



# Registration Guide



UNIVERSITY OF  
NOTRE DAME

MENDOZA COLLEGE OF BUSINESS

# Overview

## Prior to registration opening

- Step 1: Log into PATH Class Search through InsideND
- Step 2: Search classes and create a PLAN
- Step 3: Add classes to PLAN
- Step 4: Review & Save PLAN

## Once registration opens

- Step 5: Go to NOVO Registration through InsideND
- Step 6: Click on PLANS tab
- Step 7: Add the classes in your PLAN to your summary
- Step 8: Click SUBMIT to register



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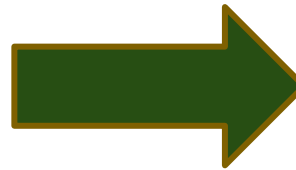
# Step 1: Add classes to your PLAN

Prior to registration, log into PATHS Class Search via InsideND

InsideND



[inside.nd.edu](http://inside.nd.edu)



PATHS CLASS SEARCH



[classearch.nd.edu](http://classearch.nd.edu)



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# Step 2: Search for classes through PATHS

By using the Class Search menu, you can sort courses based on Subject, Keywords, Part of Term, Faculty Member, Meeting Times, and other search criteria.

Or

You can search broadly by searching all open courses

The screenshot shows the 'Notre Dame PATH Class Search' interface. It features a search form with several dropdown menus and text input fields. Red arrows point from labels to specific search criteria in the interface:

- Semester** points to the 'Fall Semester 2022' dropdown.
- Campus** points to the 'Main (M)' dropdown.
- Subject (i.e MBA)** points to the 'Any Subject' dropdown.
- Keyword (i.e. Finance)** points to the 'Keyword' text input field.
- Part of Term (Mod)** points to the 'Part of Term' dropdown in the 'ADVANCED SEARCH' section.
- Faculty Member** points to the 'Instructor' text input field.
- Meeting Time** points to the 'Any Meeting Time' dropdown.
- Open or Full** points to the 'Open or Full Classes' dropdown.

The interface includes a 'SEARCH' button and a 'MY PLAN' button. The 'ADVANCED SEARCH' section contains multiple dropdown menus for 'Any Course Types', 'Any Department', 'Any College', 'Any Instruction Method', 'Any Credit Hours', 'Any Core Requirements', and 'Any Attributes'.

## Step 3: Add classes to PLAN

Once you have found the class, you can add the class to your plan by clicking the ADD TO PLAN button in the bottom right hand corner.



We suggest having 2 or more PLANS when preparing for registration. You can only save one PLAN in PATHS, but having backup classes will be helpful during the registration process.

01	TBA	J. Westerink
<b>CHEM 10172 Organic Structure &amp; Reactivity</b>		
01	MTWThF 10:20a-12...	K. Koh
<b>CHEM 11172 Structure and Reactivity Lab</b>		
01	MW 1:30-5p	K. Koh
<b>CHEM 44405 Neuropharmacology</b>		
01	TWTh 7:30-9p	R. Branco
<b>CHEM 50172 Organic Structure &amp; Reactivity</b>		
01	MTWThF 10:20a-12...	K. Koh
<b>CHEM 67890 Independent Summer Research</b>		
01	TBA	M. Collins

### CHEM 10172 Organic Structure & Reactivity

Section 01, CRN 1736

Last Updated 4/17/2021, 1:17:04 PM  
4 Hours  
**Maximum Enrollment:** 36 / **Seats Avail:** 25

Status: Active  
Campus: Main (M)

#### Meeting Info

F 8:30am-10:00am in DeBartolo Hall 141 (5/25 to 6/25)  
MTWThF 10:20am-12:15pm in DeBartolo Hall 141 (5/25 to 6/25)

#### Instructors

Kevin Koh

#### Course Description

This class, generally taught in the Spring, is the first semester of a two-semester organic chemistry sequence intended for students in biological sciences and pre-professional studies. It is accompanied by

**ADD TO PLAN**

# Step 4: Review & Save PLAN



Once you have created your complete semester schedule, you can review it by clicking on *MY PLAN*

**Reminder!**  
You are registering for the entire semester  
Please make sure both Mods have complete course schedules



Once you are satisfied with your schedule, the next step is to save your PLAN by clicking on *SAVE PLAN*

A screenshot of the "Notre Dame PATH Class Search" interface. The top bar is dark blue with "Notre Dame PATH Class Search" in white. Below it is a green header with "Search Classes" on the left and "My Plan" with a back arrow on the right. The main content area has a white background with a "No Results Found" message. On the left side, there are several dropdown menus: "Fall Semester 2022", "Main (M)", "MBA - MBA", and "Keyword". Below these are two green buttons: "SEARCH" and "MY PLAN". A red arrow points from the text "clicking on MY PLAN" to the "MY PLAN" button. Below the "SEARCH" and "MY PLAN" buttons is a dark blue section titled "ADVANCED SEARCH" with several more dropdown menus: "Any Course Types", "Part of Term", "Instructor", "Any Department", "Any College", "Any Meeting Time", "Any Instruction Method", "Any Credit Hours", "Any Core Requirements", and "Any Attributes". At the bottom right of the interface is a dark blue bar with a green button labeled "SAVE PLAN". A red arrow points from the text "clicking on SAVE PLAN" to the "SAVE PLAN" button.

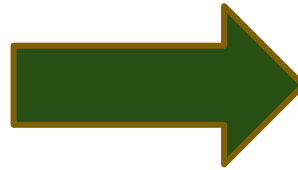
# Step 5: NOVO Registration

Once registration is open, you can push your created plan to NOVO to continue the registration process.

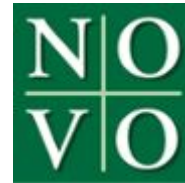
InsideND



[inside.nd.edu](http://inside.nd.edu)



NOVO Registration



## PLEASE NOTE

Having a plan saved in PATHS Class Search, does NOT guarantee you a seat in that course.

Courses are first come first serve through NOVO.

PATHS is used to help create a schedule and expedite the registration process once NOVO is open.

# Step 6: Add classes from PATHS to NOVO

Click on Add/Drop Classes from the landing page

Student • Registration

Registration

What would you like to do?

- Registration Status and Holds  
View registration status, update student term data, and complete pre-registration requirements.
- Add/Drop Classes (STUDENT USE ONLY)**  
Search and register for your classes. You can also view and manage your schedule.



Choose the registration term  
(i.e. fall semester 2022)

Select a Term

Terms Open for Registration

- Fall Semester 2021
- Summer Session 2021
- Spring Semester 2021
- Fall Semester 2020
- Summer Session 2020



Click on *Plans* tab

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes • Enter CRNs • **Plans** • Schedule and Options

Enter Your Search Criteria ⓘ

Term: Summer Session 2021

Open Sections Only

Keyword

Campus (ex. Main)

Subject

Course Number

Course Number Range  to





# Step 6: Add classes from PATHS to NOVO

The classes you added to your PLAN in PATHS will be displayed in the *Plans* tab

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes


Find Classes   Enter CRNs   **Plans**   Schedule and Options

**Register from a plan.**  
Term: Summer Session 2021

▼ 📁 PATH Plan Created by: You (Preferred) ✓ + Add All

CRN	Course ID	Title	Hours	Grade Mode	
▶ 1...	ARST 30101, 01	▶ <a href="#">Multilevel Ceramics</a>	3	Standard Letter	<span>🔍 View Sections</span> <span style="border: 1px solid gray; padding: 2px 5px;">+ Add</span>

Records: 1



# Step 6: Add classes from PATHS to NOVO

You can add individual classes by clicking the *Add* button next to specific courses, or you can add all of your courses at once by clicking the *Add All* button

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

Find Classes   Enter CRNs   **Plans**   Schedule and Options

**Register from a plan.**  
Term: Summer Session 2021

▼ PATH Plan Created by: You (Preferred)  **+** Add All

CRN	Course ID	Title	Hours	Grade Mode	
▶ 1...	ARST 30101, 01	▶ <a href="#">Multilevel Ceramics</a>	3	Standard Letter	<span style="border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">View Sections</span> <span style="background-color: yellow; padding: 5px;"><b>+</b> Add</span>

Records: 1

# Step 6: Add classes from PATHS to NOVO

After adding courses, you will see the classes from your PLAN now added to your summary and appear as PENDING

The screenshot displays a web interface for course registration. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans' (selected), and 'Schedule and Options'. Below this is a section titled 'Register from a plan.' with the term 'Summer Session 2021'. A dropdown menu shows 'PATH Plan' selected. To the right, it says 'Created by: You (Preferred)' and has an 'Add All' button. Below this is a table with columns: CRN, Course ID, Title, Hours, Instructor, Grade Mode, and Note. A 'Summary' tab is highlighted in yellow, and a red arrow points from the text above to the 'Summary' tab and a 'Pending' status in a table. The table has columns: CRN, Course ID, Title, Hours, Status, and Action. The first row is highlighted in yellow and contains: 1495, ARST 30101, 01, Multilevel Ceramics, 3, Pending, and Add Class. At the bottom, there is a 'Submit' button and a checkbox for 'Conditional Add and Drop'.

Find Classes Enter CRNs **Plans** Schedule and Options

**Register from a plan.**  
Term: Summer Session 2021

▼ PATH Plan Created by: You (Preferred) + Add All

CRN	Course ID	Title	Hours	Instructor	Grade Mode	Note
1495	ARST 30101, 01	<u>Multilevel Ceramics</u>	3			

**Schedule** Schedule Details

**Class Schedule for Summer Session 2021**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

Conditional Add and Drop **Submit**

# Step 7: Submit to Register

Find Classes Enter CRNs **Plans** Schedule and Options

**Register from a plan.**  
Term: Summer Session 2021

▼ PATH Plan Created by: You (Preferred) + Add All

CRN	Course ID	Title	Hours	Instructor	Grade Mode	Note	
Summary							
CRN	Course ID	Title	Hours	Status	Action		
1495	ARST 30101, 01	Multilevel Ceramics	3	Pending	Add Class		
Total Hours   Registered: 0   Billing: 0   CEU: 0   Min: 0   Max: 0							

Class Schedule for Summer Session 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12am							
1am							
2am							
3am							

Panels ▼  Conditional Add and Drop Submit

Click the *SUBMIT* button to register!!!!

