



Summer 2022 - Fall 2022 - Spring 2023

HOW TO REGISTER FOR ELECTIVE CLASSES

Log into Foxlink: http://foxlink.rollins.edu

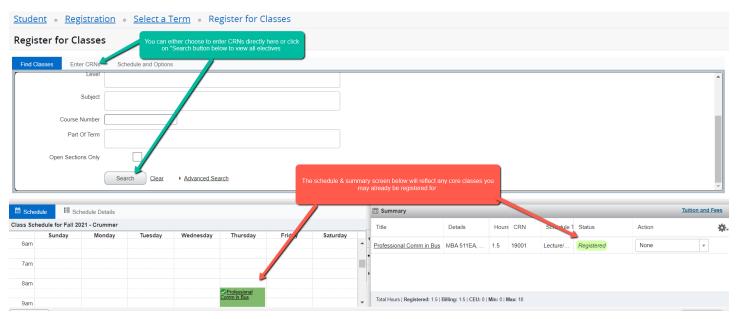
Enter your FoxID (email ID) and Password

Click on the Student tab and select Registration and Registrar

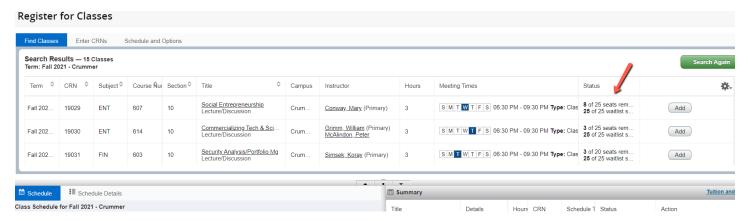
In the Crummer Course Registration box select Add/Drop/Register for Classes

Select a Term and click "Continue"

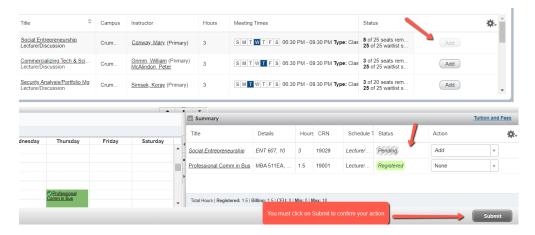
To begin registration, you may either use the "Enter CRNs" tab to register, or click on the "Search" button to view all elective classes for the term



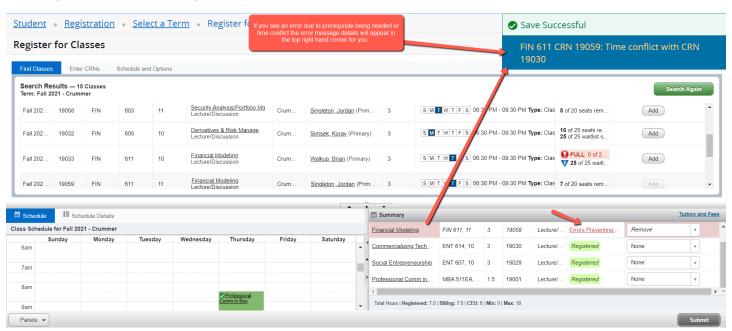
If you select the "Search" feature, you can view all elective courses, meeting times, etc., and their status of availability

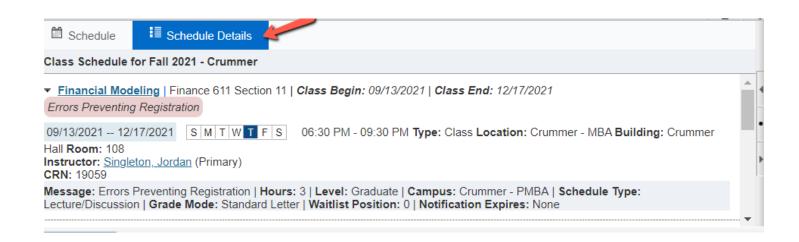


Click "Add" button for the class of your choice. It will appear as "pending" in the summary box below. You can add more than one class at this time if you like. When you have finished click "submit" to add classes to your schedule.

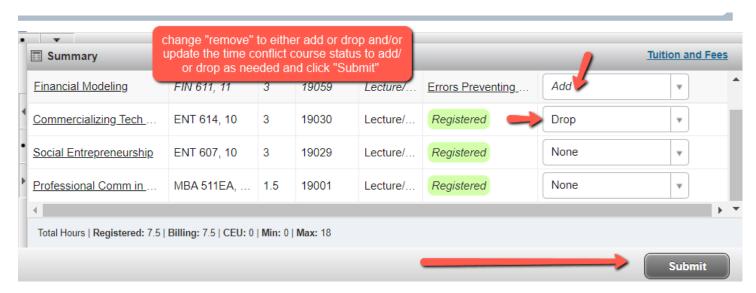


Errors due to prerequisites or time conflict will appear in the top right corner of your screen and highlighted in your summary as shown in the example below.

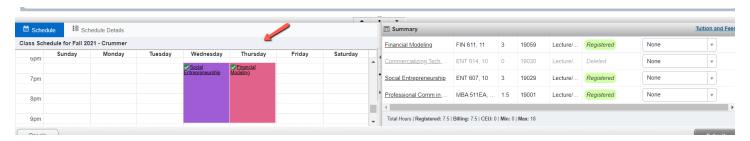




Once you have made your choice you can make any necessary add or drop selections and click "Submit"

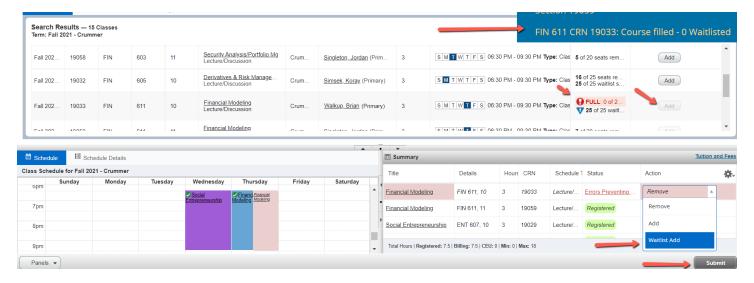


You can then check the "Schedule" tab to view your updated course schedule.

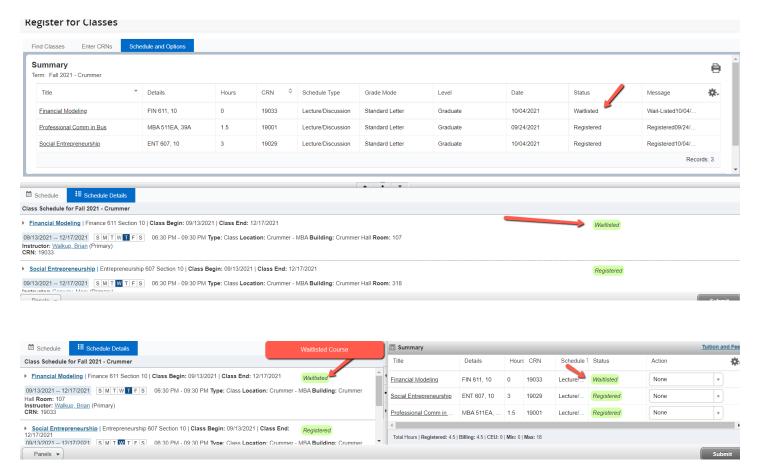


Note: If you choose a course that currently full you will see the error letting you know that the class is full and how many students are currently on the waitlist. The example below shows you would be 1st on the waitlist after you select to be added to the waitlist and click the submit button in the Summary section.

If you run into any challenges, you might find <u>Waitlist FAQs</u> & <u>Registration Error FAQs</u> helpful otherwise please feel free to contact us at crummerregistrar@rollins.edu and we will be happy to assist you further.



Please note that the waitlisted course will appear on all Web schedule viewing forms, however, you **are not** registered.



Should an opening become available, you will be notified via Rollins's email address and you will have 24 hours to either accept or decline.

You will be prohibited from registering for courses that are restricted by program.

NOTE: Any overload must be approved by the Associate Dean for Academics. Requests including your name, Rnumber, Course, and reason for the overload request should be submitted to crummerregistrar@rollins.edu

WAIT LISTS

Students who attempt to register to register for a full/closed section may add their names to the waitlist by choosing Waitlist from the 'Action' menu. If a seat in becomes available, notice will be sent to the Rollins email address of the student at the top of the waitlist, who will have 24 hours to log in to FoxLink and add the class. Until then, the waitlisted course will appear on all web schedule viewing forms; however, you are not registered. For Waitlist FAQ's visit https://crummer.rollins.edu/elective-registration/

HOW TO VIEW YOUR REGISTRATION

Return to the Registration and Registrar Menu and select MY SCHEDULE located under the My Academics channel

TEL: 407-646-2415 Fax: 407-646-2360 Email: crummerregistrar@rollins.edu
https://crummer.rollins.edu/current-students/