

myRider Registration FAQs

- 1. I am having problems accessing MyRider and DegreeWorks on my computer.**
 - a. If you use a PC and experience problems while using Firefox, OIT recommends using the Internet Explorer web browser.
 - b. If you use an Apple computer, OIT recommends using the Safari web browser.
 - c. For all web browsers, pop-up blocker settings should be set to "off."
 - d. If you still experience technical difficulties after making these changes, please contact the OIT Helpdesk at 609-219-3000 or helpdesk@rider.edu.
- 2. What is a CRN?**
 - a. CRN stands for Course Reference Number. It is a unique numerical identifier associated with each section.
 - b. Example:
 - i. ACC-210-N1 is the section and (20828) is the CRN for the Spring 2013 semester.
 - c. The CRN is the same as the synonym that was used in MyInfo. Each section will have a different CRN each semester, but unless there was a curriculum change approved by the relevant college, the subject and course number (ACC-210) or title (Introduction to Accounting) will not change.
- 3. How Can I make sure I am eligible to take a specific section?**
 - a. Not every student is eligible to take every section being offered each semester. The best way to make sure you are eligible to register for a specific section is go to the Enhanced Course Roster (ECR) - http://comm.rider.edu/registrar/sp13_rider_all.php
 - b. You can also access the ECR from the Course Roster/Schedule link in the Registration Tools channel on myRider:

Registration Tools

JTerm 2013 Classes

Before you Register
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[Course Roster/Schedule](#)
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How to Register | [Get Help](#)
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Spring 2013 Classes

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- i. Check the “Restrictions”, “Prereqs.” and “Comments” columns to see what restrictions, prerequisites and possible co-requisites are required or other relevant information that is necessary to know before registering for a section.
 1. Restrictions are limitations placed on a course by a department limiting sections to students that meet specific criteria, such as Only Biology Majors or Only Seniors.
 2. Prerequisites are courses that must be successfully completed prior to taking a specific course. For example before you can register for HIS-151, you must have successfully completed HIS-150.
 3. Co-requisites are classes that must be taken together in the same semester. For example, BIO-110-LL and BIO-110L-NN are co-requisites because they must be taken together.
- ii. If you do not meet the requirements listed on the ECR, you will need to select a different section.

4. What do the registration errors mean?

- a. Student Attribute Restriction
 - i. This section is restricted to students with a specific attribute (such as honors students), and you are not associated with this attribute.
- b. Campus Restriction
 - i. This section is restricted to a different campus from the one in which you are associated. To view your campus, go into the Student Tab, select "Student Information" and "View Student Information".
- c. Cohort Restriction
 - i. This section is restricted to students with a specific cohort (such as learning communities, Sanda, RAP, ELI, EOP, SSS). You are not in this associated cohort.
- d. Class Restriction.

- i. This section is restricted to students in a particular class/classes. You are not in this class.
- e. Co-requisite Required.
 - i. There is a co-requisite section that you must also register for this semester.
- f. College Restriction.
 - i. This section is restricted to students in a particular college. You are not associated with this college.
- g. Degree Restriction.
 - i. This section is restricted to students in with a particular degree. You are not associated with this degree.
- h. Department Restriction.
 - i. This section is restricted to students in a particular department. You are not associated with this department.
- i. Level Restriction.
 - i. This section is restricted to students in a particular level (such as graduate or undergraduate). You are not associated with this level.
- j. Field of Study Restriction.
 - i. This section is restricted to students in a particular field of study. You are not associated with this field of study.
- k. Maximum Hours Exceeded Restriction.
 - i. You have attempted to register for more than the allowed number of credits.
- l. Pre-requisite and Test Score Error.
 - i. Prerequisite or Test Score error. You have not met the prerequisites for this class. Please check the Academic Catalog or the Open All Course List for specific information.
- m. Program Restriction.
 - i. This section is restricted to students in a particular program. You are not associated with this program.
- n. You require re-admission prior to registration.
 - i. You are not an active student and need to go through the Admissions process in order to register.
- o. Repeat Hours/Count Exceeded.
 - i. Permission of your Academic Dean needed to repeat the course.

5. Why are there two courses that meet at the same time with the same professor eg PSY 100 CRNs 10974 and 10971

This is actually the same course. If you look at the restrictions, you will see that CRN 10974 has spaces reserved for CCS students. 10971 are the seats reserved for specific UG majors.

SUBJ	CRS	TITLE	DAYS	TIME	CRN	INSTRUCTOR(S)	RESTRICTIONS
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PSY	100	Intro To Psychology	M	06:30PM-09:30PM	[10971]	Brosvic (Gary M.)	ONLY Behavioral Neuroscience & Elementary Education & Elementary Special Education & Psychology & Psychology & Secondary Special Education & Secondary Edu - Chemistry & Secondary Edu - Mathematics & Secondary Edu - Science & Secondary Edu - Social Studies & Secondary Education & Secondary Edu - Business Educ ONLY Undergraduate NO Continuing Studies
PSY	100	Intro To Psychology	M	06:30PM-09:30PM	[10974]	Brosvic (Gary M.)	ONLY Undergraduate ONLY Continuing Studies

6. How do I know it's my time to register?

- a. Go to the Registrar's webpage "Course Schedule and Registration Information" <http://www.rider.edu/academics/academic-support-resources/registrar/course-schedule-and-registration-information> and select "Fall 2012 Course Selection Schedule".
 - i. In addition to the selection schedule, you can find the following on this page
 1. An enhanced course roster to see all open and closed classes being offered which allows you to filter on many different criteria and create a worksheet with your preferred sections for the semester to use as a reference when registering on myRider.
 2. A link to the Faculty Office Hours page
 3. A link to the New Course Grid
 - a. Take the time to check this grid out – many periods have changed – ie Tuesday/Thursday classes starting at 8am are no longer B period.

7. How do I know if I'm greenlighted or have any holds?

- a. Log into myRider, and click on the Student Information tab.
- b. In the Registration Tools channel, there is a link to find your advisor to contact them for an advising meeting. There is also a link in the Registration Tools channel to check your Greenlight Status and Registration Holds.

8. How do I know when I am registered?

- a. Once you have submitted your section requests, you will know you are registered for your classes if they appear under "Current Schedule" with ****Registered**** as the status in the left-most column.

myRider

Back to Student Information Tab

Webmail Blackboard Library Rider Logout Help
Jan 27, 2012 10:48 am

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered on Dec 21, 2011	None	10091	P MBA	8270	0	Graduate 3.000	GR	Courses:'S' or Regular	Grde Adv.	Organizational Behavior
Registered on Dec 21, 2011	None	10663	MACC	650	M1	Graduate 3.000	GR	Courses:'S' or Regular	Grde Seminar	in Federal Taxes

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Jan 27, 2012 10:48 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Level Restriction	10166	AMS	200	F1	Undergraduate 3.000	Standard Letter	Intro to American	Studies	

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Change Course Options | Registration Fee Assessment]

9. Where can I find my Program Evaluation?

- Program Evaluation can be found on myRider on the Student Information tab in the Advising & Academic Support channel.

Advising & Academic Support

Advising

- Academic Catalogs
- Faculty Office Hours
- Majors, Minors & Programs
- Placement Testing Information
- Program Evaluation - DegreeWorks | **Get Help**
- Progress Reports
- The Source

Tutoring & Academic Assistance

- Career Services
- Computer Labs
- Online Writing Lab
- Reading Courses
- Services for Students with Disabilities
- Student Success Center
- Supplemental Instruction
- TutorTrac (tutoring)

10. What if I made a mistake and registered for a class I don't want or I need to drop a class?

- You can drop classes using the Drop Classes link on the Registration Tools channel on the Student Information tab on myRider.

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