

## Montana Western

## DAWGS--Student WEB Registration Instructions

Meet with your advisor to discuss your class schedule for coming terms and to pick up your Alternate PIN. Complete a Web Registration Worksheet listing courses you plan to take during the coming term – it's a good idea to select a few alternate courses in case any of your first choice classes are not available. Go to any internet-connected personal computer, find the DAWGS login page at "dawgs.umwestern.edu", follow the steps/instructions below to register for classes.

---Click on "Login to DAWGS"

---In the "User ID" box enter your Student ID (9-digit number starting with 8 – or enter your social security number no dashes)

---In the "PIN" box enter your personal identification number

**[First-time DAWGS users** follow directions on the screen: enter your Password/UserID (your StudentID or SSN) and your PIN (initially your birth date in "mmddy" format, see above. The system will prompt you to change your PIN (for security purposes) and require you to enter an "alternate security access" question & answer; commit your new PIN to memory or record it and store it in a secure place for future reference.]

---Click "Student Registration", then "Registration"\*

---Select the appropriate term; you can only register for classes for one semester/term at a time

---Click "Add/Drop Classes"

---Enter your Alternate/advising PIN; your advisor has this number (the Alt PIN is required to register for or add/drop classes only)

---Enter course reference numbers (CRN's) for the classes you want to take, refer to your completed Web-Reg Worksheet

---After all CRN's are entered, click "Submit". Be sure to scroll down the Add/Drop Classes screen to determine if there are any problems with your enrollment; if any of the classes you attempted to enroll in are closed simply select other courses by entering the appropriate CRNs. Then click "submit"...repeat this process until you have your desired class schedule.

**---ALWAYS logoff DAWGS and exit the browser** (for security reasons) when you finish registering (or anytime you are leaving your account in DAWGS)...this prevents strangers from accessing your confidential enrollment records.

Review the current academic calendar, note important dates and deadlines, take action on a timely basis.

### IMPORTANT INFORMATION

\*Click the "Registration Status" prompt on the DAWGS system to determine your exact registration date and time for the term. You can enroll via DAWGS anytime after your registration window opens. **NOTE:** Web or on-line registration closes the day before the start of the term for which you are enrolling (thereafter registration & adding/dropping takes place at the Registrar's Office).

DAWGS "times-out" after approximately 5-10 minutes to allow other students to access the system. **PREPARE FOR WEB REGISTRATION**, complete a Web Registration (trial schedule) Worksheet before you logon to DAWGS and be prepared to start entering CRN's immediately upon entering the registration (Add & Drop Classes) screen in DAWGS. It's helpful to select several alternative course in case any of your first-choice classes are closed.

You will have the best selection of classes if you register early (as soon as possible after your registration "window" opens\*).

Students with "holds" will not be able to register until all holds are cleared. To determine if you have "holds" by click "Student Records", then "View Holds", the system will tell you which office to contact to eliminate holds.

It is **not** possible to register for or add "restricted" classes (closed classes, classes which are designated I/C - instructor consent only, or professional ed TEPS courses, for example) nor to register for classes with time/day overlaps via DAWGS. To register for restricted classes or to enroll in classes that overlap, you must complete/submit a Schedule Change form (before classes start) or an Add/Drop/Withdraw card (after classes start); sign and date the form, secure appropriate signatures and take the form to the Registrar's Office for processing.

If you attempt to register for a "variable credit" course the system will automatically register you for the minimum number of credits allowable. To change the number of credits click "Menu" (in the Registration or Add & Drop Classes form) then "Change Course Option", select the appropriate course and change the credit to the desired number, then click "Submit".

If you forget your Alternate/advising PIN contact your advisor (it's helpful to record this number and keep it in a secure place).

If you get a "System Not Available" error message, logoff and exit the browser, wait 5-10 minutes and try again.

If you get a "Access Disabled or ID Disabled" error message, contact the Registrar's Office 683-7371 or toll free 1-866-869-6668.

If you have other problems registering via DAWGS stop at the university Registrar's Office or call (406) 683-7371 or toll free 1-866-869-6668, M-F, 8:00am to 5:00 PM. On-campus computer lab staff may be able to answer some of your questions as well.

In addition to the registration & adding/dropping capabilities, DAWGS allows you to:

- determine the earliest time you can register (click Registration Status)
- determine if there are any “holds” on your record that might prevent registration
- review your class schedules for the coming term (Student Schedule by Day & Time or Student Detail Schedule)
- add and drop classes (after you register and prior to the start of the term – Alternate PIN needed); repeat the steps above
- review your enrollment costs for the term (after Registration Fee Assessment is completed)
- find open sections of a class (Look-up Classes to Add),
- see final grades at the end of each block and review your entire academic transcript (see all grades for all terms at Western)

DAWGS is available 24 hours per day, seven days per week. Registration & add/drop functions begin when your registration window opens, all DAWGS student registration windows close the day before the start of the term for which you are registering. Phone help is available during regular M-F work hours (683-7371 or 1-866-869-6668), on-campus computer lab monitors/staff may also be able to answer questions.

DAWGS registration “windows” open for various Montana Western student groups\*\* approximately as follows:

- Registration Day 1**.....currently enrolled Seniors, Post-baccs, Students with documented disabilities
- Registration Day 2**.....currently enrolled Juniors
- Registration Day 3**.....currently enrolled Sophomores
- Registration Day 4**.....currently enrolled Freshmen
- Registration Day 5**.....all other currently enrolled student groups – Early Admits, Unclassified students, etc

**To Be Announced**.....New freshmen, new transfers and former/readmitted UMW students

\*\*Registration priority is based on enrollment status (i.e., currently enrolled students register before new and former/previous non-enrolled students) and earned credit hours (current term course credits DO NOT count as earned hours; check earned credit hours in DAWGS); Seniors = earned 90+ semester credits, Post Baccs = 90+ credits, Juniors = 60-89 credits, Sophomores = 30-59 credits, Freshmen = 0-29 credits. New applicants will receive registration dates upon completion of the admissions files. Western reserves the right to modify this priority listing.

All DAWGS student web registration windows close at 10:00 PM, the day before the start of a semester. Students can register for or add/drop classes via DAWGS anytime after their Web registration windows open – see times and dates of DAWGS availability above.

Stop at the Registrar’s Office if you have questions or problems or call (406) 683-7371 or toll free 1-866-869-6668.

IF for some reason DAWGS becomes inaccessible or disabled, take your completed Web Registration Worksheet (you will be asked to provide your Alternate PIN ) to the Registrar’s Office after your designated registration window opens.

**Students are responsible** for making informed enrollment decisions and for familiarizing themselves with university policies and procedures governing admission, registration, enrollment, financial aid, graduation and student conduct. While every effort is made by the University to provide students with accurate information, students should **not** rely on oral representations made by university faculty or staff that are not in accordance with official policy or procedure. Current university publications (catalog, class schedules, web page, student handbook, etc) are official sources of information on all matters related to enrollment and graduation.