

Quick Registration Instructions

WHAT YOU NEED

- You will need your ArgoExpress username/PIN to log in and your AltPIN
- AltPIN- you receive this from your advisor. You have a new AltPIN for each semester here; it is something we use to make sure you visit your advisor regularly.

ArgoExpress

- You can get to ArgoExpress from the University website or by clicking here <http://argoexpress.ugf.edu>
- The class schedule is available both inside and outside our secure site.
- Either way ArgoExpress displays live data from the schedule database, so whatever it says there is exactly how the schedule is stored at that moment.
- Once inside the secure site, click on STUDENT, then REGISTRATION

CHECK YOUR REGISTRATION STATUS

- To check your registration status, click the “REGISTRATION STATUS” link.
- Click on SELECT TERM; select the appropriate term (Fall, Spring, or Summer) and the button “Submit Term”
- You can review your status to see if you are permitted to register based on your academic standing. If nothing prohibits your registration, you can page back and select the “LOOK UP CLASSES” link.

FIND SCHEDULE INFORMATION

- (If you have already selected a term skip this step.) Click on SELECT TERM; select the appropriate term (Fall, Spring, or Summer) and click the “Submit Term” button.
- Use the Look Up Classes link to search the schedule. Searching tips:
 - Click on a subject area to search. You’ll get all the courses with that subject name.
 - Ctrl-Click on multiple subject areas to get all the courses in all those subjects.
 - Click on one subject, then Shift-Click on a second subject to get those two subjects and all the subjects between them in the list.
 - Enter the first one or two digits of the course number (i.e. 3 to find 300 level courses) to find all courses beginning with those digits.
 - Use level, campus, instructor if desired to narrow the results.
 - It is not advisable to search by time for courses since you must enter exact start and end dates to have courses returned to you.
 - Classes with a “C” at the left side of the page are closed to more registration. They have met the enrollment limit.
 - If “SR” is next to the class you are not eligible to register at that time.
 - If you see an “NR” next to the class, it means the term is not available for registration

REGISTER

- As soon as you click on “ADD/DROP CLASSES” you will be required to enter your AltPIN.
- You are able to check on the current status of classes (see if they are full, etc.) without using the AltPIN first by clicking “LOOK UP CLASSES”.
- Use the ‘class search’ function to find classes in a subject area, classes meeting at a certain time or other criteria or choose the CRNs for the courses you desire and ‘submit changes’
 - You will then be prompted to enter your AltPIN (provided by your advisor). You will not be allowed to submit the registration without this number.
- You will receive a message for each class telling whether you are registered or if not, what the problem is.
- If you have a problem, remember the error message and review the FAQ document on the web to see how to fix it.
- You can exit the process at any time and return to complete your registration or make changes later.

MAKING CHANGES TO YOUR REGISTRATION

- Once you have submitted a registration, you can change that registration at any time prior to the start of classes. Please review the academic calendar for each term and be aware of posted add/drop and withdrawal deadlines.
- If you are not given an option to drop a course, the course is no longer available for web drops. You will need to contact the Registrar’s Office registrar@ugf.edu to determine if the course can be dropped and if any refunds apply.

DROPPING ALL COURSES/WITHDRAWING FROM THE UNIVERSITY

- You are not allowed to drop your last enrolled class via ArgoExpress. Since withdrawals from the University often impact financial aid and account information, students must contact the Registrar’s Office registrar@ugf.edu to process a drop of their last course. You may drop any course you are registered for (provided it is during the add/drop period), as long as you remain enrolled in at minimum of 1 credit hour.
 - Please note that if you attempt to drop all your courses at one time, the system will give you an error message and you will NOT be dropped from any courses. If this happens and you wish to completely withdraw/drop, you should repeat the drop process and maintain registration in a single course. You should then contact the Registrar’s Office for instructions on how to complete the withdrawal process registrar@ugf.edu or 406-791-5201.
 - Students who completely withdraw will be required to talk to Financial Aid and Business Office personnel before their drop will be processed.
 - Students who fail to complete the entire withdrawal process from the University will be financially responsible for any incurred charges.