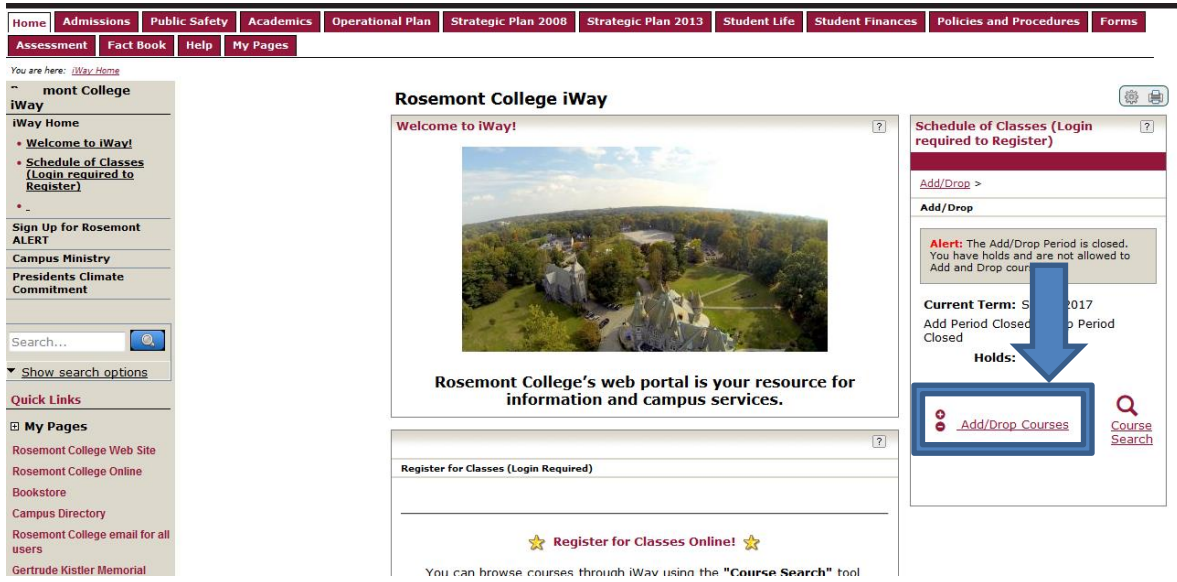
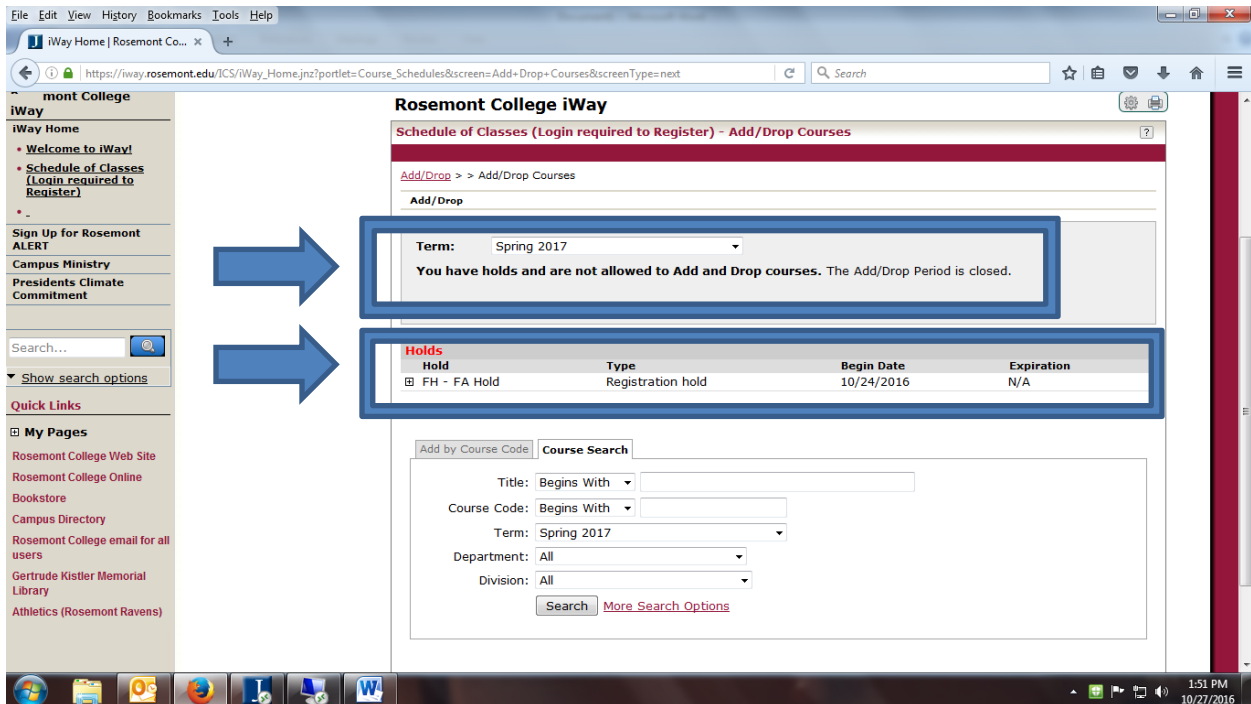


Registering for Classes (on the iWay)

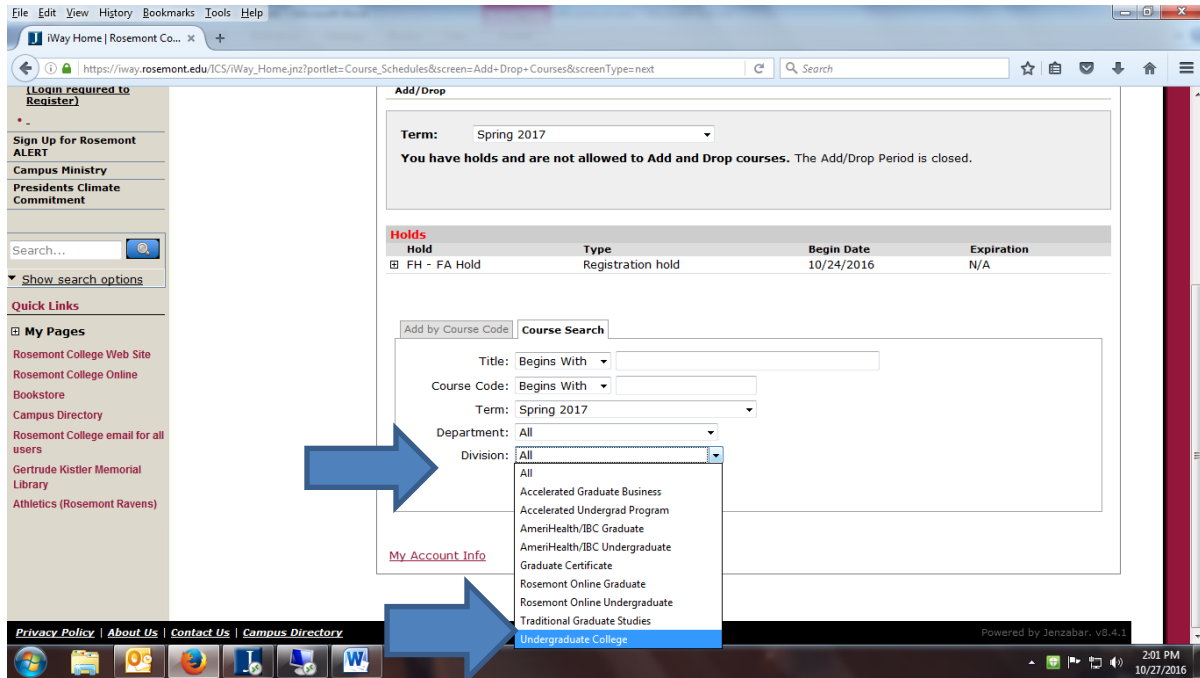
1. Sign in to the iWay
2. On the right side of the screen, choose Add/Drop Courses



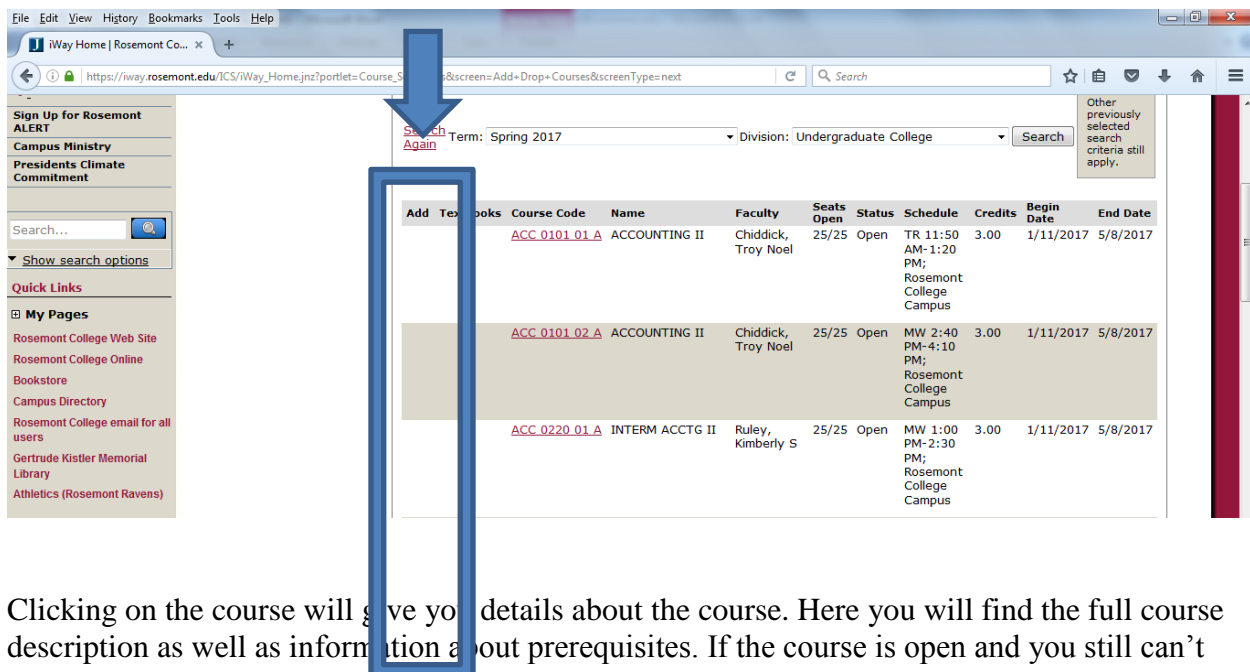
The next screen will tell you if you have holds and if the iWay is open for registration. For business holds, contact Student Accounts, for financial aid holds, contact Financial Aid.



- If the iWay is open, and your account is free of holds, choose the Course Search option at the bottom of the page. You can search by title, course code, or department. If you choose Undergraduate College under Division you will get a list of all the Undergraduate courses running in the term you select.



- Courses you can register for will have a box next to the Course Code in the Add column. If the boxes are missing either the iWay is not open, your account is on hold, the course is full, or you are not authorized to take the course.



Clicking on the course will give you details about the course. Here you will find the full course description as well as information about prerequisites. If the course is open and you still can't

register, it may be that you are missing a prerequisite, or the course may require instructor approval.

Spring 2017, Undergraduate College 3.00 Credit(s)
 Dept: ACC Clock Hours: 0.00
 Status: Open (25 out of 25 seats)

This course has other requirements. [Course Requisites](#)
Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
TR 11:50 AM-1:20 PM	1/11/2017 - 5/8/2017	Rosemont College Campus

Course Description

A continuation of Financial Accounting I with a more detailed study of the components of financial statements with greater emphasis on the presentation of financial information to external users in the framework of the corporate form of entity. Prerequisite:ACC-0100. Offered spring semester. 3 credits.

<http://www.bkstr.com/rosemontstore/shop/textbooks-and-course-materials>

All courses in the Department, Undergraduate College Division

Course	Type	Title	Capacity	Enrollment	Waitlisted
ACC 0101 01 A	Parent	ACCOUNTING II	25	0	0
Totals:			25	0	0

The Seats and Status columns will tell you how many spaces are left in a class and if the course is open to students, or if it's full.

Search Term: Spring 2017 Division: Undergraduate College Search

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ACC 0101 01 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	TR 11:50 AM-1:20 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0101 02 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0220 01 A	INTERM ACCTG II	Ruley, Kimberly S	25/25	Open	MW 1:00 PM-2:30 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0350 01 A	AUDITING	Ruley, Kimberly S	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0410 01 A	FED INC TAXES	Williams, Lisa Marie	25/25	Open	TR 8:00 AM-9:30 AM; Rosemont	3.00	1/11/2017	5/8/2017

The Schedule column will let you know the days of the week and times the class meets. This column will also tell you if the class meets on the Main Campus or if it is an online class that meets in Moodle. Classroom information is visible when you click on the individual course, once rooms are assigned in late December/early January.

The screenshot shows a web browser window displaying the Rosemont College course schedule. The page includes a search bar at the top with 'Term: Spring 2017' and 'Division: Undergraduate College'. Below the search bar is a table of courses. A blue arrow points to the 'Schedule' column, which is also highlighted with a blue box. The table contains the following data:

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ACC 0101 01 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	TR 11:50 AM-1:20 PM; Rosemont College Campus		1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0101 02 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus		1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0220 01 A	INTERM ACCTG II	Ruley, Kimberly S	25/25	Open	MW 1:00 PM-2:30 PM; Rosemont College Campus		1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0350 01 A	AUDITING	Ruley, Kimberly S	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus		1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0410 01 A	FED INC TAXES	Williams, Lisa Marie	25/25	Open	TR 8:00 AM-9:30 AM; Rosemont		1/11/2017	5/8/2017

5. When you're ready to choose your courses, click the box in the Add column.

The screenshot shows the same web browser window as the previous image, but with a blue box highlighting the 'Add' column. This column contains checkboxes for selecting courses. The table data is as follows:

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ACC 0101 01 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	TR 11:50 AM-1:20 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0101 02 A	ACCOUNTING II	Chiddick, Troy Noel	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input checked="" type="checkbox"/>		ACC 0220 01 A	INTERM ACCTG II	Ruley, Kimberly S	25/25	Open	MW 1:00 PM-2:30 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0350 01 A	AUDITING	Ruley, Kimberly S	25/25	Open	MW 2:40 PM-4:10 PM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ACC 0410 01 A	FED INC TAXES	Williams, Lisa Marie	25/25	Open	TR 8:00 AM-9:30 AM; Rosemont College Campus	3.00	1/11/2017	5/8/2017
<input type="checkbox"/>		ARH 0176 01 A	HIST OF ART II	Bizzarro, Tina Waldeier	24/24	Open	TR 10:10 AM-11:40 AM;	3.00	1/11/2017	5/8/2017

6. At the bottom of the screen, choose Add Courses.

The screenshot shows a web browser window displaying the Rosemont College course selection interface. The URL is https://iway.rosemont.edu/ICS/iWay_Home.jnz?portlet=Course_Schedules&screen=Add+Drop+Courses&screenType=next. The page lists several courses:

Course ID	Course Title	Instructor	Days	Time	Open	Start Date	End Date
ARS_0201_01_A	VIS.FUND. II	Willse, Alison Claire	15/15	Open	TR 9:00 AM-12:00 PM	1/11/2017	5/8/2017
ARS_0205_01_A	PAINTING I	Nugent, Patricia Marie	15/15	Open	TR 12:00 PM-3:00 PM	1/11/2017	5/8/2017
ARS_0215_01_A	CERAMICS I	D'Aries, Danielle Lynn	12/12	Open	MW 9:30 AM-12:30 PM	1/11/2017	5/8/2017
ARS_0235_01_A	INT ART THERAPY	TBD- Faculty to Be Determined	15/15	Open	F 9:30 AM-12:30 PM	1/11/2017	5/8/2017

At the bottom of the list, there is an "Add Courses" button and a navigation bar with links: [AC - AR](#) | [AR - BI](#) | [BI - CH](#) | [CH - EC](#) | [EC - EN](#) | [EN - MA](#) | [MA - PS](#) | [PS - SQ](#) | [SQ - WR](#) | [WR - WR](#) | [Next Page -->](#). A blue arrow points to the "Add Courses" button.

7. If there are any errors in your registration, the next screen will tell you what's wrong. For example, ARH 0176 has a mandatory co-requisite that must be added at the same time.

The screenshot shows the same web browser window, but now displaying an error message. The page title is "Presidents Climate Commitment". The error message is:

✖ Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

ARH 0176 01 A

Course Info: TR 10:10 AM-11:40 AM

Error: **ARH 0176 01 A - A corequisite for this course has not been met**

Resolution: This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.

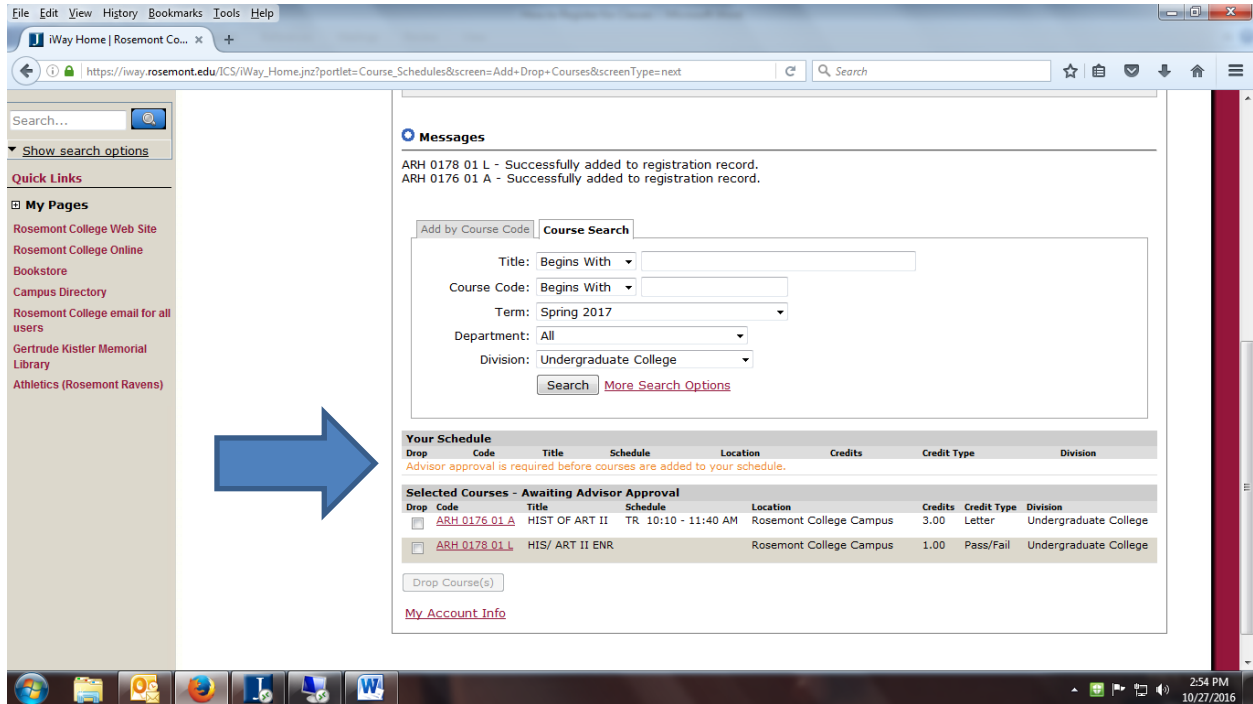
Buttons: [Add Co-requisite Course\(s\)](#) | [Do not Add](#)

Clear All Alerts

Form fields for searching by course code:

- Add by Course Code | **Course Search**
- Title: Begins With []
- Course Code: Begins With []
- Term: Spring 2017
- Department: All
- Division: Undergraduate College
- [Search](#) | [More Search Options](#)

8. Once you've added the co-requisites, as necessary, or once you have all of your classes have been authorized, the following screen will detail the courses you've chosen, the dates, time and total credits. It will also alert you to the fact that your courses require advisor approval. While this process reserves your space in a class, your advisor must approve of the course before it is an official part of your record.



The screenshot shows the iWay registration system interface. The browser address bar displays the URL: https://iway.rosemont.edu/ICS/iWay_Home.jnz?portlet=Course_Schedules&screen=Add+Drop+Courses&screenType=next. The page features a sidebar with search options and quick links, and a main content area with a messages section and a search form. A blue arrow points from the sidebar to the search form.

Messages

ARH 0178 01 L - Successfully added to registration record.
ARH 0176 01 A - Successfully added to registration record.

Add by Course Code | **Course Search**

Title: Begins With []
Course Code: Begins With []
Term: Spring 2017
Department: All
Division: Undergraduate College

[More Search Options](#)

Your Schedule

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
Advisor approval is required before courses are added to your schedule.							

Selected Courses - Awaiting Advisor Approval

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	ARH 0176 01 A	HIST OF ART II	TR 10:10 - 11:40 AM	Rosemont College Campus	3.00	Letter	Undergraduate College
<input type="checkbox"/>	ARH 0178 01 L	HIS/ ART II ENR		Rosemont College Campus	1.00	Pass/Fail	Undergraduate College

[My Account Info](#)

Please check your iWay account before the end of the add/drop period to ensure that your advisor has approved your classes.

If you have any questions about how to register, feel free to contact the Registrar's Office or Student Academic Support Center.