

KnightWeb Registration

How to register for courses using KnightWeb Registration.

- [Video Tutorials](#)
 - [Plan Ahead Tutorial](#)
 - [Registration Tutorial](#)
- [Create a Registration Plan](#)
- [Register Using a Registration Plan](#)
- [Conditional Add and Drop](#)
- [Related articles](#)

[More Help](#)

Video Tutorials

Plan Ahead Tutorial

Learn the Registration Plan Ahead feature. This feature allows you to create a course plan prior to your registration time. The Plan Ahead feature is a useful tool when working with you adviser to establish your plan for the upcoming semester. Your plan can be used at the time of registration to shorten registration activity to just a few clicks!

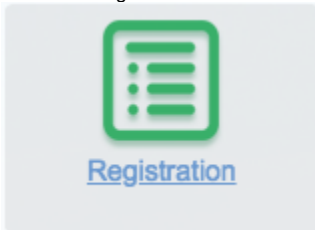
Registration Tutorial

Learn the basic steps involved in Registering for Classes. This video demonstrates adding classes, dropping classes, and printing or emailing a class schedule. It also demonstrates the new "conditional add and drop" feature. This feature ensures that a given class is dropped only if another class was successfully added.

Create a Registration Plan

Create a list of courses for registration. Once registration opens, select the plan and register, instead of having to type in individual courses.

1. Login to my.geneseo.edu
2. Click the "Registration" sites link



3. Click "Plan Ahead"



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

4. Follow the on-screen instructions

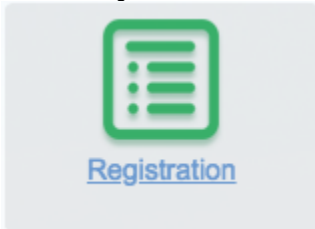


The Plan Ahead Course Search will display all courses in the Geneseo Catalog - even if the course is NOT offered in the current term. Make sure to click the "View Sections" button for each course. Then click the "Add" button to add it to your plan.

Register Using a Registration Plan

A Registration Plan may be used to register for courses. Go to the "Plans" tab, select a plan, and click "Add All". Then click the "Submit" button.

1. Login to my.geneseo.edu
2. Click the "Registration" sites link



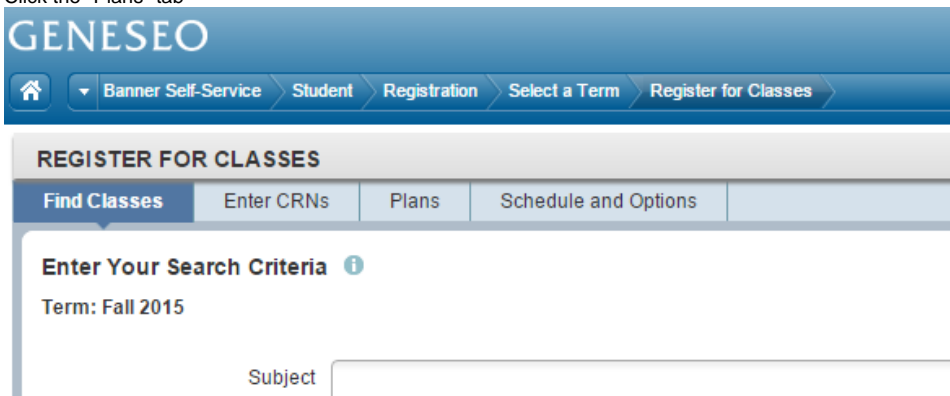
3. Click "Register for Classes"



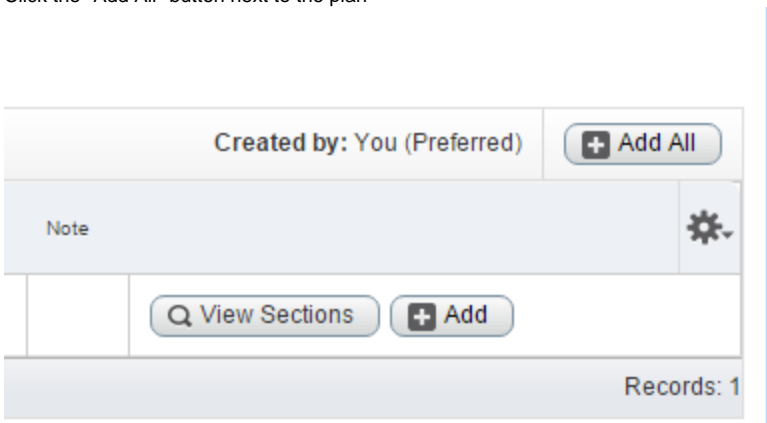
[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

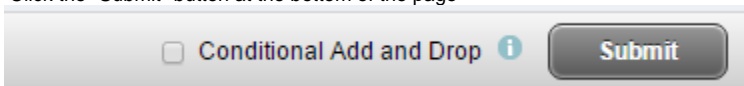
4. Click the "Plans" tab



5. Click the "Add All" button next to the plan




6. Click the "Submit" button at the bottom of the page



Conditional Add and Drop

All-or-nothing registration mode. Registration actions will only be completed if all registrations are successful. If one registration action fails, then all the registrations in the pending transaction will fail.

- Conditional Add and Drop is enabled by checking the box next to the Submit button at the bottom of the page

Conditional Add and Drop 

Related articles

- [Emailing Advisees](#) — The section below provides instructions for faculty members to email their advisees.
- [Spreadsheet Merge Utility](#) —
- [Set Expected Graduation Date](#) — Students may update KnightWeb to indicate when they intend to graduate. This date is used to make sure that students receive communications and resources.
- [KnightWeb Grade Entry](#) — How to enter final and midterm grades into KnightWeb.
Note: The personal information in the screenshots below is mocked (not real) data.
- [Unofficial Transcripts](#) — Advisors and Department Secretaries may view student unofficial transcripts in KnightWeb.
- [KnightWeb FAQ](#)
- [KnightWeb for Faculty and Advisors](#)
- [Custom Class Roster](#)
- [KnightWeb Registration](#) — How to register for courses using KnightWeb Registration.

More Help

For questions, contact the CIT HelpDesk by calling (585) 245-5588, or visiting our [online service desk](#).