

Registration Instructions

Revised 10/27/2022

Registration

1. Log in to MyDrury
2. Click on the **Student tab** (top):
3. Click on **My Registration** (left):

My Registration:

1. **Your advanced registration opens**
 - a. This field shows the time and date you can register.
2. **Your registration hold information**
 - a. Any holds on your account will appear here.
 - b. Common Holds:
 - i. **BO Balance Due** – contact business office. businessoffice@drury.edu
 - ii. **IA Incomplete admission** – contact Admissions. druryad@drury.edu
 - iii. **GS Graduating Student** – This is a warning, and will not prevent registration.
 - iv. **AT Student Athlete** – This is a warning, and will not prevent registration.
3. **My Course Schedule**
 - a. Your schedule for the current semester.
4. **Add/Drop Courses**
 - a. Before you can register for any classes, you must complete the Registration Agreement Form. (see below)
 - i. Click complete registration agreement, to see important registration dates.
 - ii. Click Submit to accept the registration conditions.
 - b. After you have completed the Registration agreement, you will be redirected to Add/Drop courses.

Student

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- My Course Schedule
- My Registration**
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You are here: Student > My Registration

My Registration

Your advanced registration opens:

1.

Year and Term	Start Date	Start Time
Academic Year 2022-2023 - Summer Term	10/26/2022	8:00 AM
Academic Year 2022-2023 - Spring Term	10/26/2022	8:00 AM
Academic Year 2022-2023 - Winter Term	10/26/2022	8:00 AM

Your registration hold information:

2.

Message

You do not have any holds. You can register after the date and time listed above

My Course Schedule

3.

Course Schedule for

View Details

Academic Year 2022-2023 - Spring Term - U	Course	Title	Meets
No Courses to display.			

Add/Drop Courses

4.

Add/Drop

Registration Agreement

Prior to registering, you must accept the Registration Agreement.

Complete the Registration Agreement form

Add/Drop Courses

- You can use Add/Drop Courses to search by course title, course code, department, and division.
- For more options, click **More Search Options**. This will bring up the full Course Search.

Add by Course Code **Course Search**

Title: Begins With

Course Code: Begins With

Term: Academic Year 2022-2023 - Fall Term

Department: All

Division: Undergraduates

Course Search:

1. **Term** – Select the correct term (fall, spring, summer, or winter).
 - a. If you select terms that specify “Full term, A block, or B block,” your search will be narrowed to either only full term courses, or only block courses. To see the full list of courses, be sure to select terms as listed below:

Academic year 2022-2023 – Spring Term

Academic Year 2022-2023 – Summer Term

2. **Department** – This box will allow you to narrow your search by department.
3. **Division** – Select your division (undergraduate, graduate).
4. **Day School Fusion/CORE Requirement** – Use this search box to find courses that will fulfill specific Fusion or CORE requirements.
5. Click **Search** to bring up your search results.

HINT: Avoid narrowing the search by too many qualities. If you are having issues, widen your search.

Add/Drop Courses - Course Search

Course Search

1. Term: Academic Year 2022-2023 - Spring Term
2. Department: All
3. Division: Undergraduate
4. Day School Fusion Requirement: Day School CORE Requirement

Course Number Range: [] to []

Title: Begins With []

Course Code: Begins With []

Meeting Type: All

Time: [] To: []

Meets on any day(s)

Meets only on the selected days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Faculty: All

Campus: All

Building: All

Section Status: Open or Full

Min/Max Hours: [] to []

Search Results:

Carefully scroll through the list of classes to find your desired course(s).

- Add** – Mark any course you would like to add (repeat if registering for more than one class).
 - If there is not an Add box next to the class you want, the course may be outside your division (graduate/undergraduate/Dual Credit) or you may be missing a prerequisite.
- Course Code** – All courses have a designated course code. This specifies the department and course number as well as Location, Mode, and Section.
 - The course codes below can be interpreted as follows:

D = Day School MAIN = Main Campus SE = Seated	E = Evening/CCPS MAIN = Main Campus OL = Online
CRIM 0102 D MAIN SE 02	ACCT 0210 E MAIN OL 01

- Seats Open/Status** – Look here to see how many open seats remain in a course. If the course is full it will show 0/X, Full.
- Schedule** – The dates and times each course meets will be listed here.
- Hours** – This column specifies how many credit hours each course is worth.
 - During the Spring and Fall semesters, 12-17 hours is considered full time for undergraduate students.
 - If you would like to register for more than 17 hours, you will need to submit a “Request to Enroll for Academic Overload”
- Add Courses** – When you have selected your desired courses, scroll to the bottom of the screen and click the *Add Courses* button.

My Registration

Add/Drop Courses - Results

Search Results

Search Again Term: Acad Yr 2020-2021-Fall Term Division: All Search Other previously selected search crits

1. Add	2. Course code	3. Seats Open	4. Status	5. Schedule	6. Credits
<input type="checkbox"/>	AADM 0101 D MAIN SE 01	20/20	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	ARCH 0110 E MAIN DC 15J	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	COMM 0270 D MAIN SE 01	20/20	Open	TR 1:00 PM-2:15 PM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	50 CRIM 0102 D MAIN SE 01	20/20	Open	MWF 10:00 AM-10:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	50 CRIM 0102 D MAIN SE 02	20/20	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input checked="" type="checkbox"/>	50 CRIM 0102 D MAIN SE 03	20/20	Open	TR 1:00 PM-2:15 PM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	CRIM 0222 E MAIN OL 01A	25/25	Open	Online Course; Oakton Campus	3.00
<input type="checkbox"/>	CRIM 0222 E ROLL SE 01	25/25	Open	W 5:00 PM-7:40 PM; Rolla Campus	3.00
<input checked="" type="checkbox"/>	NW CSCI 0251 D MAIN SE 01	22/22	Open	MWF 8:20 AM-9:50 AM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW CSCI 0251 D MAIN SE 02	22/22	Open	MWF 2:00 PM-3:30 PM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW CSCI 0251 D MAIN SE 03	22/22	Open	MWF 2:00 PM-3:30 PM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW MATH 0227 D MAIN SE 02	23/23	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW MATH 0227 D MAIN SE 03	23/23	Open	MWF 10:00 AM-10:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW MATH 0227 D MAIN SE 04	23/23	Open	MWF 9:00 AM-9:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW MATH 0227 E FTW SE 01A	25/25	Open	W 5:00 PM-10:00 PM; Fort Leonard Wood Campus	3.00
<input type="checkbox"/>	NW MATH 0227 E HOU SE 01	25/25	Open	M 5:10 PM-7:50 PM; Houston Campus	3.00
<input type="checkbox"/>	NW MATH 0227 E MAIN DC 1CA	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW MATH 0227 E MAIN DC 1G	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW MATH 0227 E MAIN DC 1H	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW MATH 0227 E MAIN DC 1K	50/50	Open	By Arrangement; Dual Credit	3.00

6. Add Courses

After clicking *Add Courses*, you will be returned to *My Registration*

1. **Messages**
 - a. If there are no issues, the message will say "Successfully added to registration record."
2. **Courses Not Yet Registered** – if there are issues with any of the courses you tried to add, they will appear here.
 - a. If the error states you are missing a prerequisite or that the course is full, you can request course authorization from the instructor. Once the instructor has granted you course authorization, you can go back to course search and add the course.
3. **Your Schedule/Drop Courses** – your full schedule for the selected term will appear here. If you would like to drop any courses (during the add/drop period) you can select the course and click "Drop Courses."

Special Registration Forms

All registration forms can be located in MyDrury: Student tab under Registration Forms.

- **Research and Studio Form** – required for research or studio class.
- **Directed Study Form** – required for directed studies.
- **Overload Form** – required if you would like to register for more than 17 hours (in Spring or Fall terms).
- **Day student request to enroll in Continuing Studies Course** – required for day school students to enroll in CCPS courses (any course designated as "E" including night courses and online).

Add/Drop

Term:
 Add Period Open / Drop Period Open
 You are currently registered for 3 credits.

1. Messages

BIOL 0163 D MAIN SE 01 - Successfully added to registration record.

2. 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).

BIOL 0110 D MAIN SE 02

Course Info: TR 11:30 AM-12:45 PM
 T 1:00 PM-1:50 PM

Error: **BIOL 0110 D MAIN SE 02 - A prerequisite for this course has not been met. This course is full or students are already waitlisted**
 Resolution: You need to resolve each error (listed above) individually (if possible) before you can add this course.

OK

ARTH 0153 D MAIN SE 01

Error: **ARTH 0153 D MAIN SE 01 - Time Conflict with BIOL 0110 D MAIN SE 02**

OK

BIOL 0313 D MAIN SE 01

Error: **BIOL 0313 D MAIN SE 01 - A prerequisite for this course has not been met**

OK

Clear All Alerts

Add by Course Code Course Search

Title: Begins With

Course Code: Begins With

Term:

Department:

Division:

3.

Your Schedule								
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division	
<input type="checkbox"/>	BIOL 0163 D MAIN SE 01	SCIENCE OF THE ENVIRONMENT	MWF 11:00 - 11:50 AM	Drury Univ Main Campus Trustee Science Center	138	3.00	Credit	Undergraduate
<input type="button" value="Drop Course(s)"/>								