

How to Register Online via IQ.Web *Instructions for Alvernia Students*

Note: The following assumes you already have an IQ.Web login ID and have met with your advisor.

Online Registration Steps:

Sign into IQ.Web and click “**Online Registration**” in the left column.

- a. If you have a large revolving stop sign with a message that states “**You are on a Stop List**”, you will need to visit the Billing Office to resolve the issue.
 - b. If you see a **small stop sign** with a message that states “**You need advisor authorization to register,**” go see your advisor.
 - c. If you have a **small stop sign** with a message that states “**You can not register until ...**”, note the date and time referenced. You will be able to register online at that time.
 - d. **If you see a green Go next to the year/term, click on Go to proceed with online registration.**
- 1) Once you have logged onto the **Online Registration** screen, click on **Course Search**. Then, select the **Advanced Search** tab.
 - 2) At the bottom right corner of the screen, change the Campus to **Alvernia University** (to exclude from your search courses held at Schuylkill or Philadelphia). Then, type the **Course ID** of your first course with a space between the letters and the numbers (ex. COM 103). Click the **Search** button. As an alternative, you can simply type the letters (i.e., COM) to see a list of all COM courses being offered for the year/term.
 - 3) Review the **Days, Time, and Instructor** for each course that is listed. Click on the “**Add to Cart**” icon to the right of the course for which you want to register. A verification window will open indicating the course has been added to your cart. Make sure you’ve selected the correct course, and then close the verification window.
 - 4) Click on “**Refine Search**” to go back to the Course Search screen. Repeat Step 4 for each additional course you want to add. When finished click “**Back to Registration**”.
 - 5) ***Important:*** On the **Shopping Cart Contents** screen, verify that each course for which you want to register is checked (under **Add**), then click on **Process** to register for the selected courses.
 - 6) If there is an error such as a time conflict or you are missing a prerequisite, review the error to understand the nature of the problem. Continue to add and drop courses until you have a schedule that works. IQ. Web will only allow you to register up to 17 credits and will not allow you to register for Independent/Directed Studies. To register for 18 or more credits or to register for an Independent/Directed Study, go to the Office of the Registrar (Day Students) or Graduate and Continuing Studies Office (Evening Students).
 - 7) When you are finished registering, print out your schedule. To do so, from the menu on the left, select “**Course Schedule**”, then select the applicable year and term.

For assistance with IQ.Web, contact:

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| M-F 8:00am - 4:30pm | 610-796-8383 or 610-796-8287 |
| M-Th 4:00pm - 9:00pm | 610-790-2851 or 790-5635 |
| Sat 8:00pm - 4:30pm | 610-790-2851 or 790-5635 |