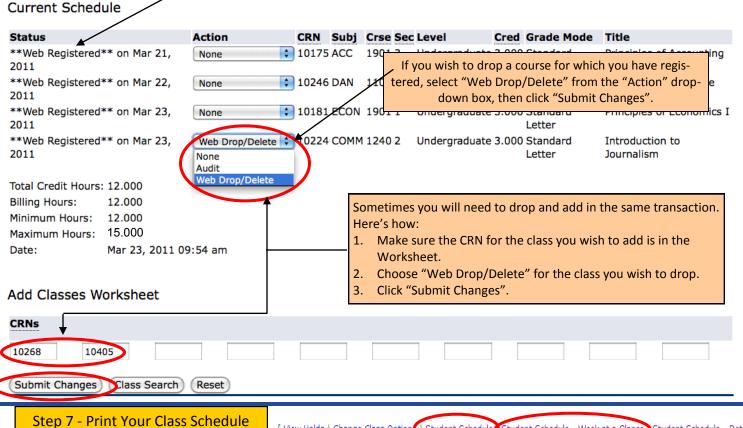
- You wish to be considered for financial assistance for the Fall
- You wish to reserve residence hall space for the Fall semester



Step 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.



- and Log out of CatLink.
- [View Holds | Change Class Option | Student Schedule | Student Schedule Week at a Glance | Student Schedule Detailed]
- The options listed above appear at the bottom of the "Current Schedule" screen.
- For a class list, click "Student Schedule". Enter the registration term. Right-click "Print" or CTRL/P to print. Close the "Student Schedule" popup window.
- 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. Rightclick "Print" or CTRL/P to print.
- 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

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

Registration Add Errors

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