

MyLynx Web Registration Guide

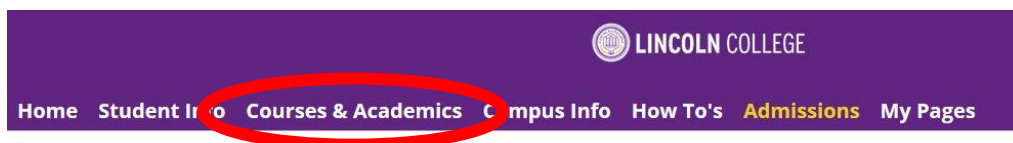
This guide offers instructions on how to use the MyLynx student portal to register for courses via the web. Students with questions or concerns about using MyLynx to register for their courses are invited to contact their academic advisor and/or the Registrar's Office for assistance.

Accessing the "Add/Drop" Functions

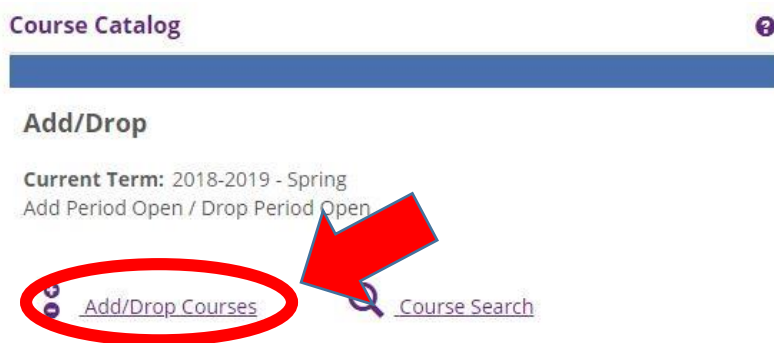
Students are able to find and select courses for their schedule using one of four different methods:

- Under the "Add/Drop" area of the "Course Catalog" portlet (Courses & Academics tab)
 - Add by Course Code
 - Add by Reference #
 - Course Search
- From within the "My Degree Progress" portlet (Courses & Academics tab)

To access the "Add/Drop" area, select the "Courses and Academics" tab from the MyLynx header as shown below.



Once on the "Courses & Academics" tab, scroll down until you see the "Course Catalog" portlet and click "Add/Drop Courses".



This will open the view on the next page. Before choosing a method of registration, **remember to change the Current Term pull-down** so that it equals the Term for which you want to add courses. Most students will want to select the full "Year – Term" such as those listed below:

- (Academic Year) – Fall
- (Academic Year) – Spring
- (Academic Year) – Summer

ABE and New Normal students in the accelerated programs may want to use the pull-down menu to select the specific session of the course:

- For 5-Week, ABE Students:

- (Academic Year) – Fall - ABE A1 Aug/Sept Session
- (Academic Year) – Fall - ABE A2 October Session
- (Academic Year) – Fall - ABE A3 November Session
- (Academic Year) – Spring - ABE A4 January Session
- (Academic Year) – Spring - ABE A5 February Session
- (Academic Year) – Spring - ABE A6 March Session
- (Academic Year) – Summer - ABE A7 May/June Session
- (Academic Year) – Summer - ABE A8 June/July Session
- (Academic Year) – Summer - ABE A9 July/August Session
- For 8-Week, New Normal Students
 - (Academic Year) – Fall - NN Fall 1st 8 week Subterm
 - (Academic Year) – Fall - NN Fall 2nd 8 week Subterm
 - (Academic Year) – Spring - NN Spring 1st 8 week Subterm
 - (Academic Year) – Spring - NN Spring 2nd 8 week Subterm
 - (Academic Year) – Summer - NN Summer 1st 8 week Subterm
 - (Academic Year) – Summer - NN Summer 2nd 8 week Subterm

Course Catalog - Add/Drop Courses

Add/Drop

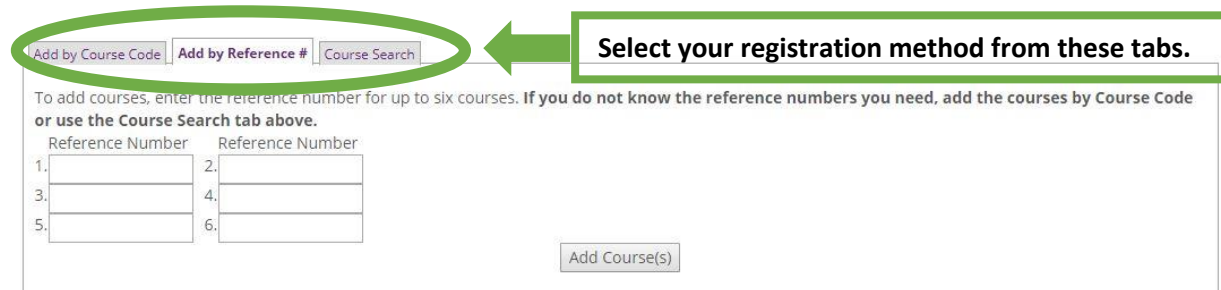


Term:

Add/Drop Period Open / Drop Period Open

You are currently registered for 0 courses.

Remember to change the Term



Select your registration method from these tabs.

To add courses, enter the reference number for up to six courses. **If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.**

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

Once you have the proper Current Term selected, you're ready to choose a course registration method from the tabs above.

Registration through “Add by Course Code”

If you already know which specific courses you want to add, “Add by Course Code” may be the easiest registration method for you.

Add/Drop

The screenshot shows the 'Add/Drop' registration interface. It includes a 'Term' dropdown menu set to '2018-2019 - Spring', a 'Drop Period Open / Drop Period Open' status, and three tabs: 'Add by Course Code', 'Add by Reference #', and 'Course Search'. Below the tabs is a text box with instructions: 'To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. If you don't know the course or section codes you need, use the course search tab above.' There are five input fields for course codes, numbered 1 through 5. Below the input fields is an 'Add Course(s)' button. Four numbered instructions are overlaid on the screenshot: 1. Change the Term to the one for which you want to add courses (pointing to the Term dropdown); 2. Select the “Add by Course Code” tab (pointing to the 'Add by Course Code' tab); 3. Enter catalog number and section you want to add (up to six courses) (pointing to the input fields); 4. Click “Add Course(s) when ready” (pointing to the 'Add Course(s)' button).

To add a course by the course code, just type the catalog number and section (for example, BUS 102 01) into one of the fields shown and click “Add Course(s)”. You can add up to six courses at one time through this method. Once added, your courses will appear below the “Add by Course Code” view like so:

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"/>	BIO 301 AA	THE AMERICAN ENVIRONMENT	R 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	110	3.00	Regular Credit	Undergraduate Degree	
<input type="checkbox"/>	BUS 166 AA	MANAGEMENT INFORMATION SYS	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	118	3.00	Regular Credit	Undergraduate Degree	
<input type="checkbox"/>	BUS 205 AA	PRINCIPLES OF MANAGEMENT	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	114	3.00	Regular Credit	Undergraduate Degree	

Registration through “Add by Reference #”

Using the Course Schedule booklet, you can also add courses by using their reference number. The reference number for a course is located just below the catalog number and just to the left of each individual section on offer for that course.

Art									
Requ. #	Section	Instructor	Days	Beg Time	End Time	Beg/End Date	Bldg	Room	
ART 111		3.00	ART APPRECIATION						
34030	01	Staff	MWF	10:00 AM	10:50 AM	08/19/2019 12/14/2019	LIB	LILE	
34031	02	Staff	MWF	11:00 AM	11:50 AM	08/19/2019 12/14/2019	LIB	LILE	

Notice the reference number

To add a course using the reference number, select the “Add by Reference #” tab of the “Add/Drop” view and enter the reference number into one of the fields shown below.

Add/Drop

Term: 2018-2019 - Spring
Add Period: Open / Drop Period: Open
You are currently registered for 6 credits.

1. Change the Term to the one for which you want to add courses

2. Select the “Add by Reference #” tab

Add by Course Code | **Add by Reference #** | Course Search

To add courses, enter the reference number for up to six courses. If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.

Reference Number	Reference Number
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

3. Enter the reference number

4. Click “Add Course(s) when ready”

Add Course(s)

Added courses will appear below the view as shown in the image above under “Add by Course Code”.

Registration through “Course Search”

Using “Course Search” you can search through the full schedule for a given term, selecting those you want to add by clicking a check box next to the particular section you wish to add. To start searching for courses, select the “Course Search” tab in the “Add/Drop” view and enter the search criteria you want to use.

Add/Drop

Term: ▼
Add Period Open / Drop Period Open
You are currently registered for **6 credits**.

1. Select the “Course Search” tab

2. Enter the criteria you want to use
Remember to change the Term to equal the one for which you want to add courses

3. Click “Search” to return results

Add by Course Code | Add by Reference # | **Course Search**

Title: ▼
Course Code: ▼
Term:
Department:
Division:
 [More Search Options](#)

Selecting “More Search Options” expands the search criteria you can use as shown on the next page. Changing only the **Term** and clicking “Search” will return all of the courses available for that Term, allowing you to page through the schedule with courses listed alphanumerically by catalog number and section.

Course Search

Term: 2019-2020 - Fall

Department: All

Course Number Range: to

Title: Begins With

Course Code: Begins With

Division: All

Time: To:

☒ Meets on any day(s)

☐ Meets only on the selected days

☐ Monday ☐ Friday

☐ Tuesday ☐ Saturday

☐ Wednesday ☐ Sunday

☐ Thursday

Faculty: All

Campus: All

Building: All

Section Status: Open or Full

Min/Max Hours: to

Once you find the desired course in your search results, select it by clicking the “Add” check box in the left-hand column as shown below:

Search Results

[Search Again](#) Term: 2019-2020 - Fall


Add	Text	Course co			
<input checked="" type="checkbox"/>		ART 111.01	ART APPRECIATION	Staff	24/25 O
<input type="checkbox"/>		ART 111.02	ART APPRECIATION	Staff	25/25 O
<input checked="" type="checkbox"/>		BIO 101.01	GEN SURVEY OF BIOLOGY (W/O LAB)	Staff	24/24 O
<input type="checkbox"/>		BIO 102.01	GENERAL BIOLOGY	Staff	24/24 O

Select the “Add” check box next to the courses you wish to add

To finalize the additions, select the “Add Courses” button on the lower left below your results (you may need to scroll to the bottom of the page). Adding the courses will refresh your screen, and the courses will appear below the view as shown in the image above under “Add by Course Code”.

Registration from with the “My Degree Progress” portlet

Through the “My Degree Progress” portlet, you can ‘drill down’ through your program requirements and find courses that directly apply to a particular requirement area. There are a number of stages involved as you move from requirement areas to different requirement subgroups and steadily down to the specific required courses. To start the process, select the “View All Details” button under the “My Degree Progress” portlet.


My Degree Progress 

Requirements Summary	
Name	Status
BACCALAUREATE GEN. ED.	✗ Not Met
CHS MAJOR	✗ Not Met
UPPER DIVISION (30)	✗ Not Met
NON-MAJOR ELECTIVES	✗ Not Met
NON-APPLIED COURSEWORK	✓ Met
120 TOTAL CREDITS 2.0gpa	✗ Not Met

[View All Details](#)

From the “View All Details” screen, select the requirement area you want to explore:

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
BACCALAUREATE GEN. ED.	2018	GENED	0.00	12.00	13.00	39.00	3.2500	✗ Not Met
CHS MAJOR	2018	MAJOR	74.00	3.00	0.00	9.00	3.0000	✗ Not Met
UPPER DIVISION (30)	2018	UPPER	30.00	0.00	0.00	0.00	0.0000	✗ Not Met
NON-MAJOR ELECTIVES	2018	ELEC	0.00	0.00	3.00	0.00	0.0000	✗ Not Met
NON-APPLIED COURSEWORK	2018	NONAP	0.00	4.00	4.00	12.00	3.0000	✓ Met
120 TOTAL CREDITS 2.0gpa	2018	TOTCR	120.00	16.00	20.00	51.00	3.1875	✗ Not Met

[Advising Worksheet](#) 

[Recalculate Student Progress](#)

Selecting the requirement area will open up new details such as requirement subgroups or specific courses. Remember that you are seeing increasingly specific requirements with each step down into the area.

As you work down through the groups, you will see increasingly detailed information about your requirements. At the lowest level, the screen will display the specific courses that can be used toward

that requirement as shown on below. Selecting “See available courses...” will open a course search screen, allowing you to search within the course schedule for courses meeting that requirement.

My Degree Progress - GELO IO

GELO I ORAL

EACH OF THE FOLLOWING COURSES

Course Requirements				
Req	Description	Status	Course	Course Title
CMN101	Fundamentals of Speech (Required)	Met	CMN 101 03	FUNDAMENTALS OF SPEECH
CMN260	Small Group Discussion (Required)	Required	See available courses...	

[Advising Worksheet](#)

This course search works much like the “Course Search” registration method discussed above with the important difference that it is searching for an exact match to the course you specified on the previous screen. As with each registration method, you will need to change the Term pull-down to equal the one for which you wish to add courses.

My Degree Progress - Results

Search Results

Search Again

Term: 2019-2020 - Fall Division: All Search

1. Change the Term to the one for which you want to add courses

2. Click “Search”

Add	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	CMN 260.01	SMALL GROUP DISCUSSION	Staff	25/25	Open	MW 2:00 PM-3:15 PM; Lincoln Campus, Gehlbach Hall, Gehlbach Hall - Rm. 103			
<input type="checkbox"/>	CMN 260.02	SMALL GROUP DISCUSSION	Staff	25/25	Open	TR 11:30 AM-12:45 PM; Lincoln Campus, Gehlbach Hall, Gehlbach Hall - Rm. 105			

3. Click the “Add” check box next to the course you wish to add, and then click “Add Course” just below this view

Once your search results are returned, select the “Add” check box next to the course section you wish to add and then the “Add Course” button. Added courses will appear below the view as shown in the image above under “Add by Course Code”.

Registration Errors and “Courses Not Yet Registered” Messages

Occasionally, you may try to add a course and receive an “Unauthorized Course Entry” message. An “Unauthorized Course Entry” message could be triggered by several different conditions:

- You may not have met a prerequisite or corequisite requirement.
- The course may meet at a location different from those for which you are authorized to register.
- You may have tried to add a course that conflicts with another, already registered, course.

When/if you do run into an “Unauthorized Course Entry” message, the message will display just above your registered courses and look like the image on the next page.

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).

Unauthorized Course Entry	
Course Info:	BUS 101 01
Error:	Unauthorized Course Entry
Resolution:	You are not authorized to register for this class at this time. If you believe you have received this message in error, please contact the office of the registrar.
<input type="button" value="OK"/>	

The message will indicate why you were not able to add the course and offer a suggestion on how to resolve the error. **If you believe that the “Unauthorized Course Entry” message is itself an error, please consult with your academic advisor and/or the Registrar’s Office.**

Advisor Approval

Once you are registered, your academic advisor will need to approve your schedule before it is considered ‘complete’. Your advisor may contact you with questions or concerns before approving your schedule, especially if your registered courses are different from the ones your advisor recommended. **Please remember that you, as the student, are primarily responsible for course selection and making progress toward completion of your degree program.** Departing from the course schedule worked out in partnership with your advisor may delay your graduation.

Dropping Registered Courses

In the event you need to drop one or more of your registered courses, you can do so from within the “Add/Drop” area of the “Course Catalog” portlet. As with each of the registration methods discussed above, click on the “Add/Drop Courses” button under “Add/Drop” to access the drop function.



To view your registered courses for a specific Term, change the Term pull-down menu to equal the one you wish to view.



Your registered courses will display alphanumerically by catalog number and section. If you are still allowed to drop a course without assistance from your academic advisor, a “Drop” check box will appear just to the left of each course. To drop a course, click the check box next to the course you wish to drop and then the “Drop Course(s)” button just below your list of courses.

The screenshot shows the 'Your Schedule' section of the MyLynx system. At the top, there is an 'Add Course(s)' button. Below it, a table lists courses under the heading 'Selected Courses - Awaiting Advisor Approval'. The table has columns for 'Drop', 'Code', 'Title', 'Schedule', 'Location', 'Credits', 'Credit Type', and 'Division'. Three courses are listed: IO 301 AA, BUS 166 AA, and BUS 205 AA. The 'Drop' checkbox for BUS 166 AA is checked. Below the table, there is a 'Drop Course(s)' button. Annotations include a purple box and arrow pointing to the 'Drop' checkbox for BUS 166 AA, and a red box and arrow pointing to the 'Drop Course(s)' button.

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	IO 301 AA	THE AMERICAN ENVIRONMENT	R 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	110	3.00 Regular Credit	Undergraduate Degree
<input checked="" type="checkbox"/>	BUS 166 AA	MANAGEMENT INFORMATION SYS	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	118	3.00 Regular Credit	Undergraduate Degree
<input type="checkbox"/>	BUS 205 AA	PRINCIPLES OF MANAGEMENT	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	114	3.00 Regular Credit	Undergraduate Degree

Drop Course(s)

Students are strongly advised to consult with their academic advisor and Financial Aid *before* dropping one or more courses.