

***Albright College
Undergraduate Day Program***

***Online Registration Instructions
For IQ Web***

Should you encounter problems or have any questions with the IQ Web system, please contact the Helpdesk at 610.921.7676 or ext. 7676. Questions about courses, course requirements, prerequisites, etc. should be directed to your Academic Adviser or the Registrar's Office at 610.921.7256 or ext. 7256.

Schedule an appointment with your Academic Adviser. Your Academic Adviser is the only person who can authorize your IQ Web registration.

If you are a combined concentrator, it is recommended you schedule an appointment with BOTH Advisers. Either Adviser can authorize your registration.

After your Academic Adviser has approved your courses and authorized your registration, you still must register for your courses yourself.

IQ Web Instructions:

1. To get started, visit the Albright website at www.albright.edu and click on the IQ Web link at the bottom of the web page.

2. Next, click on the Login button.

IQ Web Documentation

- Faculty Login Instructions
- Student Login Instructions
- Faculty Reference Summary
- Student Reference Summary
- Faculty Detailed Reference Manual
- Student Detailed Reference Manual

3. Enter your Login ID and Password.
Your **Login Id** is the same as your **Albright email username**.
Your original **Password** is your **first initial of your first name, first initial of your last name, followed by the last 4 digits of your social security number**.

NOTE: When you are successfully signed into IQ Web, you should see the “Albright Student” menu. If you do not see “Albright Student” displayed in the upper left hand corner of the screen, click on “Change Roles” and select “Albright Student” from the list of available menus.

If you see a revolving STOP sign, you are on a Hold List and you can not register for courses. You must contact the appropriate office regarding the hold on your account. Click on “SCT Power Campus Holds” under Community on the menu to see which office you must contact.

IQ.Web - Home Page - Microsoft Internet Explorer

Address: http://206.223.112.70/iqweb/Secure/HomePage.asp

Test Albright Student

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Community

- Albright College Rights & Privacy
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Albright COLLEGE

3/13/2006 2:14:14 PM

Hello **Visitor** and welcome to your IQ.Web Home Page. You currently have Test Albright Student rights. There are a total of **3** users online at this time.

Calendar Checklist My Links My Notes

You may select a day on the calendar or the name of the month to access your personal calendar. Selecting << or >> on either side of the name of the month will change the month displayed.

March 2006						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
				16	17	18
				23	24	25
26	27	28	29	30	31	1

4. Click on the link for Online Registration.

start Citrix Program ... Citrix ICA Cl... Inbox - Microso... My Computer Document1 - Mi... IQ.Web - Home... 2:26 PM

IQ.Web - Online Registration - Windows Internet Explorer

Address: http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp

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Albright COLLEGE

10/15/2007 4:26:38 PM

Online Registration

To start the online registration process, please select an available Year/Term.

Year/Term	Status
GO YYYY/TERM	OK to Register
YYYY/TERM	OK to Register

5. Click on the "Go" button for the current Year/Term that you want to register for.

Status

You need advisor authorization to register.

If you see the following message under "Status" you need to contact your advisor.

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Internet 100%

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10/15/2007 4:30:59 PM

Online Registration

Registered Courses for Year/Term

This page allows you to search for Courses, add courses to your Shopping Cart, add/drop courses to/from your Current Schedule or Waitlist, and finalize your Schedule. Select **Course Search** to search for courses. Select the **Add** checkboxes in your Shopping Cart and then select **Process** to add courses to your Current Schedule.

Process
 Course Search
 Empty Cart
 Schedule
 Select Year/Term
 Help

Current Schedule
 Your Shopping Cart

Process
 Course Search
 Empty Cart
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 Select Year/Term
 Help

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6. To search and register for courses, click on the link for "Course Search".

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Albright COLLEGE

Registration Course Filter

Back to Registration

Search

Search Criteria

Year/Term: Session: 01 Session

Course: Sub Type: Any Sub Type

Keywords: Department: Any Department

Search Results per page: 15

7a. Type the first 3 letters in the Course box to get a list of courses.

7. To refine your search, select 01 Session from the Session Drop Down.

Search Tips

See the chart below for valid wildcard characters.

NOTE: The Course Section Finder and Course Catalog Information Search Screens add one multi-character wildcard * by default for the Course field after the search criteria is submitted.

Wildcard	Meaning
*	Any string of zero or more characters
_ (underscore)	Any single character

Examples:

- Find all courses that have three letters followed by 100(e.g., BIO100, ART100...)

IQ.Web - Registration Course Filter - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/Filter.asp

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10/17/2007 9:18:34 AM

Registration Course Filter

New Search Refine Search

Year/Term - Session = '01 Session'

Courses offered at Albright College

Session: Session

ACC101/Lecture/A- Financial [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max Status	Days	Time	Room
Accounting	Jan 28, 2008 - May 16, 2008	1.00	0	0	25 Open	TueThu	9:00 am - 10:50 am	
Available Credit Type(s): Credit								
Instructor(s): Terence Reilly								

ACC101/Lecture/B- Financial [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max Status	Days	Time	Room
Accounting	Jan 28, 2008 - May 16, 2008	1.00	0	0	25 Open	TueThu	1:00 pm - 2:50 pm	
Available Credit Type(s): Credit								
Instructor(s): Terence Reilly								

ACC101/Lecture/C- Financial [Add to cart](#)

Done

For a course description, click on the course link.

8. To register for a course, select the "Add to cart" link.

IQ.Web - Course Shopping Cart Add - Windows Internet Explorer

http://206.223.112.70/iqweb/Secure/Student/WebReg/WebBasketAdd.asp?PeopleCode=L%25E8%25A4%2503%250E%25B0%2

Course Added

The course has been added to your registration shopping cart. You may add it to your course schedule by returning to Registration and selecting its checkbox (located in the **Add** column) and select Process. The course **will not** be added to your schedule unless you perform this step.

Here are the current contents of your shopping cart for **Year/Term:**

Albright College **Session: 01 Session**

Course	Section	Course Title	Credits	Duration	Day	Time	Location
ACC101 OPEN	Lecture-A	Financial	1.00	01/28/2008 - 05/16/2008	TueThu	9:00 am - 10:50 am	
Available Credit Type(s): Credit							
Instructor(s): Terence Reilly							

Close this window

9. If the course was added, this box will appear on your screen. Next, click the "Close this window" link. Repeat these steps to register for additional courses.

IMPORTANT!!

You have **NOT** finished! In order for you to make your course selection "official", you must **process** the registration.

IQ.Web - Registration Course Filter - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/Filter.asp

mywebsearch Search Fun Cards Smiley Central Screensavers Cursor Mania

Google Go Bookmarks 2 blocked Check AutoLink AutoFill Send to Settings

IQ.Web - Registration Course Filter

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Registration Course Filter

[Back to Registration](#) [Help](#)

[New Search](#) [Refine Search](#)

Year/Term - Session = '01 Session'

Session: 01 Session

[ACC101/Lecture/A- Financial](#) [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max Status	Days	Time	Room
Accounting	Jan 28, 2008 - May 16, 2008	1.00	0	0	25 Open	TueThu	9:00 am - 10:50 am	
Available Credit Type(s): Credit								
Instructor(s): Terence Reilly								

[ACC101/Lecture/B- Financial](#) [Add to cart](#)

Department	Duration	Credits	Adds	Waits	Max Status	Days	Time	Room
Accounting	Jan 28, 2008 - May 16, 2008	1.00	0	0	25 Open	TueThu	1:00 pm - 2:50 pm	
Available Credit Type(s): Credit								
Instructor(s): Terence Reilly								

[ACC101/Lecture/C- Financial](#) [Add to cart](#)

Done Internet 100%

10. Click the "Back to Registration" link.

IQ.Web - Online Registration - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp?FromFilter=TRUE

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Registered Courses for Year/Term

This page allows you to search for Courses, add courses to your Shopping Cart, add/drop courses to/from your Current Schedule or Waitlist, and finalize your Schedule. Select **Course Search** to search for courses. Select the **Add** checkboxes in your Shopping Cart and then select **Process** to add courses to your Current Schedule.

[Process](#) [Course Search](#) [Empty Cart](#) [Schedule](#) [Select Year/Term](#) [Help](#)

Currently you are not scheduled for any courses.

Shopping Cart Contents

Albright College

Add	Course	Section	Day	Time	Location
<input checked="" type="checkbox"/>	ACC101 OPEN	Lecture-A Available	2008 TueThu	9:00AM - 10:50AM	
<input checked="" type="checkbox"/>	ECO105 OPEN	Lecture-A Available	2008 MonWedFri	8:00AM - 8:50AM	

[Process](#) [Course Search](#) [Empty Cart](#) [Schedule](#) [Select Year/Term](#) [Help](#)

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Done Internet 100%

11. To process the registration, make sure the box located to the left of the course(s) you just added is checked, and then click the "Process" link.

Online Registration

Registered Courses for Year/Term

This page allows you to search for Courses, add courses to your Shopping Cart, add/drop courses to/from your Current Schedule or Waitlist, and finalize your Schedule. Select **Course Search** to search for courses. Select the **Add** checkboxes in your Shopping Cart and then select **Process** to add courses to your Current Schedule.

Errors have occurred:

01 SESSION

- 1: Time Conflict: BUS345/Lecture/A(2008/FALL/01 Session)(TueThu 8:00AM - 9:20AM) and BUS366/Lecture/A(2008/FALL/01 Session)(TueThu 8:00AM - 9:20AM)
- 2: Time Conflict: BUS366/Lecture/A(2008/FALL/01 Session)(TueThu 8:00AM - 9:20AM) and BUS345/Lecture/A(2008/FALL/01 Session)(TueThu 8:00AM - 9:20AM)
- 3: Credit Limit: Attempting to register for workload of more than 0 credits for 2008/Fall

[Process](#)
[Course Search](#)
[Empty Cart](#)
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[Select Year/Term](#)
[Help](#)

TIME CONFLICT or CLOSED COURSE!!

When you click the “Process” link you may receive an error message as shown above. If you receive a message that there is a time conflict or the course is closed you will need to remove the course that is causing the conflict before proceeding. All courses in the shopping cart will not be added if a conflict occurs.

FIXING TIME CONFLICT or CLOSED COURSE!!

Check the Drop box of the course that is causing the conflict and then click on “Process”. This will remove the course from your cart. You can also select the “Empty Cart” option to remove all courses from your cart. Once you have removed the conflict or closed course you can “Process” your courses.

IQ.Web - Online Registration - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp

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IQ.Web - Online Registration

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Albright COLLEGE 10/17/2007 9:35:22 AM

Online Registration

You have made changes to your schedule without errors. If you would like to make additional schedule changes, please select Make Schedule Changes.

 **Registered Courses for Year/Term**

Current Schedule
Albright College **Session: 01 Session**

Course	Section	Course Title	Credits	Duration	Day	Time
ACC101	Lecture-A	Financial	1.00	01/28/2008 - 05/16/2008	TueThu	9:00A
Credit Type: Credit Instructor(s): Terence Reilly						
ECO105	Lecture-A	Principles	1.00	01/28/2008 - 05/16/2008	MonWedFri	8:00A
Credit Type: Credit Instructor(s): Staff Member						
Total Credits: 2.00						

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12. After your registration is processed, you will see the following message that includes a copy of your schedule. Please review your schedule to make sure it is correct.

IQ.Web - Online Registration - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp

mywebsearch Search Fun Cards Smiley Central Screensavers Cursor Mania

Google Go Bookmarks 2 blocked Check AutoLink AutoFill Send to Settings

IQ.Web - Online Registration

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
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Albright COLLEGE 10/17/2007 9:35:22 AM

Online Registration

You have made changes to your schedule without errors. If you would like to make additional schedule changes, please select Make Schedule Changes.

Registered Courses for Year

Current Schedule
Albright College **Session: 01 Session**

Course	Section	Course Title	Credits	Duration	Day	Time	Location
ACC101	Lecture-A	Financial	1.00	01/28/2008 - 05/16/2008	TueThu	9:00AM - 10:50AM	
Credit Type: Credit Instructor(s): Terence Reilly							
ECO105	Lecture-A	Principles	1.00	01/28/2008 - 05/16/2008	MonWedFri	8:00AM - 8:50AM	
Credit Type: Credit Instructor(s): Staff Member							
Total Credits: 2.00							

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13. If you need to drop a class, click on "Make Schedule Changes".

IQ.Web - Online Registration - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp

mywebsearch

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Online Registration

Registered Courses for Year/Term

This page allows you to search for Courses, add courses to your Shopping Cart, add/drop courses to/from your Current Schedule or Waitlist, and finalize your Schedule. Select **Course Search** to search for courses. Select the **Add** checkboxes in your Shopping Cart and then select **Process** to add courses to your Current Schedule.

[Process](#) [Course Search](#) [Empty Cart](#) [Schedule](#) [Select Year/Term](#) [Help](#)

Current Schedule
Albright College

Session: 14.

Drop	Course	Section	Course Title	Location
<input checked="" type="checkbox"/>	ACC101	Lecture-A	Financial	0:50AM
			Credit Type: Credit	
			Instructor(s): Terence Reilly	
<input type="checkbox"/>	ECO105	Lecture-A	Principles	:50AM
			Credit Type: Credit	
			Instructor(s): Staff Member	

Total Credits: 2.00

Your Shopping Cart is currently empty.

Course Search

14. Check the box of the course you want to drop and then click on "Process".

IQ.Web - Online Registration - Windows Internet Explorer

http://206.223.112.70/iqweb/secure/student/WebReg/RegMain.asp

mywebsearch

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10/17/2007 9:43:56 AM

Online Registration

You have made changes to your schedule without errors. If you would like to make additional schedule changes, please select **Make Schedule Changes**.

[Make Schedule Changes](#) [Help](#)

Registered Courses for Year/Term

Current Schedule
Albright College

Session: 01 Session

Course	Section	Course Title	Credits	Duration	Day
ECO105	Lecture-A	Principles	1.00	01/28/2008 - 05/16/2008	Mon/Wed/Fri

Total Credits: 1.00

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15. After your drop is processed, you will see the following message that includes a copy of your schedule. Please review your schedule to verify it is correct.

Congratulations!!! You have completed the process.

A few notes to remember:

1. **Fall 2010 Online Registration** will be open through **June 30, 2010**. After this date, all changes must be made through the Registrar's Office.
2. **Internships and Independent studies must be registered, in person, at the Registrar's Office.**
3. Should you encounter problems or have any questions with the IQ Web system, please contact your Academic Adviser or the Helpdesk at 610.921.7676 or ext. 7676. Questions about courses, course requirements, prerequisites, etc. should be directed to your Academic Adviser or the Registrar's Office at 610.921.7256 or ext. 7256.