

Schedule Planning and Registration

DegreeWorks:

1. Login to the RoadRunner Portal
2. From the Students tab, Select DegreeWorks
3. Click to continue to DegreeWorks
4. The page should open on your Worksheet. This page will show you all classes required for your major, both those that you are taking and have completed, and the classes that you still need to complete. Click on any course still needed to see the class description, prerequisites, and class times and sections.
5. Identify potential courses that you would like to take in the future term. Since DegreeWorks does not provide instructor, campus location, or part of term, you should use the Schedule of Classes to select the section of each course desired.

Schedule of Classes:

1. Login to the RoadRunner Portal
2. From the Students tab, Select Schedule of Classes
3. Select the Term you would like to search (Fall 2019), then click on Submit Term
4. Select Part of Term (if unsure, choose All Parts of Term), then click on Submit
5. On the next screen, fill out the following information:
 - a. Subject Code – four-letter part of course number. Examples include: **BIOL, ENGL, PSYC,** or **COMM**
 - b. Campus Code - Main Campus (Dalton), Gilmer County, Dalton State Online, eCore, or eMajor
 - c. Course Number – four-digit part of course number. Examples include, **1101, 1111, 2112, 3000**
6. If there is a specific times of day that you need classes or you want a specific instructor, you may also search by these fields as well
 - a. Begin Time – earliest time that you would want the class to begin
 - b. End Time – latest time that you would want the class to last
 - c. Instructor – select a specific instructor to see if they are teaching the class
 - d. Days of the Week – Select all days that you would want classes during the week
7. After entering all of the criteria for your search, click on Search.
8. A list of classes will appear. You should select a class that has open seats. You may add to the waitlist to hold your place in line for a closed class, however there is no guarantee that you will make it into the class.
9. After selecting the section of the course that you want, write the course information (Ex: ENGL 1102) and the CRN number (Ex: 80532) on the Advising Schedule Template to reserve the days/times for that class. This information will make registration much easier.

Registration

If your advisor has approved your schedule and placed a permit on your account for self-registration, use the instructions below to register for your classes.

1. Login to the **Roadrunner Portal**
2. Click on the **Banner Tab**
3. Click on **the Student and Financial Aid Menu**
4. Select **Registration Menu**
5. Click on **Select Term** – Choose Summer 2019 or Fall 2019
6. Click on **Add or Drop Classes**
7. **Enter** one set of **CRNs in each box**, then click on **Submit Changes**. **Note:** If a class is closed and you want to reserve your spot on the waitlist, **select “Waitlist”** from the drop down menu next to the closed class and then click **Submit Changes** again. Since there are no guarantees that a spot will open up in the closed class, you should select open sections if available.
8. After you register for classes, **check your schedule** to make sure that you registered for the appropriate classes on the preferred campus. In the Roadrunner portal, click on **Student tab** on the **Registration menu**, then select **Student Detail Schedule**, then click on **Print Page**.