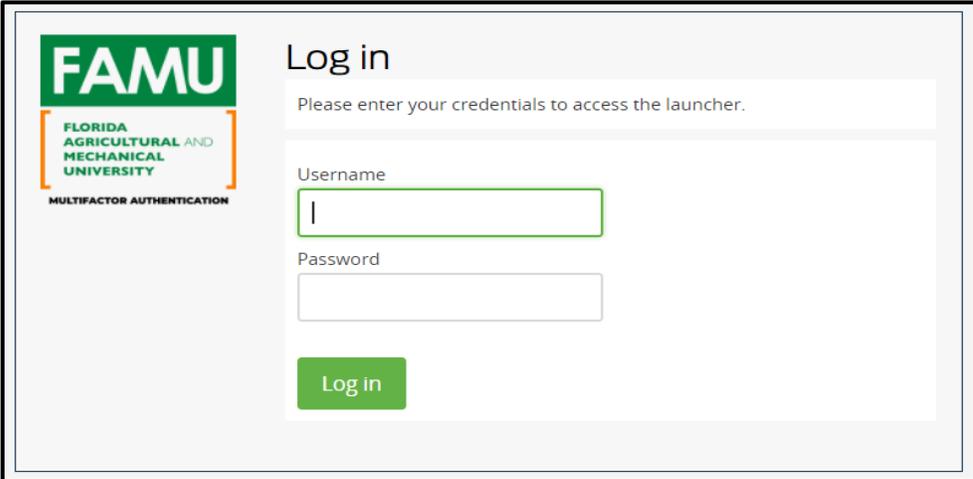


## iRattler Steps to Register for Classes (Enroll)

**Visit the College of Law webpage to access the student portal (iRattler)**

**Login using your iRattler credentials**

Be sure to complete the Multifactor Authenticator step



**Navigate to your Student Center**

Tiles may be different but be sure to locate Student Center.



For further questions about class registration please feel free to contact the College of Law Registrar's Office at [law.registrar@famuedu](mailto:law.registrar@famuedu)

## iRattler Steps to Register for Classes (Enroll)

Check for your enrollment appointment- your assigned appointment is to be able to register during the priority registration period.

New Students register during open enrollment.

Locate the Enroll hyperlink as highlighted in yellow on the illustration.

The screenshot shows the 'Academics' page with a navigation menu on the left. The 'Enroll' link is highlighted in yellow. The main content area displays 'This Week's Schedule' with a table of classes. On the right, there are sections for 'Search for Classes', 'Holds', 'To Do List', 'Enrollment Dates', and 'Advisor'.

Class	Schedule
LAW 6031-301 LEC (3602)	MoTu 1:45PM REMOTE INTERNET 00002
LAW 6050-301 LEC (3628)	WeTh 1:00PM - 2:15PM REMOTE INTERNET 00002
LAW 6431-301 LEC (3948)	MoTu 4:30PM - 5:45PM Room TBA
LAW 6947-301 CLN (3606)	Law Clinic INDEPEND 00010
LAW 6966-302 LEC (3598)	Th 6:30PM - 8:10PM REMOTE INTERNET 00002 We 6:00PM - 7:40PM REMOTE INTERNET 00002

After clicking on the Enroll hyperlink this screen will appear. Select the term you are enrolling for classes.

The 'Select Term' screen displays a table with columns for Term, Career, and Institution. The 'Spring Semester 2021' row is highlighted in yellow. A 'Continue' button is located at the bottom right.

Term	Career	Institution
<input type="radio"/> Fall Semester 2020	Law	Florida A&M University
<input checked="" type="radio"/> Spring Semester 2021	Law	Florida A&M University

Continue

For further questions about class registration please feel free to contact the College of Law Registrar's Office at [law.registrar@famu.edu](mailto:law.registrar@famu.edu)

## iRattler Steps to Register for Classes (Enroll)

### Class Selection Options:

- Using the line class schedule from the College of Law website you can enter the 4-digit Class No. for the class you would like to enroll.

Plan | **Enroll** | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 2 3

### 1. Select classes to add

To Register for Courses, click the "Search" button below  
To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Fall Semester 2020 | Law | Florida A&M University

Open  Closed

Add to Cart

Enter Class Nbr  
 Enter

Find Classes

Groupbox

Class Search

My Requirements

My Planner

Search

Fall Semester 2020 Shopping Cart

Your enrollment shopping cart is empty.

Note: Select the "Allow Pop-Ups" option to disable blocker

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
3580	301-LEC Regular	MoWe 6:00PM - 7:40PM	REMOTE INTERNET 00002	John Duncan	08/10/2020 - 12/11/2020	<input checked="" type="radio"/>

Represents the 4-digit class number for a course. Enter this number and it will populate your course selection after clicking on the enter button.

## iRattler Steps to Register for Classes (Enroll)

- Class Search is another option to select your classes

Plan
Enroll
My Academics

My Class Schedule
Add
Drop
Swap
Edit
Term Information

Add Classes 1 2 3

---

Search for Classes

Enter Search Criteria

Search for Classes

Institution

Term

Select at least 2 search criteria. Select Search to view your search results.

▼ Class Search

select subject
Subject

Course Number
is exactly

Course Career

Show Open Classes Only
  Open Entry/Exit Classes Only

▶ Additional Search Criteria

Clear
Search

---

Search for Classes

Search Results

Florida A&M University | Fall Semester 2020

The following classes match your search criteria Course Subject: **Law**, Show Open Classes Only: **Yes**

● Open
 ■ Closed

New Search
Modify Search

---

78 class section(s) found

▼ LAW 5000 - CONTRACTS

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
3580	301-LEC Regular	MoWe 6:00PM - 7:40PM	REMOTE INTERNET 00002	John Duncan	08/10/2020 - 12/11/2020	●

▼ LAW 5100 - CRIMINAL LAW

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
3528	301-LEC Regular	ThFr 11:15AM - 12:30PM	REMOTE INTERNET 00002	Shiv Persaud	08/10/2020 - 12/11/2020	●

For further questions about class registration please feel free to contact the College of Law Registrar's Office at [law.registrar@famuedu](mailto:law.registrar@famuedu)

## iRattler Steps to Register for Classes (Enroll)

Note: You are not registered if your classes are in the **Shopping Cart**. This is only a place holder. Click **Proceed To Step 2**, and then **3** to continue enrolling in classes.

The screenshot shows the 'Enroll' tab in the iRattler system. Under 'Add Classes', step 1 is 'Select classes to add - Enrollment Preferences'. The course 'LAW 6934-301 Seminar' is shown as 'Open'. Below this, 'Enrollment Information' states 'This Section is Limited to Law Students Only'. At the bottom, a table lists the class details:

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
301	Seminar	Intersectionality	Tu 3:00PM - 4:50PM	TBA	Jennifer Smith	01/04/2021 - 04/06/2021

**PROCEED TO STEP 2 OF 3**

Select your class preference and click on next and the screen will show that your course has been added to your shopping cart. When you have complete adding all of your courses proceed to Step 2 to confirm your courses. After confirming processed to Step 3 to finish enrolling.

This completes your course enrollment.

### Shopping Cart Use Information

The shopping cart is used to help students organize their selection of courses and allows students to quickly and easily keep a list of classes that interest them but does not guarantee the class. Shopping carts become available to all students at the time the system is open for registration and are available for planning purposes.

### Registration Errors

If you experience a registration error – screen print the error message or write it down so that you can communicate the information. This will help the College of Law Registrar’s Team help you. We can be reached at [law.registrar@famu.edu](mailto:law.registrar@famu.edu). See below examples of registration errors you may encounter.

## iRattler Steps to Register for Classes (Enroll)

### Example of error messages:

This message is to alert you of the required course load. Instead of dropping the course you may need to conduct a swap of courses.

The screenshot shows a notification bar with a green checkmark and the text "Success: dropped" on the left, and a red X and the text "Error: unable to drop class" on the right. Below this is a table with three columns: "Class", "Message", and "Status".

Class	Message	Status
LAW 5792	Error: You cannot drop this class. Dropping this class would put you below the minimum required units.	✗

At the bottom of the notification area are two buttons: "Make a Payment" and "My Class Schedule".

Some courses are set-up as department consent because there are pre-approvals needed prior to registering for these courses. Examples of course that need pre-approval prior to registration are Independent Research, Clinics, Field Placements, Research Associates, and Teaching Fellow.

The screenshot shows a notification bar with a green checkmark and the text "Success: Classes were swapped" on the left, and a red X and the text "Error: Unable to swap class" on the right. Below this is a table with three columns: "Class", "Message", and "Status".

Class	Message	Status
Swap LAW 5792 with LAW 6780	Error: Department Consent Required. You must obtain permission to take this class. If you have a permission number, select Add Another Class, select the class link, enter the number and resubmit.	✗

At the bottom of the notification area are two buttons: "Make a Payment" and "My Class Schedule".

During priority registration students may only register for courses in their respective program. Once open enrollment begins, where there are available seats, students may register for either program. Example of restrictive program error message below.

The screenshot shows a notification bar with a green checkmark and the text "Success: enrolled" on the left, and a red X and the text "Error: unable to add class" on the right. Below this is a table with three columns: "Class", "Message", and "Status".

Class	Message	Status
LAW 5792	Error: You are unable to enroll in this class at this time. Available seats are reserved and you do not meet the reserve capacity requirements.	✗

At the bottom of the notification area are three buttons: "Make a Payment", "My Class Schedule", and "Add Another Class".

Below the notification area is a "Go to top" link.