

SAINT MARY'S / NOTRE DAME CO-EXCHANGE PROGRAM

ND Web Registration Instructions

For Saint Mary's Students registering for, adding or dropping a Notre Dame Course

NOTE – NEW PROCEDURE: Beginning with pre-registration for Spring 2008, all Saint Mary's students must submit a request for a registration time at Notre Dame before leaving for Fall or Spring break. Students who do not submit forms by this deadline may submit a form later, but **MUST WAIT UNTIL THE FIRST DAY OF CLASSES TO REGISTER FOR A COURSE AT NOTRE DAME.**

SMC at ND CoExchange Form: Complete and return this form to the SMC registrar. It is available at the SMC registrar homepage or in the office, 161 Le Mans. If submitted by the fall/spring break deadline, your time will be available on *insideND* one week before ND pre registration (see ND academic calendar). If you have not taken a course at ND, you must follow the instructions below to obtain an ndID and ND netID before you can login to *insideND*.

OBTAIN AN ND netID (ND computer account): (If you already have a netID, you may skip this part.)

To obtain an ND netID you must :

- have an ndID number. This is available from the ND or SMC registrar's offices, 2 weeks after the deadline for submitting the "SMC at ND CoExchange" form. A valid SMC ID card must be presented.
- go to: [Password Maintenance - University of Notre Dame](https://accounts.nd.edu/activation) (<https://accounts.nd.edu/activation>).
- Read through "Responsible Use of Information Technologies at Notre Dame" and then click on "I understand and accept my responsibilities" at the bottom of the page.
- Take a short quiz on Responsible Use of Technology. At the end of the quiz you must enter your **ndID and birth date** and create a password to obtain your ND netID.

LOGIN TO *insideND*: (<http://inside.nd.edu>) To enter *insideND* you must have a netID and password (see the instructions above). Enter your netID and netID password, click on the Login button and you will be taken to your *insideND* page.

- **VIEW TIME TICKET:** Students will be able to review time ticket information (registration begin/end time) on [insideND](#), Student Academic tab, Student Academic Services—scroll to the bottom to find Registration Tools. Generally, this information will be available 1 week prior to the first day of ND registration or 2-3 days before classes begin for those who miss the deadline.
- **REGISTER FOR CLASSES:** On the Student Academic tab, Student Academic Services—scroll to the bottom to find Registration Tools, Add/Drop Classes tab, click on the appropriate Fall/Spring registration term. An alternate PIN is NOT required for SMC students. Enter the CRN (course reference number) of the course(s), similar to registering in PRISM. Keep in mind all pre-requisites and other registration restrictions must be satisfied. If you have already received the overrides from the departments (see below), you should be able to register for the course without problems.
- **DROPPING/CHANGING A NOTRE DAME COURSE:**
 - **Changing classes:** If you are dropping one course and adding another, add the new course on *insideND* **before** dropping the old one.
 - **Dropping your only ND course:** During advance registration through the last day to add, you must process the drop in the ND Office of the Registrar, 105 Main Building. After the last day to add, complete the SMC drop form and process in the SMC Office of the Registrar.

COURSE WITH PREREQUISITE(S): If a course you wish to take has a prerequisite, you must take a copy of your Saint Mary's transcript (official or unofficial) to the department of the course. If you have met the pre-requisite, the department will place an electronic override on your record. Once you have this electronic override, you may return to *insideND* to register for the course. Please provide the department with your SMC ID or ndID

COURSE WITH PERMISSION REQUIRED: If you are planning to register for a class that has "**Permission Required**," you will also need to receive permission by obtaining an electronic override from the department offering the class. Once you have this electronic override, you may return to *insideND* to register for the course. Please provide the department with your SMC ID or ndID

IF YOU HAVE ANY QUESTIONS, please contact the ND registrar's office at 631-7043, or go to the office, 105 Main Building. For additional registration instructions, please visit the ND Office of the Registrar website and click on the "Hours of Instruction."