

ONLINE REGISTRATION INSTRUCTIONS

Fall 2020 – Spring 2021

Before students are given access to online registration, they are required to check-in to receive a time ticket for registration. During the check-in period students can view and verify their address, phone number, and employer information.

Once the check in process is complete, an email confirmation will be sent to your Rollins account indicating your registration time period. **You will not be able to register until you complete this process.** If you have a question regarding your time period, please contact student records via email at crummerregistrar@rollins.edu.

TO VERIFY YOUR ADDRESS INFORMATION (AND UPDATE IF APPLICABLE)

Log into **FOXLINK**: <http://foxlink.rollins.edu>

Enter FoxID (email ID) and Password

Select **REGISTRATION AND STUDENT RECORDS** tab

In the **Crummer Course Registration** box select **CRUMMER REGISTRATION CHECK-IN**

Follow the prompts.

TO REGISTER FOR CLASSES

Log into **FOXLINK**: <http://foxlink.rollins.edu>

Enter FoxID (email ID) and Password

Select **REGISTRATION AND STUDENT RECORDS** tab

In the **Crummer Course Registration** box select **ADD OR DROP CLASSES**

You will need to know the CRN (course number). CRN's can be found on the course schedule.

Select term (Summer 20XX – Crummer, Fall 20XX – Crummer or Spring 20XX – Crummer) from the drop down menu

Check the box/boxes in front of the CRN number of each class you want to register for and then select Register.

The next screen will show what you are registered for. If you want to add more classes, you can either go back to the previous screen or enter the CRN number in the spaces provided under Add Class, then select **SUBMIT CHANGES**.

Please be aware of prerequisite requirements.

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

WAIT LISTS

If a course is full, you may add your name to the wait list by clicking on the drop down box in the action column and selecting "Wait Listed." The Crummer Student Records Office will notify you via Rollins email should a space become available in the course. Please note that the wait-listed course will appear on all Web schedule viewing forms, however, you are not registered.

VIEWING YOUR REGISTRATION

Return to the Registration Menu and select **MY SCHEDULE**.