

## Registration Process

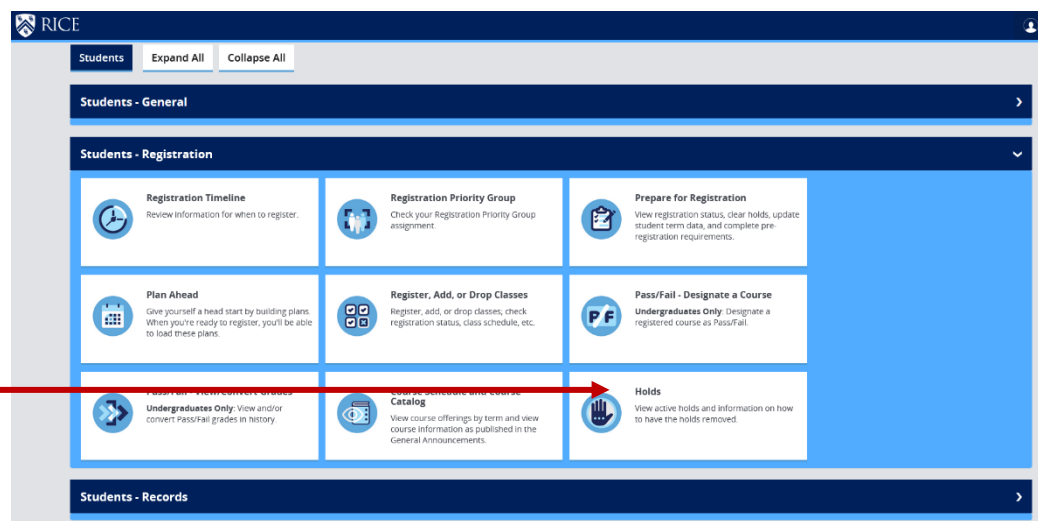
<http://esther.rice.edu>

Questions? [jgsbregistrar@rice.edu](mailto:jgsbregistrar@rice.edu)

### Remove Registration Holds, if applicable

see “How To: Clear Holds” document for more details

From the main screen of ESTHER, click on **Students – Registration**, then select **Holds** (you may also see a red holds alert at the top of this screen, which you can also click on to see your active holds)



Each hold has information that tells you exactly what it is (“About”), how to remove it (“How to clear the hold”) and who to contact if you have questions (“Contact”).

There is also a handy link that takes you exactly to the process to remove the hold.

### Active Holds

If you have a hold on your account, please contact the appropriate department as listed below for information on how to have the hold removed.

Holds which are removed by an office other than the governing office or department cannot be removed until a request is received from the appropriate governing office or department.

**The system checks for active holds every five minutes. If you see this page and no hold listed, the system has not yet removed your notice.**

If you see a hold that you believe has been removed, please clear your browser cache and reload. You can also check hold status [at this page](#).

#### Address Verification

##### About:

The student needs to verify their permanent, mailing, local and campus address information in ESTHER.

##### How to clear the hold:

The student removes this hold by logging into Esther and clicking **Student Services & Account Information > Address Verification**. After you submit the required information, this hold is removed immediately.

[Follow this link to clear the hold.](#)

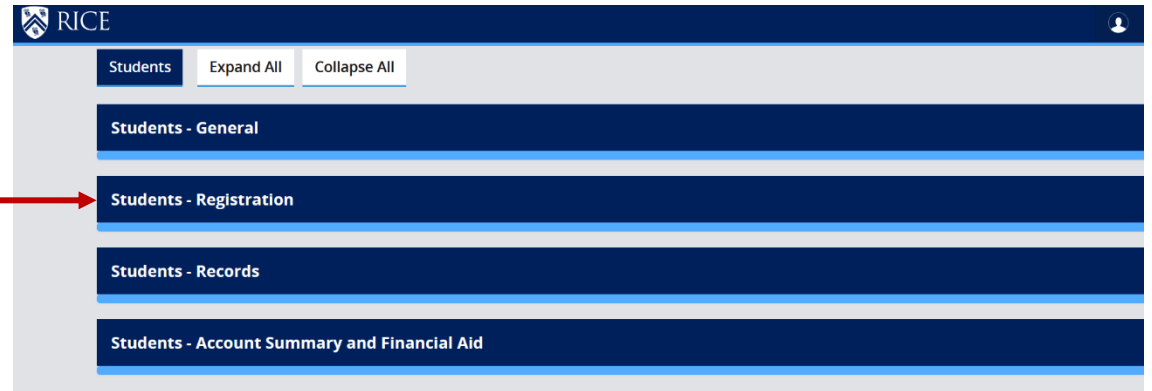
##### Contact:

Dean of Undergraduates  
Phone: 713-348-4996  
Email: [ugdean@rice.edu](mailto:ugdean@rice.edu)

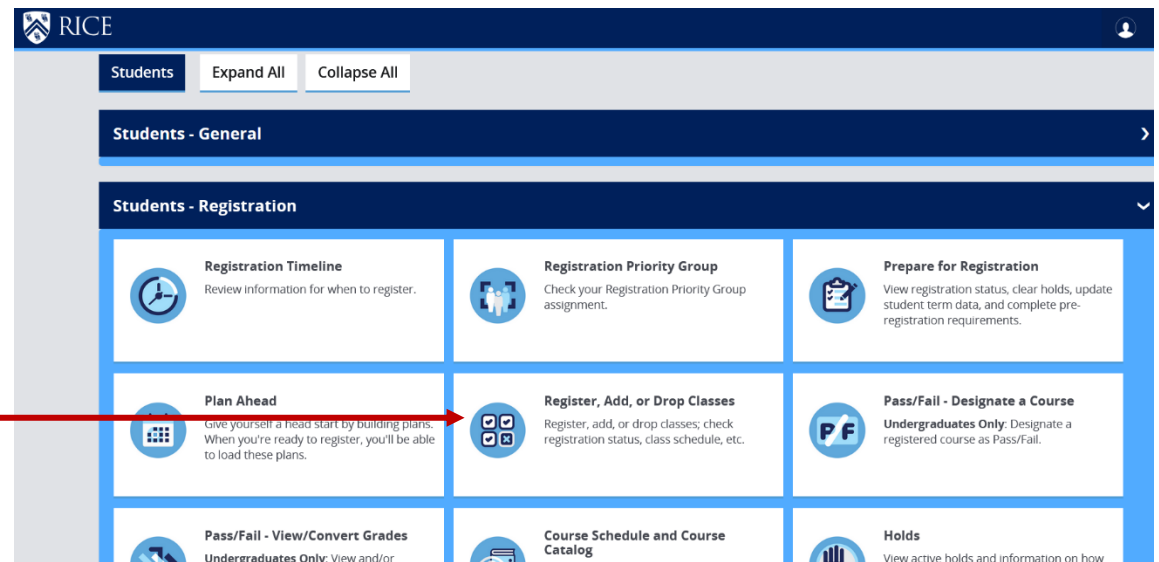
Office of Graduate & Postdoctoral Studies  
Phone: 713-348-4002  
Email: [graduate@rice.edu](mailto:graduate@rice.edu)

## Add Courses

From main screen of ESTHER, click on **Students – Registration**



Click on **Register, Add, or Drop Classes**



Click on **Register for Classes**

ellucian

Student • Registration

### Registration

What would you like to do?



[Prepare for Registration](#)  
View registration status, update student term data, and complete pre-registration requirements.



[Register for Classes](#)  
Search and register for your classes. You can also view and manage your schedule.



[View Student Schedules](#)  
View your past schedules and your ungraded classes.



[Browse Course Schedule](#)  
Looking for classes? In this section you can browse classes you find interesting.



[Plan Ahead](#)  
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

Select the appropriate term and click **Continue**

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Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Continue

**You will now see the following registration screen.**

Register for Classes: Search and enter CRN's directly.

Find Classes

Enter CRNs

Plans

Schedule and Options

Select the *Enter CRNs* tab

Enter Your Search Criteria ⓘ

Term: Spring Semester 2020

Subject

Course Number

Keyword

Distribution

Search

Clear

▶ Advanced Search

Schedule

Schedule Details

Class Schedule for Spring Semester 2020

|      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am  |        |        |         |           |          |        |          |
| 7am  |        |        |         |           |          |        |          |
| 8am  |        |        |         |           |          |        |          |
| 9am  |        |        |         |           |          |        |          |
| 10am |        |        |         |           |          |        |          |
| 11am |        |        |         |           |          |        |          |

Panels ▼

Summary

| Title                      | Details       | Hours | CRN   | Course Type | Status     | Action |
|----------------------------|---------------|-------|-------|-------------|------------|--------|
| REAL ESTATE CAPITAL MAR... | MGMT 654, 001 | 1.5   | 24195 | Lecture     | Registered | None ▼ |

Total Hours | Registered: 1.5 | Billing: 1.5 | Min: 0 | Max: 999,999,999

Submit

**You are now able to enter CRNs and select Add to Summary.**

Register for Classes: Search and enter CRN's directly.

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

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#)

**Add to Summary**

Type the first **CRN** you wish to add  
and then click **Add to Summary**

**Schedule** Schedule Details

Class Schedule for Spring Semester 2020

|      | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| 6am  |        |        |         |           |          |        |          |
| 7am  |        |        |         |           |          |        |          |
| 8am  |        |        |         |           |          |        |          |
| 9am  |        |        |         |           |          |        |          |
| 10am |        |        |         |           |          |        |          |
| 11am |        |        |         |           |          |        |          |

Panels ▾

**Summary**

| Title                      | Details       | Hours | CRN   | Course Type | Status     | Action |
|----------------------------|---------------|-------|-------|-------------|------------|--------|
| REAL ESTATE CAPITAL MAR... | MGMT 654, 001 | 1.5   | 24195 | Lecture     | Registered | None ▾ |

Total Hours | Registered: 1.5 | Billing: 1.5 | Min: 0 | Max: 999,999,999

**Submit**

## Register for Classes: Search and enter CRN's directly.

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

### Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

[+ Add Another CRN](#)

[Add to Summary](#)

**Schedule** **Schedule Details**

Class Schedule for Spring Semester 2020

The course will now appear as **Pending**

| Title                      | Details       | Hours | CRN   | Course Type | Status     | Action             |
|----------------------------|---------------|-------|-------|-------------|------------|--------------------|
| BUYER BEHAVIOR             | MGMT 688, 001 | 1.5   | 24246 | Lecture     | Pending    | **Web Registered** |
| REAL ESTATE CAPITAL MAR... | MGMT 654, 001 | 1.5   | 24195 | Lecture     | Registered | None               |

Total Hours

You must click **Submit** for the course to be registered.

[Submit](#)

**Schedule** **Schedule Details**

Class Schedule for Spring Semester 2020

|      | Sunday | Monday         | Tuesday | Wednesday      | Thursday | Friday | Saturday |
|------|--------|----------------|---------|----------------|----------|--------|----------|
| 6am  |        |                |         |                |          |        |          |
| 7am  |        |                |         |                |          |        |          |
| 8am  |        |                |         |                |          |        |          |
| 9am  |        |                |         |                |          |        |          |
| 10am |        | BUYER BEHAVIOR |         | BUYER BEHAVIOR |          |        |          |
| 11am |        |                |         |                |          |        |          |

**Schedule** **Schedule Details**

Class Schedule for Spring Semester 2020

| Title          | Details       | Hours | CRN   | Course Type | Status                      | Action |
|----------------|---------------|-------|-------|-------------|-----------------------------|--------|
| BUYER BEHAVIOR | MGMT 688, 001 | 1.5   | 24246 | Lecture     | Errors Preventing Regist... | Remove |
| Ph.D. RESEARCH | HART 800, 002 | 3     | 21230 | Research    | Registered                  | None   |

Total Hours | Registered: 3 | Billing: 3 | Min: 9 | Max: 18

[Submit](#)

\*\*\*\*Please note\*\*\*\*

You are not registered until you see **Registered** as the course status.

## To Drop Classes:

Register for Classes: Search and enter CRN's directly.

Find Classes Enter CRNs Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Spring Semester 2020

CRN

+ Add Another CRN

Add to Summary

**Schedule** | Schedule Details

Class Schedule for Spring Semester 2020

|      | Sunday | Monday         | Tuesday | Wednesday      | Thursday | Friday | Saturday |
|------|--------|----------------|---------|----------------|----------|--------|----------|
| 6am  |        |                |         |                |          |        |          |
| 7am  |        |                |         |                |          |        |          |
| 8am  |        |                |         |                |          |        |          |
| 9am  |        |                |         |                |          |        |          |
| 10am |        | BUYER BEHAVIOR |         | BUYER BEHAVIOR |          |        |          |
| 11am |        |                |         |                |          |        |          |

Summary

| Title                      | Details | Hours | CRN | Course Type | Status | Action |
|----------------------------|---------|-------|-----|-------------|--------|--------|
| BUYER BEHAVIOR             |         |       |     |             |        | None   |
| REAL ESTATE CAPITAL MAR... |         |       |     |             |        | None   |

Select **Web Dropped**

After selecting Web Dropped, you must select **Submit**

Submit

**Schedule** | Schedule Details

Class Schedule for Spring Semester 2020

The course is not dropped until you see **Deleted** as the course status.

| Title                      | Details       | Hours | CRN   | Course Type | Status     | Action |
|----------------------------|---------------|-------|-------|-------------|------------|--------|
| BUYER BEHAVIOR             |               |       |       |             | Deleted    | None   |
| REAL ESTATE CAPITAL MAR... | MGMT 654, 001 | 1.5   | 24195 | Lecture     | Registered | None   |

Submit

## Confirm Registration

Double check your registration **Status**

ADD should say “Registered”

DROP should say “Deleted”

Look for **Errors**

### Common Errors include:

- **Program Restriction** – Course is set up to limit registration to students from certain programs. Email for clarification.
- **Registration changes are not allowed. Course status dates not within range for part of term** – Add/Drop period is closed for this course.
- **Course is not available for registration at this time** – Course likely does not exist—either it was cancelled or a new section was issued.
- **Closed Section** – Course is either application-based or has a waitlist. Email to be added to the waitlist.

**Question about why you are seeing an error?**

Email [jgsbregistrar@rice.edu](mailto:jgsbregistrar@rice.edu).