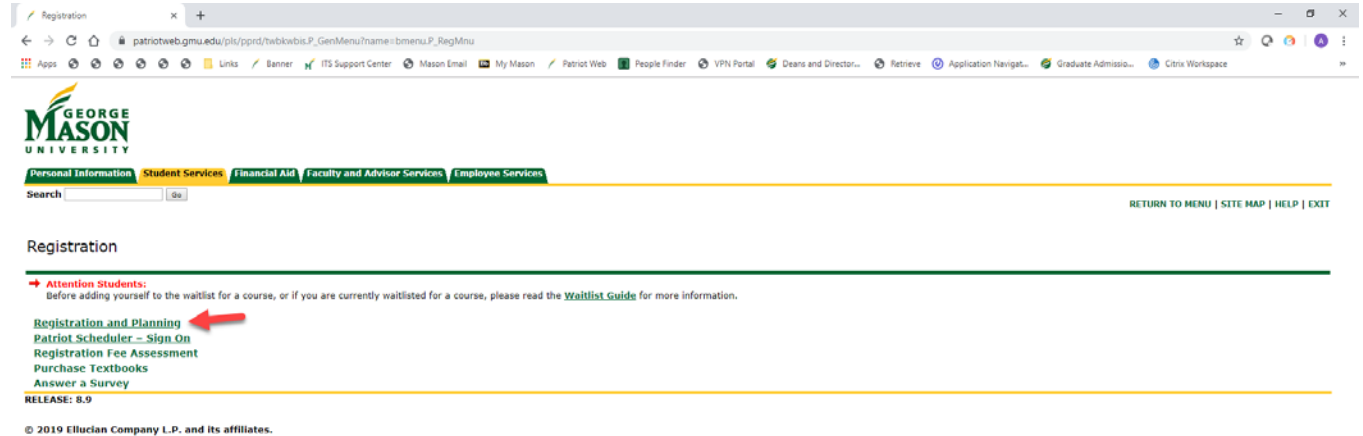For Spring 2020 registration, students will experience a visual change to PatriotWeb as a result of an upgrade. The below is to help with the new navigation.
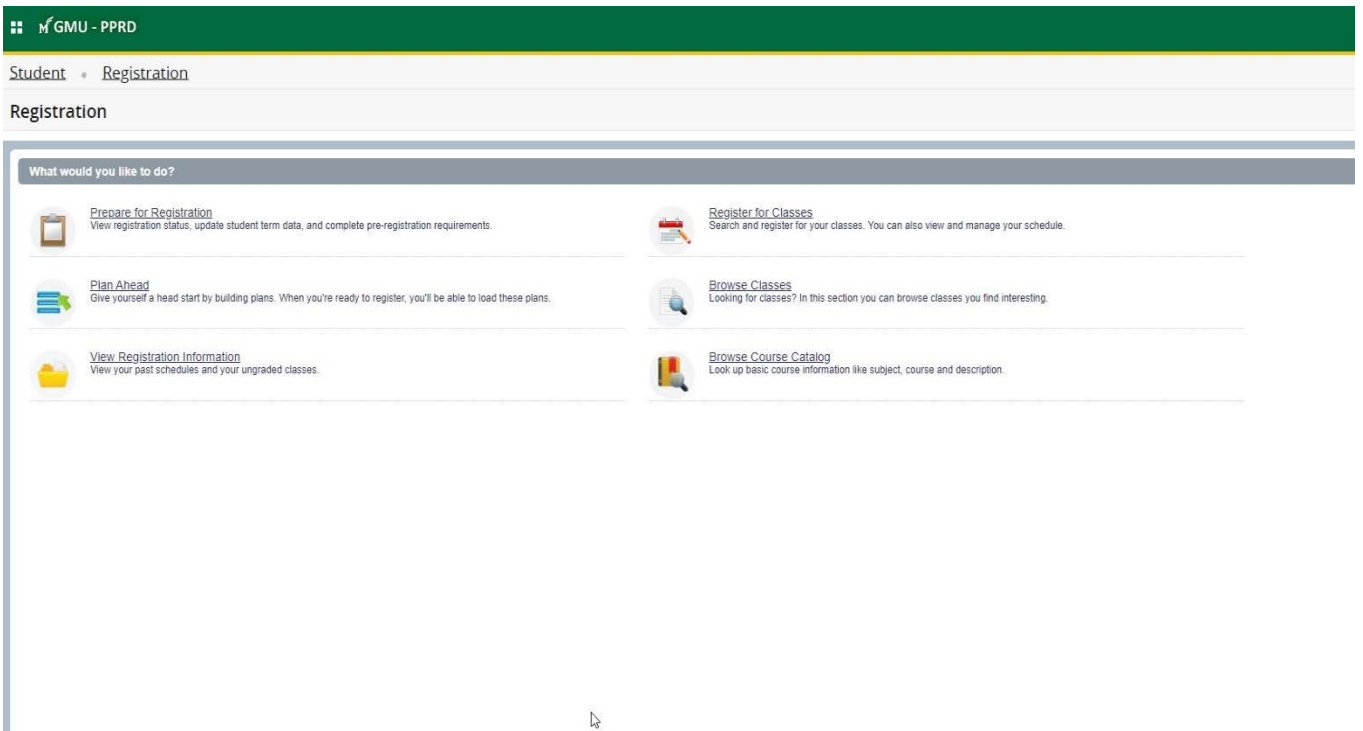
After logging into Patriot Web:

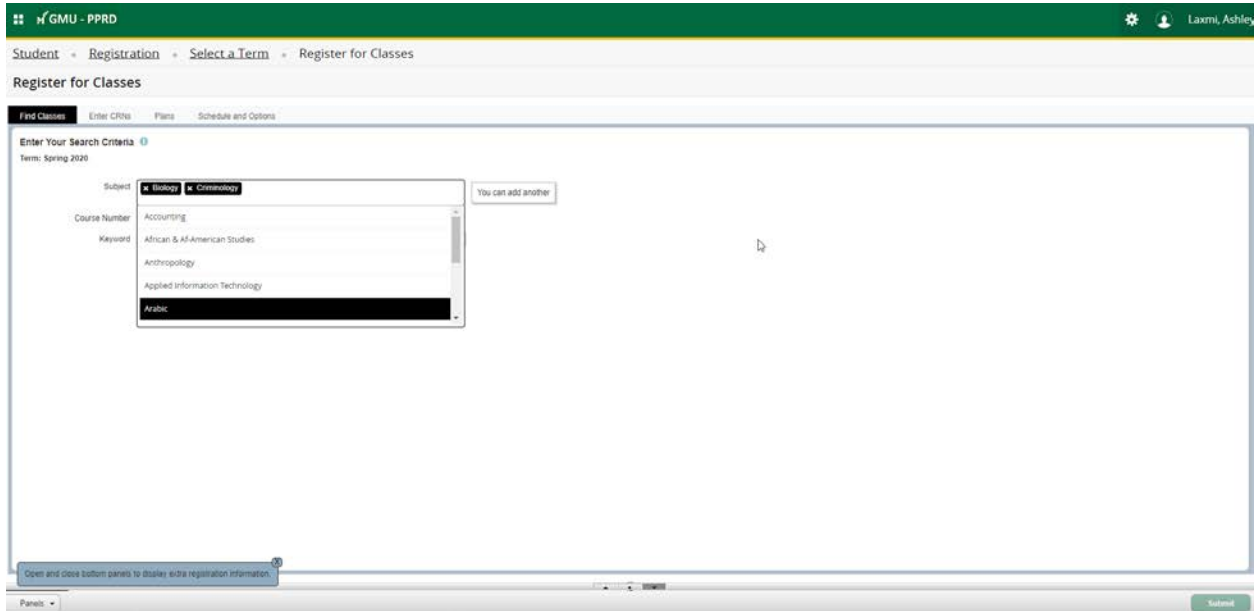-Select Student Services, then Registration

Select Registration and Planning

You will be redirected to a different window and will see the following screen:

To register, click Register for Classes and see the following screen:

(Note: You can add multiple subjects at once.)

After clicking Search, you will be able to see the classes and their meeting times. If the course meets online, the Building and Room will read as ON LINE; if the course meets in person, there will be a building and room listed. If both are there, the course is a hybrid course.

If the course has section notes, you will see those displayed in red under the "Notes" column.

If the course has a linked lab and lecture, a View Linked button will appear in the course's row.

By clicking on the View Linked button, you will see the lab and lecture that are linked. Once you have clicked View Linked, you will be able to add their class and linked lecture by clicking Add All.

Note: By not clicking View Linked next to a course that has a lab and lecture and only clicking the Add button, you will see the following error. You must remove this error first by clicking Submit at the bottom, and then follow the teps below to register for that linked course.

After you have clicked Add All, the lower part of the screen will then preview what your weekly schedule will look like. The Summary screen will show the credit hours for the class and the Schedule Type. In order to fully register for the lecture and lab, you will need to hit the Submit button. (Note: Students who are not registering for a linked course and only for lecture, also need to hit Submit in order to add the class to their schedule)

Once you are done registering for classes, they can view their upcoming semester's schedule, as well as their past semesters schedule. The student must go back to the main registration screen and then click on View Registration Information option.

Next to the Term tab, a drop down arrow will be present, which will allow you to view registration information for past and upcoming semester.
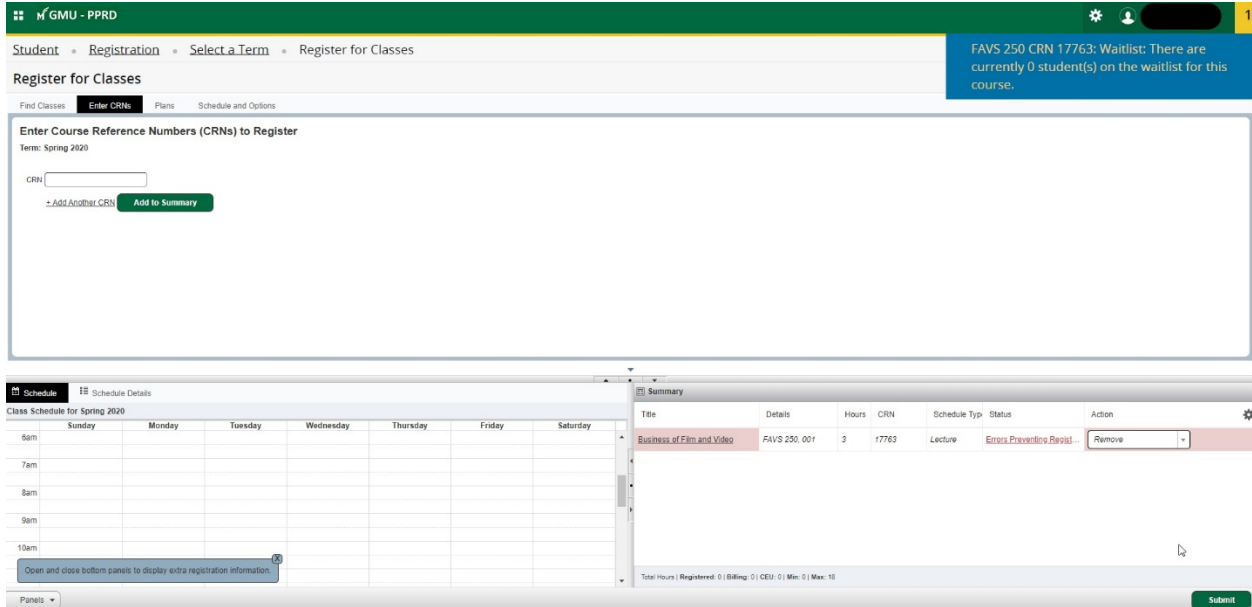
(Main registration screen)

If you are trying to register for class that is filled and has a waitlist, they will see the following error on their screen.

If the student wishes to waitlist for that class, they should follow these steps.

The student must click on drop down arrow under Action in the Summary tab. The option to waitlist for the class should appear.
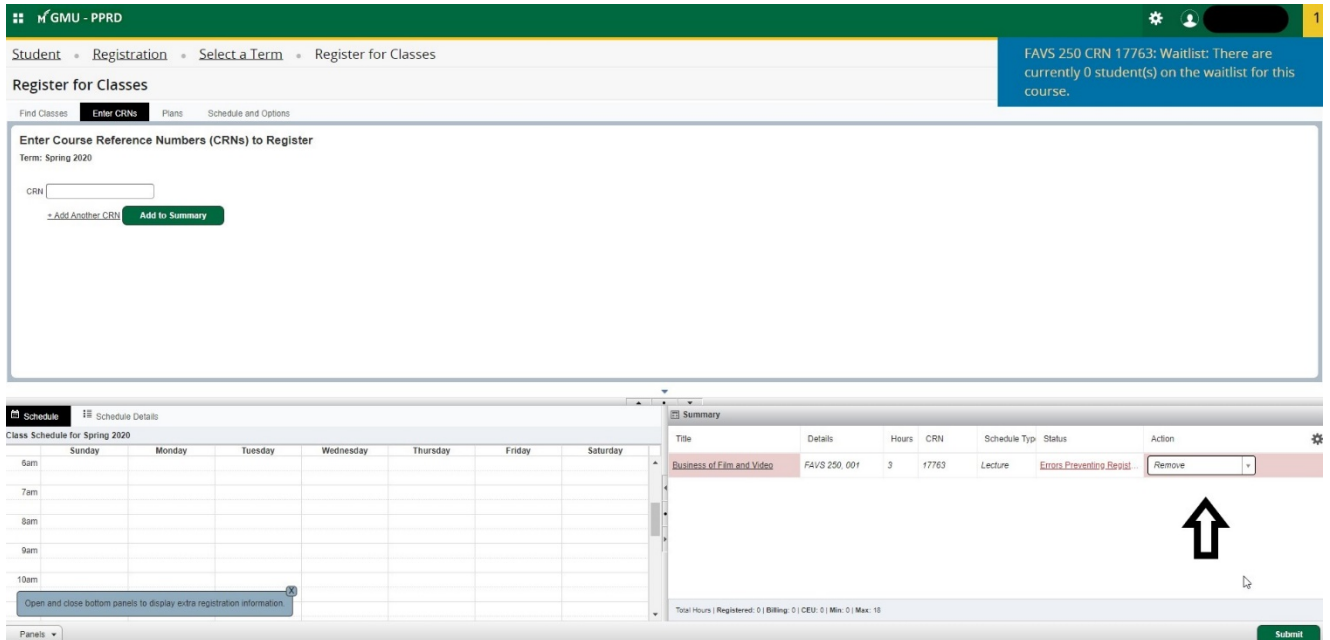
After clicking waitlist, the student must click Submit in order to be waitlisted for the class. The picture below shows what it should look like after the student has been waitlisted.

To check if you received an override, select 'Prepare for Registration' on the Registration and Planning menu.

The override will appear under 'Permit Override'.

Once you have verified that you have an override, you can go back to the registration tab and register for the class they received an override for. Click on the dropdown arrow under Action and Web Register for the class. (Note: the option to web register will not appear if the student does not have an override)

Once you have registered for the waitlisted class, the following screen shall appear.

Change variable credits for a course:

Click on 'Register for Classes'

Then, 'Schedule and Options'

If you course is variable credit, you can click on the credit under the 'hours' column and it will prompt you to enter the amount of credits. You must type in the credit amount within the range given. Click 'submit' and the credits will be changed.

New features of advanced search when registering for classes:

You can now search for days of week, Mason Core, and credit hour range.