



# How to Navigate MyNaropa

*How to find your way around  
Naropa's student portal system*

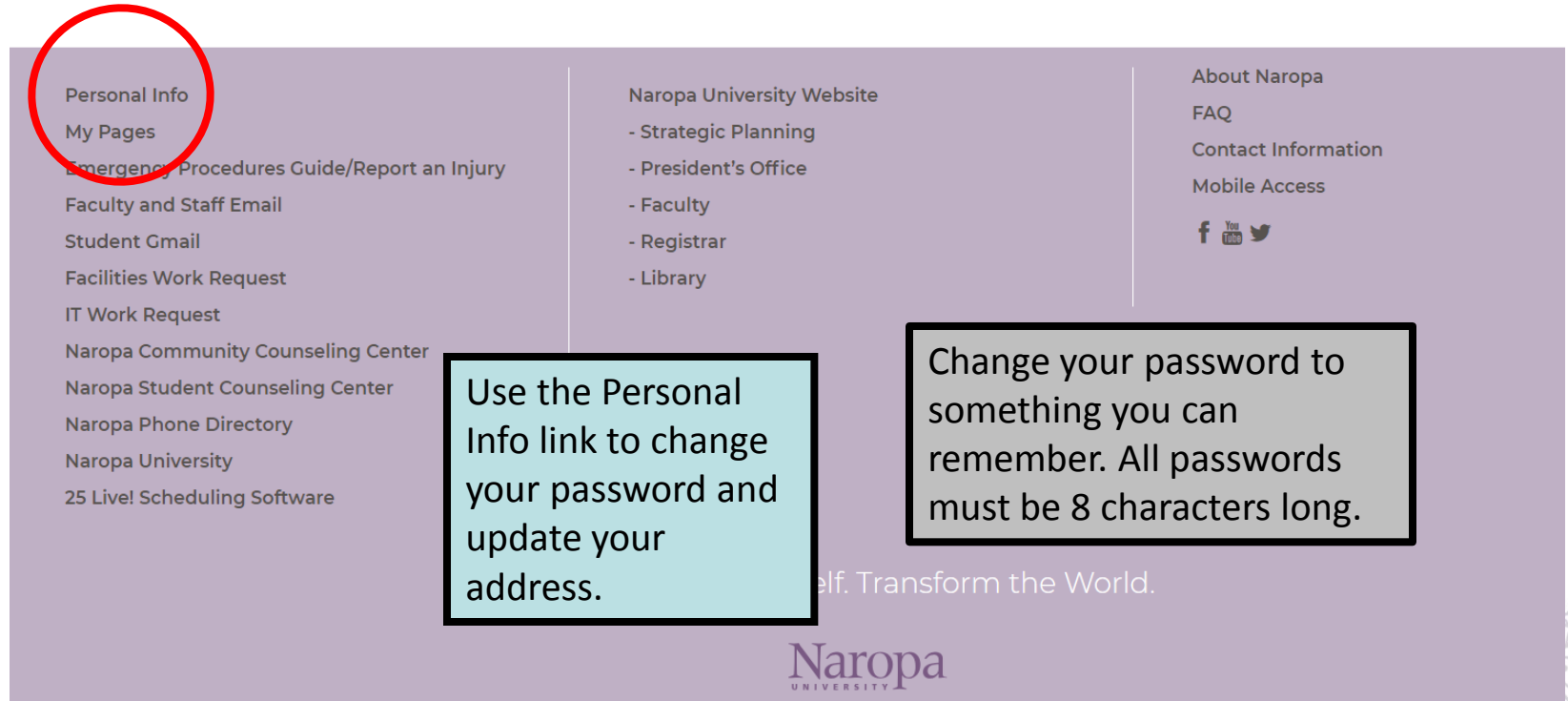
# Getting Started

User name = Student ID

The screenshot shows the MyNaropa website interface. At the top, there is a navigation bar with links for DIRECTORY, STUDENT EMAIL, FACULTY & STAFF EMAIL, and IT WORK REQUEST, along with a search box. Below this is a secondary navigation bar with links for Home, Admissions, Student, Employee, Public Registration, and More. The main content area is divided into three columns. The left column contains a 'Login' section with a red circle around the 'User Name' and 'Password' input fields, and a 'Forgot My Password' link. The middle column features a 'MYNAROPA' heading, a 'Thanks for Visiting!' message, a 'Prospective Students' section with a welcome message and contact information, and a 'User Guides for MyNaropa' section with links for 'MyNaropa for Students', 'Quick Guide to MyNaropa for Students', and 'Student Learning Tutorial'. The right column includes a 'Passwords' section with a 'Change Password / Challenge Questions' link and instructions, and a 'Forgot My Password' section with contact information for the IT Helpdesk.

# Personal Info

*\* this is located in the footer of the main page*



The screenshot shows the footer of the Naropa University website, which is divided into three columns. The first column on the left contains a list of links, with 'Personal Info' circled in red. The second column in the middle lists 'Naropa University Website' with sub-links for Strategic Planning, President's Office, Faculty, Registrar, and Library. The third column on the right lists 'About Naropa', 'FAQ', 'Contact Information', and 'Mobile Access', along with social media icons for Facebook, YouTube, and Twitter. Two callout boxes are present: a light blue box with a black border pointing to the 'Personal Info' link, and a grey box with a black border containing password instructions. The Naropa University logo and tagline are visible at the bottom of the footer area.

- Personal Info
- My Pages
- Emergency Procedures Guide/Report an Injury
- Faculty and Staff Email
- Student Gmail
- Facilities Work Request
- IT Work Request
- Naropa Community Counseling Center
- Naropa Student Counseling Center
- Naropa Phone Directory
- Naropa University
- 25 Live! Scheduling Software

Naropa University Website

- Strategic Planning
- President's Office
- Faculty
- Registrar
- Library

About Naropa

FAQ

Contact Information

Mobile Access

f YouTube Twitter

Use the Personal Info link to change your password and update your address.

Change your password to something you can remember. All passwords must be 8 characters long.

elf. Transform the World.

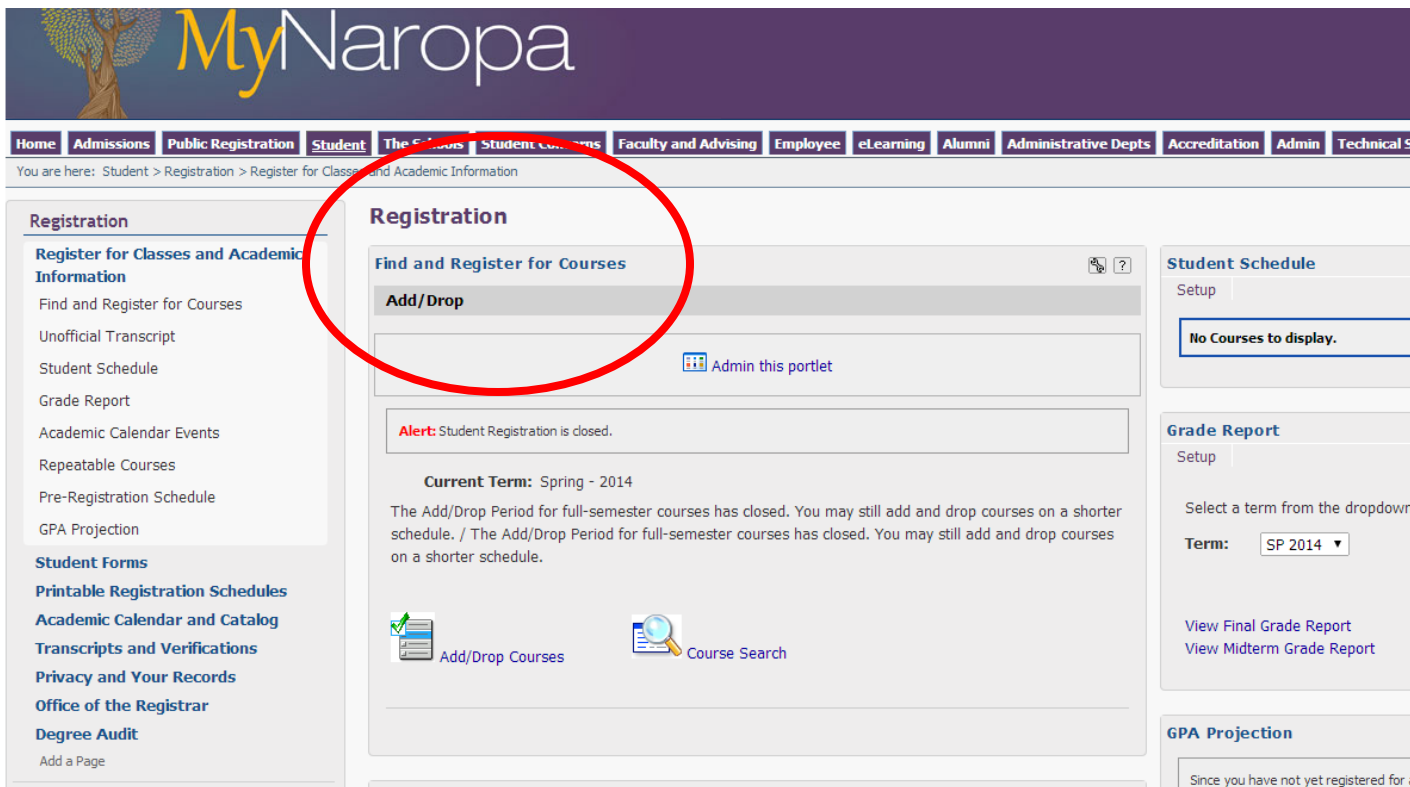
Naropa UNIVERSITY

# Student Tab – your place for Resources and Registration

The screenshot shows the 'Student' tab interface. At the top right, there are links for 'Edit Page' and 'Edit Content'. The main content area is divided into several sections:

- Student - Home**
  - Registration** (highlighted with a red arrow): Register for Classes, Student Schedule, Grade Reports, Electronic Degree Audit, Transcripts & Verification, Student Forms, Academic Calendar & Catalog, Registration & Class Schedules, Privacy & Your Records, Online FERPA Waiver, Graduation & Commencement, Pre-Registration Schedules, Textbook Pre-order form.
  - Student Financial Services**: My Financial Aid Information, Billing & Payments, My 1098-T Information, Student Employment.
- The Learning Commons**
  - Academic Support Services**: Undergraduate Academic Advising, Academic Coaching Program, Naropa Writing Center, Newsletters.
  - Student Life**: Student Life, Boulder Recreational Center Discount, Career & Community Engagement, Contemplative & Spiritual Life, Counseling Center, Disabilities Services, Diversity, Get Involved, Graduation & Commencement, Housing & Residence Life, International Students, Orientation, Student Handbook, Student Health Insurance.
- Other Services**: Allen Ginsberg Library, Boulder Bookstore, e-Portfolio (For UNDG Only), ERes, HOWLcat, Safety & Security, Transportation, Wellness Resources, Mobile Access to MyNaropa.
- Institutional Review Board (IRB)**: Welcome Naropa Researchers!, IRB Resources.

# Registration Information



**MyNaropa**

Home | Admissions | Public Registration | **Student** | The Registrar | Student Services | Faculty and Advising | Employee | eLearning | Alumni | Administrative Depts | Accreditation | Admin | Technical S

You are here: Student > Registration > Register for Classes and Academic Information

**Registration**

**Register for Classes and Academic Information**

- Find and Register for Courses
- Unofficial Transcript
- Student Schedule
- Grade Report
- Academic Calendar Events
- Repeatable Courses
- Pre-Registration Schedule
- GPA Projection

**Student Forms**

- Printable Registration Schedules
- Academic Calendar and Catalog
- Transcripts and Verifications
- Privacy and Your Records
- Office of the Registrar
- Degree Audit

Add a Page

**Registration**

**Find and Register for Courses**


**Add/Drop**


Admin this portlet

**Alert:** Student Registration is closed.

**Current Term:** Spring - 2014

The Add/Drop Period for full-semester courses has closed. You may still add and drop courses on a shorter schedule. / The Add/Drop Period for full-semester courses has closed. You may still add and drop courses on a shorter schedule.

 Add/Drop Courses

 Course Search

**Student Schedule**

Setup

No Courses to display.

**Grade Report**

Setup

Select a term from the dropdown

**Term:** SF 2014

View Final Grade Report

View Midterm Grade Report

**GPA Projection**

Since you have not yet registered for a

# Add/Drop Courses

The screenshot shows the 'Registration' page of the Naropa University website. The page title is 'Registration' and the sub-page is 'Find and Register for Courses - Add/Drop Courses'. A yellow arrow points to the 'Add/Drop' link in the left sidebar. A grey box with a black border contains the text: 'TIP: Make sure you are looking at the correct term'. A yellow box with a black border contains the text: 'Be sure to read the Registration message! It lets you know your assigned time to register and if you still need advisor clearance.' The registration form includes fields for 'Term' (FA 2014), 'Student Program', 'Course Program' (All), and 'Course Search' (Title: Begins With writing, Course Code: Begins With, Term: FA 2014, Department: All, Course Program: All). A red text annotation reads: '\*\*\* Area for Registration Message \*\*\*'. The page also features a navigation menu at the top and a footer with the Naropa University logo and tagline.

# Using Course Search

Two ways to register –  
**SEARCH COURSES** or  
**ADD BY COURSE CODE**

The screenshot shows the 'Registration' section of the MyNaropa website. The main heading is 'Find and Register for Courses - Add/Drop Courses'. Below this, there are two large light blue rectangular areas, likely representing search results or filters. The 'Add/Drop' section includes dropdown menus for 'Term' (set to 'FA 2014'), 'Student Program', and 'Course Program' (set to 'All'). Below this is the 'Add by Course Code' section, which has a 'Course Search' sub-section. A yellow arrow points to the 'Course Search' sub-section. In the 'Course Search' section, there are dropdown menus for 'Title' (set to 'Begins With'), 'Course Code' (set to 'Begins With'), 'Term' (set to 'FA 2014'), 'Department' (set to 'All'), and 'Course Program' (set to 'All'). A red circle highlights the 'More Search Options' link at the bottom of the search section.

Less is more on MyNaropa searches. Type one or two key words or letters only for best results.

Or when searching you can click on More Search Options



# More Search Options

Number Range:  to

Title: Begins With

Course Code: Begins With

Program: Undergraduate

Method: All

Course Area: All

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Time: From:  To:

Meets on any day(s)  
 Meets only on the selected days

Days:  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

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Faculty: All

Campus: All

Building: All

**Section Status: Open or Full**

Min/Max Hours:  to



# or another Option: Add by Course Code

You are currently registered for **0 credits**.

**Add by Course Code** | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section code use the course search tab above.**

1.	<input type="text" value="tra"/> <ul style="list-style-type: none"><li>TRA100-A</li><li>TRA105-A</li><li>TRA105-B</li><li>TRA120-A</li><li>TRA120-B</li><li>V</li></ul>	Course Code:	2.	<input type="text"/>	Course Code:
3.			4.	<input type="text"/>	
5.			6.	<input type="text"/>	

**Start by typing the course code, select the appropriate course – don't type it yourself.**

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location
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# Course Listings

Click on the "+" to see textbook information

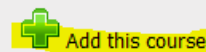
Watch for any alternate calendar Add/Drop dates.



Standard University drop/add dates can be found on the university's Academic Calendar or the Drop/Add – Withdrawal Schedule

<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WRI407-A</a>	Reading & Writing: Currency of the New Millennium	<input type="checkbox"/>	TBA	8/12	0/10	Open			
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WRI409W-A</a>	Publishing Practicum: Contemporary Publishing	<input type="checkbox"/>	Chapman, Clara Jlyn	4/10	0/10	Open	ARAP Campus, Lincoln Building, Main Studio Room		
									<b>Last Add: 09/27/2012</b>	<b>Last Drop: 09/27/2012</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">WRI410-A</a>	Writing Poetry: Writing the Poems	<input type="checkbox"/>	Bye, Reed	9/12	0/10	Open	F 9:00 - 11:50 AM; ARAP Campus, Upaya Cottage , Cottage North	3.0	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">WRI443-A</a>	Practice of Translation	<input type="checkbox"/>					10:00 - 8:50 PM; ARAP Campus, Upaya Cottage , Cottage South	3.0	
<b>Book Title</b>										<b>New</b>	<b>Used</b>
nineteen ways of looking atwang wei										8.95	0.0
Author(s):weinberger, eliot; octavio paz											
Copyright: 1987											
Publisher: mover bell											

# Course Information

## Teaching Practicum: Designing a Writing Workshop (WRI307W-A)



Instructor(s): Collom, Jack  ; Christopher, Lee 

Fall - 2013, Undergraduate **2.00 Credit(s)**, Undgr Pass/Fail

Dept: WRI Clock Hours: 0.00

Status: Open (10 out of 10 seats)

This course has other requirements. [Course Requisites](#)

**Note:** Pre-req: COR115 and WRI234

### Course Schedules

Day & Time	Date(s)	Location
US 10:00AM - 6:00 PM	10/05/2013 - 10/20/2013	ARAP Campus, Lincoln Building , LSR (10/5/2013-10/6/2013)
US 10:00AM - 6:00 PM	10/05/2013 - 10/20/2013	ARAP Campus, Lincoln Building , LSR (10/19/2013-10/20/2013)

### Course Description

This professional training practicum instructs writing students in the skills necessary for conceiving, organizing and teaching writing workshops on two levels: public schools and college. Topics include: methods of creating a syllabus and course description, recognition and evaluation of student writing abilities, and relating the writing workshop to existing curriculum. Techniques for staying motivated along with how to stay happy and productive as a writer. Students design and submit two syllabi.

# Course Information continued

Once you find the class(es) you want, click on the box next to the course and hit "Add Course".

<input type="checkbox"/>		Retreat		Clements, Carole L	68/80	0/10	Open	0:00 - 0:00 AM; OFFC Campus	Last Add: 09/26/2013 Last Drop: 09/26/2013
<input type="checkbox"/>	+	PSYB345-A	Developmental Psychology	McNamara, Robert L	15/25	10/10	Open	R 3:00 - 5:50 PM; ARAP Sycamore Hall , Sycamore	
<input checked="" type="checkbox"/>	+	PSYB354-A	Introduction to Transpersonal Psychology	McNamara, Robert L	20/20	2/10	Closed	R 12:00 - 2:50 PM; ARAP Sycamore Hall , Sycamore	
<input checked="" type="checkbox"/>	+	PSYB371-A	Personality Theories	Goldenberg, Tracy L	14/20	10	Open	R 9:00 - 11:50 AM; ARAP Sycamore Hall , Sycamore	

This course has 20 students registered and 2 students on the waitlist.

# Congratulations – you have successfully registered

## Messages

REL158W-A Added

Add by Course Code

Course Search

Title: Begins With

Course Code: Begins With

rel

Term: FA 2013

Department: All

Program: Undergraduate

Search

[More Search Options](#)


If you successfully add a course, you will see a small message that says that the course has been added. The course will then appear on your student schedule

## Your Schedule (Registered)

Drop	Code	Title	Schedule	Loca
<input type="checkbox"/>	PSYB304-A	Somatic Intelligence: The Neuroscience of Our Body Mind Connection	F 9:00 - 11:50 AM	AI
<input type="checkbox"/>	PSYB328-A	Gestalt: Presence	M 6:00 - 8:50 PM	AI
<input type="checkbox"/>	PSYB343W-A	Contemplative Community Retreat	0:00 - 0:00 AM	O
<input type="checkbox"/>	PSYB425-A	Field Placement	M 9:00 - 11:50 AM	AI
<input type="checkbox"/>	PSYB483-A	Senior Seminar II: Transformational Psychology- The Threshold Experience	R 3:30 - 6:20 PM F 6:00 - 10:00 PM US 9:00AM - 9:00 PM	AI AI AI
<input type="checkbox"/>	PSYB490-A	Special Topics in Psychology:	T 6:00 - 8:50 PM	AI
<input type="checkbox"/>	REL158W-A	Breeze of Simplicity: SufiMeditation and Spiritual Practices	F 7:00 - 9:00 PM US 9:00AM - 5:00 PM	AI AI

# Registration Error Message

But... just in case you see the message **“Courses Not Yet Registered”** (instead of Added) – be sure and read the error message that follows.

 **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (

WRI307W-A	
Course	US 10:00AM-06:00PM
Info:	US 10:00AM-06:00PM
Error:	<b>You have not met the prerequisites for the course. If you have taken the prerequisites previous to coming to Naropa or would like more information, please contact your advisor. REQUISITE(S) PRE-WRI234 [D-] PRE-WRI207 [D-]</b>
Resolution:	You are missing a requisite for this course or are otherwise unable to register for it. You can use the <a href="#">Course Search</a> to search for a different course.

# How to Drop a Course

Once you have added a course, all of your courses will appear below the registration area.

Add by Course Code **Course Search**

Title: Begins With ▾

Course Code: Begins With ▾

Term: FA 2012 ▾

Department: All ▾

Program: Undergraduate ▾

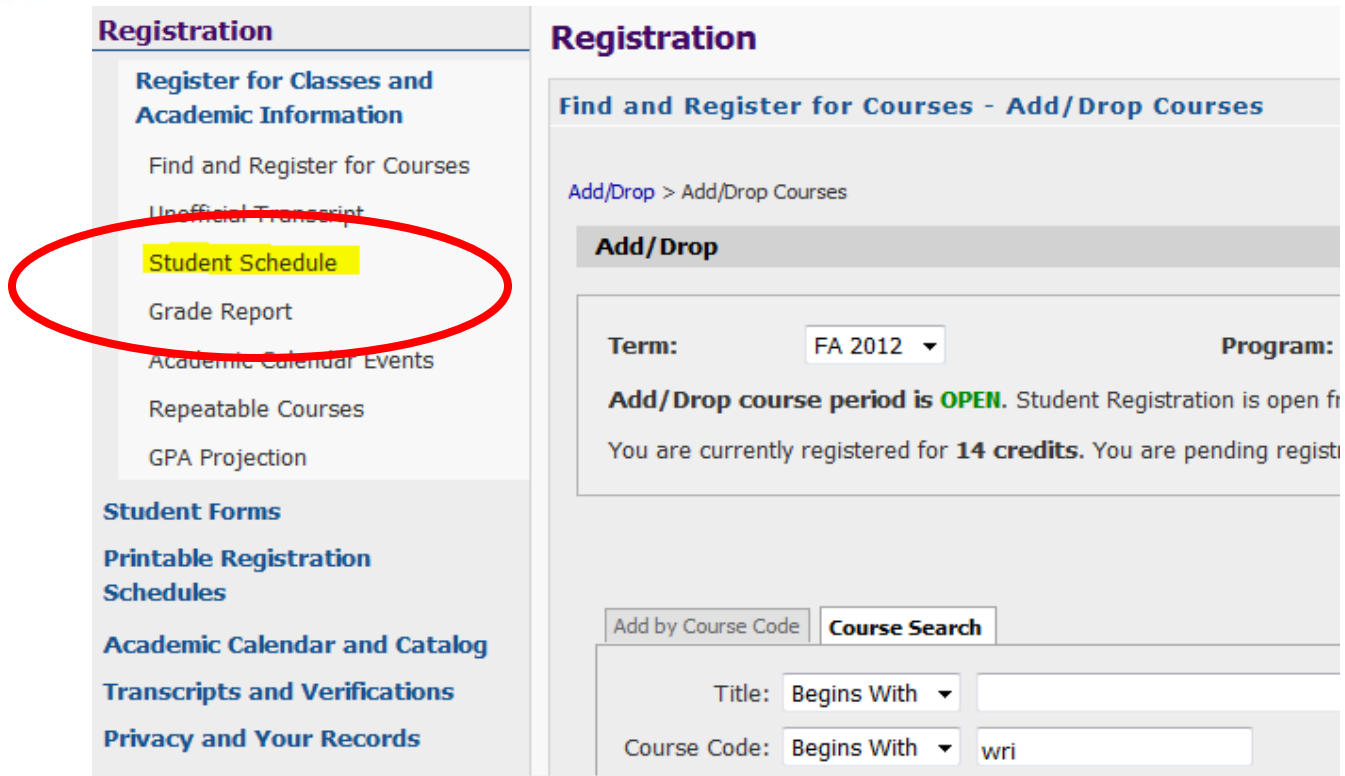
[More Search Options](#)

**Your Schedule (Registered)**

Drop	Code	Title
<input checked="" type="checkbox"/>	COR130-D	Contemplative Learning Seminar: Naropa's Roots and Branches
<input type="checkbox"/>	PAR222-A	Dance of Africa I
<input type="checkbox"/>	PAX250-A	Introduction to Peace and Conflict Studies
<input type="checkbox"/>	REL210-A	Religion and Mystical Experience

If you decide that you would like take one class instead of another or make in error in your selection, you can Drop the course. Just select the course you'd like to drop and click "drop selected courses".

# How to View Your Schedule



The image shows a screenshot of the Naropa University registration system. On the left is a navigation menu with the following items: **Registration**, **Register for Classes and Academic Information**, Find and Register for Courses, Unofficial Transcript, **Student Schedule** (highlighted with a red circle), Grade Report, Academic Calendar Events, Repeatable Courses, and GPA Projection. Below these are sections for **Student Forms**, **Printable Registration Schedules**, **Academic Calendar and Catalog**, **Transcripts and Verifications**, and **Privacy and Your Records**.

The main content area is titled **Registration** and **Find and Register for Courses - Add/Drop Courses**. It shows a breadcrumb trail: **Add/Drop > Add/Drop Courses**. Below this is a section titled **Add/Drop** with a dropdown menu for **Term:** set to **FA 2012** and a **Program:** dropdown. A message states: **Add/Drop course period is OPEN.** Student Registration is open for... You are currently registered for **14 credits**. You are pending registration for... Below this are two tabs: **Add by Course Code** and **Course Search**. The **Course Search** tab is active, showing a **Title:** dropdown set to **Begins With** and an empty text input field. Below that, the **Course Code:** dropdown is also set to **Begins With** with the text **wri** entered in the text input field.



# Things to look for on your schedule

Term and Program  
FA 2012 Program: Undergraduate View Your Schedule

## 12 - Undergraduate

Books	Course	Title
	ART102-A	Pottery from the Earth (WAITLISTED)

Any waitlisted classes will appear as such on your schedule.



Any non-standard dates will be listed here.



Meets	Dates	Room
F 12:00 - 2:50 PM	08/27/2012 - 12/14/2012	NALA / NAL / 9124
S 9:00AM - 5:00 PM	10/26/2012 - 10/28/2012	ARAP / LIN / PAC (10/27/2012-10/27/2012)
F 6:00 - 9:00 PM	10/26/2012 - 10/28/2012	ARAP / LIN / PAC (10/26/2012-10/26/2012)
U 9:00AM - 5:00 PM	10/26/2012 - 10/28/2012	ARAP / LIN / PAC (10/28/2012-10/28/2012)



# TIPS regarding Waitlists

- Go to the first class! Waitlists move around a lot – you should attend the class as though you are registered for the course.
- We will add you as seats open up and notify you via student email.
- **IMPORTANT:** Drop yourself from the waitlist if you decide you don't want to be in the class. Failure to do so can result in Academic/ Financial penalties.
- Check your Naropa email and your schedule!
- If you don't get in by the end of the drop/add period, you must stop attending immediately.



# Helpful Tips

- Don't forget to check your schedule on MyNaropa often during the drop/add period!
- Using the Back button on your browser in MyNaropa will cause you to be kicked out of the system! (use the You Are Here: navigation path – located in the upper left hand corner under the tab options)
- Always double check your Term – 8 times out of 10 that is what is causing your error.
- Email [registration@naropa.edu](mailto:registration@naropa.edu) or call (303) 546-3500 with any questions about registration or navigating MyNaropa.