

S. O. L. A. R. - Student On-Line Academic Registration

WHERE CAN I REGISTER?

You may register for courses using the computers in the Computer Lab at Harris Library. However, if you would like to use your own computer or work computer to register for courses, you will need to download the **Opal Plug-In/Player (software)** to your computer. Downloading may take up to 45 minutes to one (1) hour depending on your internet service provider. <http://www.cwru.edu/provost/registrar/onlinereg.html>
The software should only be downloaded once as long as it is not uninstalled from your computer.

SOLAR ACCESS HOURS OF OPERATIONS:

Monday – Thursday	7:00 am - 8:00 pm
Friday	7:00 am - 7:00 pm
Saturday	9:00 am - 7:00 pm
Sunday	SOLAR is not available

WHAT WILL I NEED TO REGISTER?

- 1. Personal Identification Numbers:** Each student is issued a confidential Personal Identification Number (PIN) via your Case e-mail account that will allow you to register on-line. **PINs are also available on your Case Portal at <http://my.case.edu> which you can access with your Case email ID and password.** Your PIN is determined by your expected graduation date in the Case database as of March 1. Your PIN **cannot be changed** after it is assigned.
- 2. OPAL Plug-In/Software** (if using a personal or work computer ONLY)
- 3. Schedule of Courses – Full-Time Program**
- 4. A copy of your Pattern of Enrollment form.** You must register for courses that are listed on your pattern of enrollment. Failure to do so can alter your expected graduation date.

SOLAR will require you to enter the CRN (5 digit section number) of each course that you wish to enroll. It is suggested that you write down all course CRNs as well alternate course CRNs before you begin using SOLAR because SOLAR will time out after 60 seconds of non-activity.

HEALTH INSURANCE FEE

All registered students are assessed a health insurance fee in the Fall & Spring Semesters. After selecting your courses, if you need to, you may waive the University health insurance fee on SOLAR.

CLOSED CLASSES and WAIT LISTS

If a class is closed, you may be added to the on-line wait list. There is no guarantee that a seat will become available, please choose an alternate course. If you would like to enroll in a non-MSASS course, you will need to request a permit from that school's registrar. If approved, they will email a permit directly to me.

TECHNICAL QUESTIONS

For technical questions or problems using SOLAR, such as difficulties installing the plug-in, please call the help desk at (216) 368-HELP (4357) or e-mail them at help@case.edu.

If you have any registration questions, please contact:

Mrs. Fields (216) 368-2100, msassreg@case.edu