



The Higher Education Opportunity Act (HEOA) requires faculty to disclose textbook information online at the time of registration (applies only to textbooks, not other required readings). Informed Registration is the method by which faculty at Hunter College are able to comply with the Federal Mandate and disclose textbook information in the required format. Furthermore, Informed Registration provides the opportunity to include course documentation such as a syllabus or alternative informational text/documentation.

## Log In and Course Selection:

- To access Informed Registration, go to <http://www.hunter.cuny.edu/informedregistration>
- Enter your Hunter **NetID** and **Password** and click '**Login**'

A light green rectangular form titled "INFORMED REGISTRATION". It contains two input fields: "Hunter NetID" and "Password". To the right of the "Password" field is a "Login" button. A red arrow points to the "Login" button.

Complete '**Step 1**'

- Select the year of your desired course

A light green rectangular form titled "Step #1 - Course Selection". Inside, there is a section titled "Semester Selection" with a note: "Please note: The course and instructor data is loaded nightly and therefore current as of last night." Below the note are two radio buttons: "Year" (selected) and "Semester". The "Year" radio button is followed by a dropdown menu showing "2011" (selected), "-Select One-", "2011", "2010", "2009", and "2008". A red arrow points to the "2011" option in the dropdown. To the right of the dropdown is a "Reset" button.

- d. Select the semester of your desired course

**Step #1 - Course Selection**

**Semester Selection**

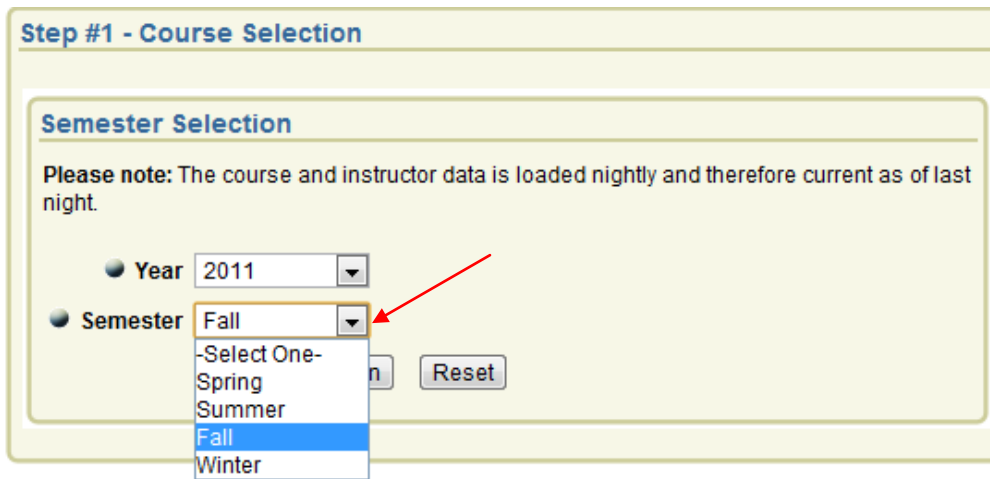
**Please note:** The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester **Fall**

**Fall**

-Select One-  
Spring  
Summer  
Fall  
Winter



- e. After selecting the year and semester, click 'Submit Selection'.

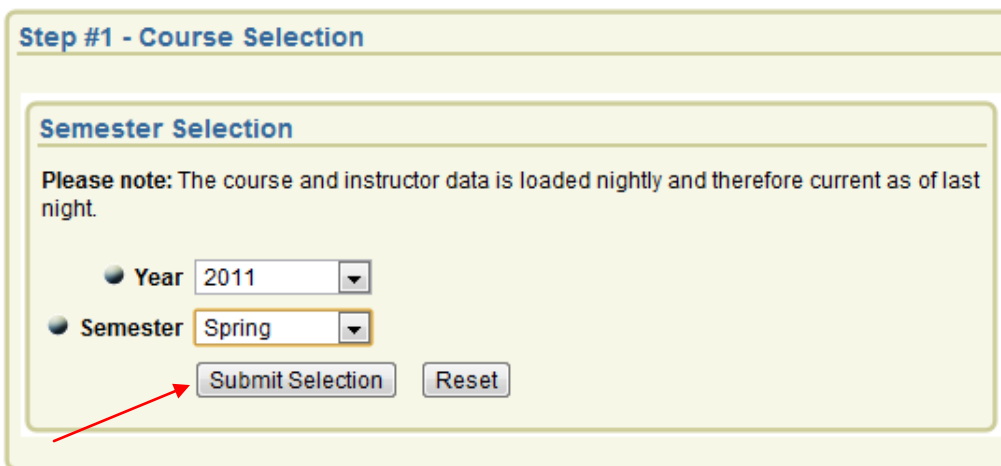
**Step #1 - Course Selection**

**Semester Selection**

**Please note:** The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester **Spring**



- f. The courses you are teaching for the selected semester will now be visible below. Select the course/courses for which you would like to submit the textbook information. To enter textbook information, go to 'Step 2.'

**Step #1 - Course Selection**

**Semester Selection**

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year 2011

Semester Spring

**Course List for Spring 2011**

AFPRL 100.00 Sec:001

AFPRL 100.00 Sec:051

AFPRL 102.00 Sec:001

## Submitting Textbook Information with an ISBN:

To use this option, an ISBN is required.

- a. Enter the ISBN for the textbook of interest.

**Step #2 - Textbook Selection**

**Search/Enter Textbook**

ISBN

- b. Select whether the book is 'Required' or 'Recommended' for the course

**Step #2 - Textbook Selection**

No Textbook

**Search/Enter Textbook**

ISBN  Required Recommended Textbook without ISBN

- c. Once you have made your selection, review the textbook information. You can use the 'Add/Edit Comment' feature to provide additional information for students. If all the information is correct, click "Submit Textbook List."

**Step #2 - Textbook Selection**

No Textbook

**Search/Enter Textbook**

ISBN  Required Recommended Textbook without ISBN

**Textbook List**

Comments	Required	Authors	Title	Publication Date	ISBN	Remove	Publisher
<a href="#">Add/Edit</a>	Yes	James L. Conyers, Jr.	Africana Studies - A Disciplinary Quest for Both Theory and Method	2005-01	0786423048	×	McFarland & Company

Submit Textbook List

## Submitting Textbook Information without an ISBN:

If you do not have the ISBN of your preferred Textbook, choose the option "Textbook without ISBN."

- Complete 'Step 1' as you did earlier with the year and the semester of your desired course.
- In 'Step 2', click the "Textbook without ISBN" button.

**Step #2 - Textbook Selection**

No Textbook

**Search/Enter Textbook**

ISBN  Required Recommended Textbook without ISBN

- c. A window titled, "Add Textbook Manually," will appear. Enter the name of the Author(s), Title, Publisher and Publication Date of the textbook of your choice.

**Step #2 - Textbook Selection**

**Search/Enter Textbook**

ISBN

**Add Textbook Manually**

**Please note:** The information will be posted as entered.  
Use this section only if your textbook doesn't have the ISBN.  
Click on the "Required" or "Recommended" button above to remove this section.

Author(s)   Title

Publisher   Publication Date

Recommended?  Yes

- d. If the textbook is required, you do not have to do anything. If the textbook is only recommended for the course, check off the "Recommended" box. Confirm your textbook submission by clicking the 'Add Textbook' button.

**Add Textbook Manually**

**Please note:** The information will be posted as entered.  
Use this section only if your textbook doesn't have the ISBN.  
Click on the "Required" or "Recommended" button above to remove this section.

Author(s)   Title

Publisher   Publication Date

Recommended?  Yes

- e. Review the Textbook information. You can use the 'Add/Edit Comment' feature to provide additional information for students. If all the information is correct, click "Submit Textbook List."

Comments	Required	Authors	Title	Publication Date	ISBN	Remove	Publisher
<a href="#">Add/Edit</a>	No	Paolo Coelho	The Alchemist	April 25, 2006	-	×	HarperCollins

## No Textbook:

- a. Complete 'Step 1' as you did earlier with the year and the semester of your desired course.
- b. In 'Step 2', click the "No Textbook" button. The system will ask you to confirm your submission. Click 'OK' if there is no textbook for the course you are teaching.

**Step #1 - Course Selection**

**Semester Selection**

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

Year: 2011  
Semester: Spring

**Course List for Spring 2011**

AFPRL 100.00 Sec:001  
 AFPRL 100.00 Sec:051  
 AFPRL 102.00 Sec:001

**Step #2 - Textbook Selection**

**Search/Enter Textbook**

ISBN:

The page at https://orapp1.hunter.cuny.edu says:

I'm confirming that no textbook is required or recommended for these course(s). All the textbook information previously submitted will be removed.

**Note:** If you would like to remove a textbook after submission, please click the 'X' under the 'Remove' column.

**Uploaded Textbook Information for Spring 2011**

Please note: Clicking on the course name will show the student view. To resort the report, please click on the underlined headings.

Course Name	Course Code	Required	Authors	Title	Publisher	Publication Date	ISBN	Comments	Remove
<a href="#">AFPRL 100.00 Sec:001</a>	0001	No	Paolo Coelho	The Alchemist	HarperCollins	April 25, 2006	-	<a href="#">Add/Edit</a>	×
<a href="#">AFPRL 100.00 Sec:051</a>	0002	Yes	Richard H Robbins	Cengage Advantage Books: Cultural Anthropology: A Problem-Based Approach	Cengage Learning	July 2008	-	<a href="#">Add/Edit</a>	×

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## Additional Course Information:

### Step #3

#### Submit Syllabus and Additional Course Information

- You can use the button located at the bottom of the webpage to add additional course information such as a syllabus. You will have the option to upload a file, upload a link, or use the built-in form to create a syllabus.
- After clicking the **“Submit Additional Course Information,”** the system will open a different window where you must select the year and the semester of your course and also choose the whether you want to upload a ‘File’, ‘Web Link’, or ‘Syllabus Template’. After making your selection, click ‘Submit Selection.’

Search

Year 2012 Semester Spring

Uploading file, web link or using the syllabus template?

Syllabus Template

-Select One-

File

Web Link

Syllabus Template

Submit Selection Reset

Please note: The course and instructor data is loaded nightly and therefore current as of last

## Submitting a File (continued from above):

- A **‘File Upload’** window will open. Select the course you are teaching and click on ‘Choose File’ to locate your file.

File Upload for Spring 2011

AFPRL 100.00 Sec:001

Course(s)  AFPRL 100.00 Sec:051

AFPRL 102.00 Sec:001

File Name  No file chosen

For MAC/Safari users, please note: If your file doesn't upload in a few seconds, just click the Submit button again.

- b. After choosing the file, click 'Submit File'.

**File Upload for Spring 2011**

AFPRL 100.00 Sec:001  
 AFPRL 100.00 Sec:051  
 AFPRL 102.00 Sec:001

**Course(s)**

**File Name**  Calendar for TRC.pub

For MAC/Safari users, please note: If your file doesn't upload in a few seconds, just click the Submit button again.

- c. You can remove the file by clicking the 'X' under the 'Remove' column.

**Uploaded Material for Spring 2011**

Course Name ▲	Course Code	File/Link Name	Remove
AFPRL 100.00 Sec:001	0001	<a href="#">F16856/Calendar for TRC.pub</a>	X

1 - 1

## Submitting a Web Link:

- a. A 'Web Link Upload' window will open. Select the course you are teaching and type in or paste the website URL. The URL must begin with http://
- b. Click 'Submit Link' to confirm submission.

**Web Link Upload for Spring 2011**

AFPRL 100.00 Sec:001  
 AFPRL 100.00 Sec:051  
 AFPRL 102.00 Sec:001

**Course(s)**

**Web Link**

- c. You can remove the Web Link by clicking the 'X' under the 'Remove' column.

**Uploaded Material for Spring 2011**

Course Name ▲	Course Code	File/Link Name	Remove
AFPRL 100.00 Sec:001	0001	<a href="http://www.hunter.cuny.edu">http://www.hunter.cuny.edu</a>	X



1 - 1



## Submitting a Syllabus:


- a. A 'Syllabus form' window will open. Select the course(s) you are teaching that this syllabus applies to, and fill in the information fields as desired. Clicking on the arrow on the upper right-hand corner of a field brings up familiar word processing options, including a button to paste sections of your syllabus directly from Microsoft Word if it was originally created there.
- b. Click 'Submit Link' to confirm submission.

### Syllabus form for Spring 2012


You may click on  below to expand the text area editing toolbar and drag  to resize the text area.

**Course(s)**  
 AFPRL 100.00 Sec:001


Suggested Pre/Co-requisites:




Description of the Course/Topics Covered:




Major Course Work and Assignments (type, number):



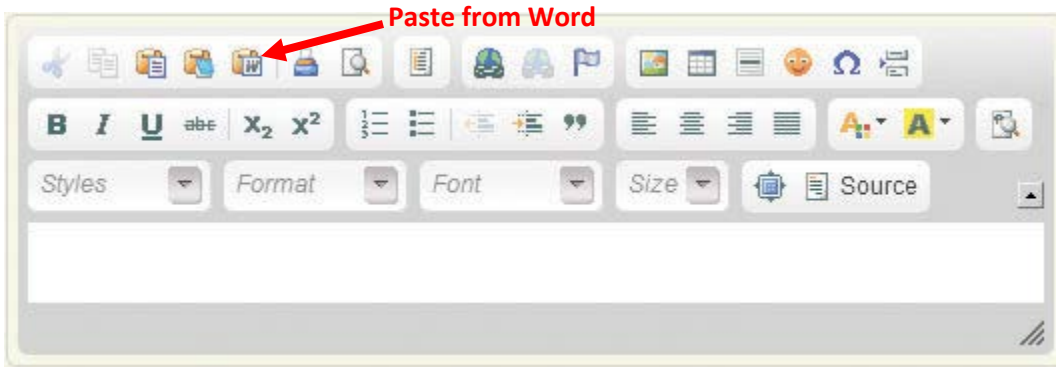
Grading Rubric/Criteria: (Clarify how grades will be calculated according to the assignments, activities, and exams. Include the weight of each assignment as it corresponds to the overall grade)



Exam(s) Format (test, paper, project, etc.):



c. The additional tools window should look like this:



**Note:** You can go back to the textbook information by clicking the following button,

[Go Back to Textbook Submission](#)

which is located at the bottom left corner of the page.

## Copying Information to Another Course:

**New Feature:** [Copy Informed Registration submissions from previous or current semester](#)

a. You can use the link located at the top of the webpage to copy information you have used in a previous or current semester's course if you find it applies to one or more other courses. Clicking on the link brings up the following windows.

### Step #1 - Course Selection to Copy From

● Year  ● Semester  ● Course

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

### Step #2 - Course Selection to Copy To

● Year  ● Semester

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

If you want to modify or completely delete any of the copied information, click on the buttons below.

[Go Back to Textbook Submission](#)

[Go Back to Syllabus and Additional Course Information](#)

b. Select a **Course Selection to Copy From** by selecting the year, semester, and course name, which will bring up all of the information that has been previously entered for that course.

**Step #1 - Course Selection to Copy From**

Year: 2012 Semester: Spring Course: AFPRL 100.00 Sec:001

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

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**Previously Uploaded for Spring 2012**

**Textbook Information**

Please note: Clicking on the course name will show the student view. To resort the report, please click on the underlined headings.

<u>Course Name</u>	<u>Course Code</u>	<u>Required</u>	<u>Authors</u>	<u>Title</u>	<u>Publisher</u>	<u>Publication Date</u>	<u>ISBN</u>
<a href="#">AFPRL 100.00 Sec:001</a>	0001	Yes	Hilary Beckles, Verene Shepherd	Liberties Lost - The Indigenous Caribbean and Slave Systems	Cambridge Univ Pr	2004-11-18	9780521435444
		No	Richard Worth	Puerto Rico in American History	Enslow Publishers	2007-10	9780766028364
		Yes	Olga Jimenez de Wagenheim	Puerto Rico - an interpretive history from pre-Columbian times to 1900	Markus Wiener Pub	1998	1558761225
		No	Edward Jenkins, David Dabydeen	Lutchmee and Dilloo - a study of West Indian life	Macmillan Pub Ltd	2003	9780333919378

row(s) 1 - 4 of 4

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**Syllabus and Additional Material**

<u>Course Name</u>	<u>Course Code</u>	<u>File/Link Name</u>
<a href="#">AFPRL 100.00 Sec:001</a>	0001	<a href="#">F7692/TRC Staff Meeting.docx</a>

row(s) 1 - 1 of 1

c. Then, select a **Course Selection to Copy To** through the same method, checking the box next to the desired course(s). Please note that you are able to copy to more than one course within the same semester.

**Step #2 - Course Selection to Copy To**

Year: 2012 Semester: Winter

Course(s):  AFPRL 290.75 Sec:W401  AFPRL 390.75 Sec:W401

Please note: The course and instructor data is loaded nightly and therefore current as of last night.

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**Uploaded for Winter 2012**

**Textbook Information**

Please note: Clicking on the course name will show the student view. To resort the report, please click on the underlined headings.

<u>Course Name</u>	<u>Course Code</u>	<u>Required</u>	<u>Authors</u>	<u>Title</u>	<u>Publisher</u>	<u>Publication Date</u>	<u>ISBN</u>
<a href="#">AFPRL 290.75 Sec:W401</a>	5816	Yes	Hilary Beckles, Verene Shepherd	Liberties Lost - The Indigenous Caribbean and Slave Systems	Cambridge Univ Pr	2004-11-18	9780521435444
		No	Edward Jenkins, David Dabydeen	Lutchmee and Dilloo - a study of West Indian life	Macmillan Pub Ltd	2003	9780333919378
<a href="#">AFPRL 390.75 Sec:W401</a>	5817	Yes	Hilary Beckles, Verene Shepherd	Liberties Lost - The Indigenous Caribbean and Slave Systems	Cambridge Univ Pr	2004-11-18	9780521435444
		No	Edward Jenkins, David Dabydeen	Lutchmee and Dilloo - a study of West Indian life	Macmillan Pub Ltd	2003	9780333919378

row(s) 1 - 4 of 4

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**Syllabus and Additional Material**

<u>Course Name</u>	<u>Course Code</u>	<u>File/Link Name</u>
<a href="#">AFPRL 290.75 Sec:W401</a>	5816	<a href="#">F7692/TRC Staff Meeting.docx</a>
<a href="#">AFPRL 390.75 Sec:W401</a>	5817	<a href="#">F7692/TRC Staff Meeting.docx</a>

row(s) 1 - 2 of 2