

# University of Maryland Francis King Carey School of Law

## Instructions for Advance Registration

### Ready to plan your schedule?

Plan your schedule using the attached **Scheduling Worksheet**

- Write down the Course Registration Numbers (CRN) for your desired courses.

Check the Advance Registration Schedule for specific dates and times that you may register on-line. Students who do not advance register during the designated dates/times will lose enrollment priority, but may register on-line during the Add/Drop periods as noted on the Academic Calendar.

**Ready to register? Go online to <http://simsweb.umaryland.edu> and click in the box labeled “Click Here to Sign on SURFS”**

- Follow instructions to Login
- Click “**Student Services & Financial Aid**”
- Click “**Registration**”
- **Select Term** by clicking the drop down arrow
- Click “**Register, Add/Drop Classes**” and click “**Submit**”

Note: Instructions for Variable Credits do not apply. Each credit allocation will have a separate CRN.

- Enter the CRNs under “**Add Classes**” or use the “**Class Search**”
- Click “**Submit Changes**” – **IMPORTANT: You are not finished yet! Continue with the next steps or your registration will delete itself when you exit this program!**
- All selections will appear as Wait List – Open **or** Wait List – Closed, asking what action you wish to take? In order to be considered for enrollment during the Advance Registration period, you must select “Wait List” in the “Action” field box. Approved enrollments will be changed to “Registered” by the Office of Registration and Enrollment.
- Click the drop down arrow under the “**Action**” field
- Select “**Wait List**” for each course you are requesting. (After the Advance Registration period has ended and the Add/Drop period re-opens, this notation will change from “Wait List” to “**Add**”.)
- Scroll down the screen and Click “**Submit Changes**” again.
- Review the “**Status**” column for each course. “**Wait Listed on this Date**” means your request has been accepted. (After the Advance Registration period has ended for all students and the Add/Drop period re-opens, this notation will change from “Wait List on this Date” to “**Registered on this Date.**”)
- To be sure your registration submitted properly, **get completely out of SURFS and log back in** to see if your classes are still there as “Wait Listed on this Date.”
- Print that page for your records.

You may **Add and/or Drop** classes during advance registration

- To Add - Enter the appropriate CRNs in the boxes under the “**Add Classes**” field.
- To Drop - Click the drop down arrow under the “**Action**” field and select **Drop**.

Error Messages - You might encounter the following registration errors:

- **Class Code Restriction**—You are not eligible to register for this course.
- **Dropping Entire Schedule**—Please contact the Office of Registration and Enrollment to cancel your entire registration.
- **Prereq and Test Score Error**—You have not met the prerequisite requirement to register for this course. See course catalog for prerequisites.
- **Repeat Limit 0**—You have selected a course that you have already taken in the past.
- **Time Conflict**—You have selected courses that are scheduled at the same time.

You cannot request a space in a class that gives you an error message. Exceptions must be approved by the Office of Registration and Enrollment prior to registering.

**Audits**—Audits are lowest in priority and requests may NOT be made on the web for Advance Registration. You may submit your request on an Add/Drop Form (paper). It will be considered after all other timely registration requests.

If you need assistance, please call 410-706-2045, Monday through Friday, 8:30 am–4:30 pm or email [registration@law.umaryland.edu](mailto:registration@law.umaryland.edu) prior to your registration time period closing and we will respond during normal work hours.

Remember, Advance Registration is not first-come, first-serve. If you encounter a problem, please ask for help. You will be able to exit and re-enter your registration request to make changes during the open registration window time frames. After the Advance Registration period has ended and the Add/Drop period has re-opened, adding courses will be available on a first-come first-serve basis.

**This is IMPORTANT! If you do not submit your registration correctly and on-time, you will lose any priority for classes.**

