

ArgoExpress Registration FAQs

- How do I register for a course that requires instructor permission?
 - You should email the instructor and ask for their permission. Your email should include your name, student ID number and the CRN, Dept, No, Section, Title and number of credits (if a variable credit course).
 - If the instructor approves of your enrollment, they will enter an override authorization in the system and then email you their approval.
 - Upon receipt of that email, you will be able to enroll in the requested course.
 - You can view any approved over rides from within the Registration Status page.
 - Please note that you must add these courses with a direct CRN entry from the add/drop page and not by selecting the course on the look up classes page.
- Can I change the number of credits I registered for in a variable credit course (such as music lessons, internship, etc.?)
 - Yes, you can accomplish this by selecting the 'Class Change Options' link on the Student Registration Page. You can adjust the number of credits you are enrolled in by selecting the blue hyperlink information and adjusting the credit value. Please note that such changes may impact your tuition and fees for the semester.
 - The default for variable credit classes is 1 credit so if you are enrolling in internships or music lesson courses for more than 1 credit, you will need to be sure you update after your submit your initial enrollment.
- Can I request to be added to a closed course?
 - Yes. If a required course is closed, you can email the instructor and provide the same information as indicated in the first bullet above. You will also need to provide an explanation for why you need to enroll in the course in that specific semester (are you graduating? Is it a pre-req for another course, etc.) Instructors have the option to increase the enrollment limit at their discretion and based on classroom size and institutional policy.
- Can I be waitlisted for a course?
 - There is not currently a waitlist option available.
- What if I can't contact my advisor for a PIN?
 - If, after several attempts, you are unable to make contact with your advisor, you should first attempt to contact another advisor in your major. If no one is available, you should contact the appropriate Division Chair for your program (if you are unsure who the Division Chair is, you should email your request to registrar@ugf.edu. The Division Chair will assist you in your registration and will be able to provide you with your registration PIN.
 - Please be aware that this is a new process for everyone on campus, including faculty. Therefore, you should plan ahead when attempting to register. Emergency registration requests submitted to Division Chairs may not be granted if you have not made sufficient attempts to contact your advisor.