QUICK GUIDE:  
REGISTERING FOR HYFLEX CLASSES

Some of you are registered for classes that have transitioned to HyFlex—where you can attend class in-person or online—but are not sure how to register for an on-ground seat. Others may want to register for a HyFlex class but are not sure how. This quick guide will help you understand how to find and register for the type of seat you want in HyFlex classes.

How can I tell which sections are HyFlex on WebCentral-Banner Web?

All HyFlex sections have a certain number of on-ground and online seats. Here’s what most HyFlex sections look like in WebCentral-Banner Web:

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Books</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>14209</td>
<td>PHIL</td>
<td>112</td>
<td>01</td>
<td>C</td>
<td>3.000</td>
<td></td>
<td>Introduction to Philosophy</td>
<td>MW</td>
<td>08:00 am-08:50 am</td>
<td>13</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>0</td>
<td>Cameron Brewer (P)</td>
<td>08/26-12/15</td>
<td>WD</td>
<td>D203</td>
</tr>
<tr>
<td>C</td>
<td>11127</td>
<td>PHIL</td>
<td>112</td>
<td>01*</td>
<td>L</td>
<td>3.000</td>
<td></td>
<td>Introduction to Philosophy</td>
<td>MW</td>
<td>08:00 am-08:50 am</td>
<td>22</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25</td>
<td>25</td>
<td>0</td>
<td>Cameron Brewer (P)</td>
<td>08/26-12/15</td>
<td>ONLINE</td>
<td>SYNCH</td>
</tr>
</tbody>
</table>

It may look like two separate sections, but don’t be fooled. Both rows are seats in PHIL 112-01! Both rows have the same days and times and the same instructor.

For HyFlex sections, on-ground seats appear on the top row and online seats appear on the bottom row. You can tell by looking at the last two columns on the far right: Location and Attribute.

The location for the on-ground seats is a room location on campus; the location for online seats is “ONLINE SYNCH”.

The Attribute for the on-ground seats is “Hybrid: HyFlex”, compared to “Online-HyFlex” for online seats. Online seats are labeled as synchronous because class meets on certain days at certain times – the same days and times that the class meets on-ground.

How do I register for a HyFlex course?

First, you need to decide whether you want to register for an on-ground seat or an online seat. Imagine that you want to register for an on-ground seat in PHIL 112-01. On the top row, you see that there are 11 on-ground total seats (Column Cap), 3 seats active (Column Act), and 8 seats remaining (Column Rem). To register for on-ground seat, you would add CRN 14209.

If you wanted to register for an online seat in PHIL 112-01, you would add CRN 11127.

I’m already registered for an online seat in a HyFlex course. How do I register for an on-ground seat?

To switch from an online seat to an on-ground seat, you would drop the online seat (CRN 11127) and add the on-ground seat (CRN 14209).
You may be worried that dropping your online seat risks losing your seat in the course completely. As long as you have added the on-ground seat after dropping the online seat, you are all set. If you have difficulty, please contact your academic advisor or the Office of the Registrar at 860-832-2236 (Monday – Friday, 8 a.m. – 5 p.m.). You could schedule a virtual one-on-one meeting with a staff member by clicking here.

**Why won’t WebCentral-Banner Web let me register for on-ground or online seats in a HyFlex course?**

The course may be full (or “Closed”). The total number of on-ground and online seats in a HyFlex course equals the total course capacity. It may look like there are on-ground seats available, but the course may be closed because the number of online seats brings the course to capacity. Be sure to search for “Open” courses. You can also look at the Columns labeled “XL” in the WebCentral-Banner Web listing. Column “XL Cap” is the total course capacity. “XL Act” tells you how many seats are actively enrolled (either on-ground or online), and “XL Rem” tells you how many seats remain. In the example above, although there are 8 on-ground seats remaining in PHIL 112-01 (Column “Rem”), the course has only 3 seats remaining (Column “XL Rem”).

We understand the process of adding or dropping HyFlex seats is similar to the typical add-drop process, but still new to all of us. We hope that the description helps you understand how to add HyFlex courses to your schedule and we are here to help if you need us.

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