

# Registration 101 Guide

Students are encouraged to read through the comprehensive “My MU Plan 101 – Student Edition” guide and be familiar with the “My Progress 101” and “Timeline 101” guides before reading the “Registration 101” guide.

Once you are familiar with “My MU Plan” and student planning, then you will be able to successfully navigate through registering for classes. Each fall and spring semester all undergraduate students will need to submit their timeline and schedule to their advisor for approval so that the advisor can verify that you will meet all requirements in a timely manner.

**Please note that any registration or financial holds must be cleared before you can register for classes. Please view the [contact information](#) for the Student Accounts, Financial Aid or Registrar’s Office at the end of the guide.**

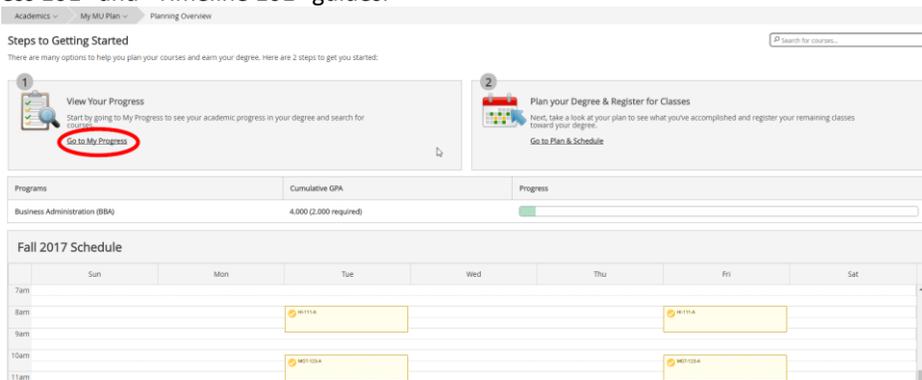
## How to Navigate to Your Progress (Degree Audit/Program Evaluation)

### Going to “Your Progress”

- Jump to Index of Features

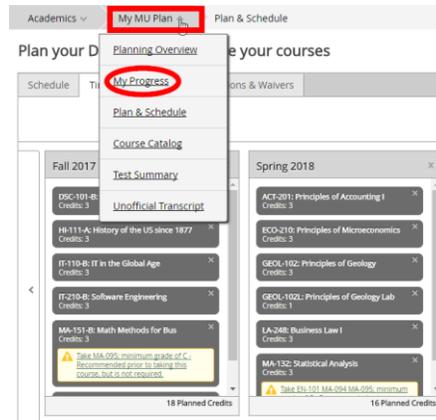
### Navigating to “My Progress” after Logging In

- 1) After logging in to “My MU Plan” (Student Planning), go to the “My Progress” menu to access your degree audit (program evaluation). This guide will deal with adding courses to your schedule and registering for classes. For more information about “My Progress” (Degree Audit) or your timeline please see the “My Progress 101” and “Timeline 101” guides.



## Navigating to “My Progress” from your timeline or other Functions

- 2) If you are navigating to “My Progress” from another student planning function (for example, your timeline), go to the “My MU Plan” menu at the top of your screen and select the “My Progress” menu option.



**Note:** Do not use the back arrows in your internet browser. Either select the appropriate menu option or use the built in “Back to...” functions in student planning (for example, “Back to Course Catalog”).

## Index of Features

- 3) This guide will instruct you on adding courses to your timeline through “My Progress”, submitting your schedule and timeline to your advisor (Undergraduate Students only), selecting your course sections and registering for your classes:
  - [Adding Courses to Your Plan \(Timeline\) through “My Progress”](#)
    - o **Adding Specific Course Requirements**
    - o **Adding Courses from a List of Options**
    - o **Adding General Elective Courses to your Plan**
  - [Submitting your Schedule and Timeline to your Advisor](#)
    - o **Reviewing your Plan (Timeline)**
    - o **Submitting your Timeline for Approval (Undergraduate Students Only)**
    - o **Confirming your Plan has been Approved**
  - [Viewing your Schedule and Advising Notes](#)
    - o **Approved Courses**
    - o **Denied Courses - View Advisor Notes**
    - o **Protected Courses – View Advisor Notes**
  - [Adding Sections to your Schedule](#)
    - o **Selecting Course Sections**
    - o **Resolving Course Conflicts/Removing a Scheduled Section**
    - o **Submitting your Schedule for Registration**
    - o **Registration Confirmation**
    - o **Payment Required Warning**
  - [Changing or Dropping a Course Section after Registration](#)
    - o **Changing a Course Section after Registration (Prior to the Beginning of the Semester)**
    - o **Completely Dropping a Course after Registration (Prior to the Beginning of the Semester)**
    - o **Adding Additional Courses after Dropping a Course (After Initial Registration)**
  - [Contact Information](#)

## Adding Courses to Your Timeline through “My Progress”

### Adding Specific Course Requirements

- 4) To add courses to your timeline, view your degree audit under “My Progress” to see which requirements you still need to register for. Your degree audit is broken down into requirements, sub-requirements and courses. (For more detailed information, see the “My Progress 101” guide. In the example below, you must register for one of the Discover Learning (requirement/sub-requirement) courses. The following courses qualify as a Discover Learning course depending on your classification: HON-101 (Honors College Students), DSC-101 (Freshman Students) or DSC-201 (Transfer Students).

To select a course and add it to your timeline, click on the course link (DSC-101).

Requirements

Discover Learning **1) Requirement**

Complete the following item. **0 of 1 Completed.** [Hide Details](#)

A  
Discover Learning **2) Sub-requirement**

Take HON-101, DSC-101, or DSC-201.  
Complete all of the following items. **0 of 1 Completed.** [Hide Details](#)

**0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	3) Courses needed to meet the sub-requirement	Search	Grade	Term	Credits
Not Started	HON-101	The Quest				
Not Started	<b>DSC-101</b>	Discover Seminar				
Not Started	DSC-201	City As Inq(Tms Studnt Exp)				

- 5) You will be directed to the Course Catalog where you need to click “Add Course to Plan” (Step A). Then select the term you wish to take the course (Step B). Once you have added DSC-101, click the “<Back to My Progress” link (Step C) to add additional courses. For more information on searching for courses in the catalog, please see the “Course Catalog 101” guide.

### Step A and C

Academics > My MU Plan > Course Catalog

Search for Courses and Course Sections

[Back to My Progress](#)

Filter Results

- AVAILABILITY
- SUBJECTS
- LOCATIONS
  - Discover (1)
- TERMS
  - Fall 2017 (1)
- DAYS OF WEEK
  - Monday (1)
  - Tuesday (1)
  - Wednesdav (1)

Filters Applied: None

**DSC-101 Discover Seminar (3 Credits)** [Add Course to Plan](#)

This class is designed to introduce new first-year students to Marymount University and learning in higher education. Each course section features a unique theme, emphasizing active learning, student engagement, and inquiry, which allows students to begin to develop intellectual skills and attitudes that are essential for success in college and for lifelong learning. Through participation in a variety of activities and with the support of their peer mentor, instructors, and classmates, students will improve their understanding of the intellectual, social, and emotional challenges of university life and apply this knowledge to themselves. Liberal Arts Core/University Requirements Designation: DSINQ, (3)

Requisites: None

Offered: FALL

[View Available Sections for DSC-101](#)

### Step B

Course Details

**DSC-101: Discover Seminar**

This class is designed to introduce new first-year students to Marymount University and learning in higher education. Each course section features a unique theme, emphasizing active learning, student engagement, and inquiry, which allows students to begin to develop intellectual skills and attitudes that are essential for success in college and for lifelong learning. Through participation in a variety of activities and with the support of their peer mentor, instructors, and classmates, students will improve their understanding of the intellectual, social, and emotional challenges of university life and apply this knowledge to themselves. Liberal Arts Core/University Requirements Designation: DSINQ, (3)

Credits: 3

Locations Offered: TBD

Requisites: None

**This course is typically offered: FALL**

Term: **Fall 2017**

[Add Course to Plan](#)

- 6) The DSC-101 course will now show as “Planned” under “My Progress”.

Discover Learning

Complete the following item. 0 of 1 Completed. ✔ Fully Planned [Hide Details](#)

A.  
Discover Learning

Take HON-101, DSC-101, or DSC-201.

Complete all of the following items. 0 of 1 Completed. ✔ Fully Planned [Hide Details](#)

✔ Fully Planned 0 of 1 Courses Completed. [Hide Details](#)

Status	Course
<span style="color: green;">✔</span> Planned	<a href="#">DSC-101</a> Discover Seminar

### Adding Courses from a List of Options

- 7) For requirements where no individual courses appear, click on the “Search” button to see courses that will fulfill the specific requirement. For example, the math liberal arts core requirement requires a mathematics course numbered MA-151 or higher. Click the “Search” button to see which courses fulfill this specification.

C.  
Math/Natural Science

Group 1: Take one Mathematics (MT) course numbered MA-151 or higher. Group 2: Take one Natural Science (NS) course with a lab (3+1 credits).

Complete all of the following items. 0 of 3 Completed. [Hide Details](#)

1.  
Mathematics 0 of 1 Courses Completed. [Hide Details](#)

Status	Course	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">🔍 Search</span>	Grade	Term	Credits
<span style="color: red;">!</span> Not Started					

- 8) Select one of the approved math courses to fulfill the math liberal arts core requirement and click “Add Course to Plan” and select the term you wish to take the course in. Please consult the physical catalog or your advisor for any specific math courses required in your major or as prerequisites for other courses.

Search for Courses and Course Sections 🔍 Search for courses...

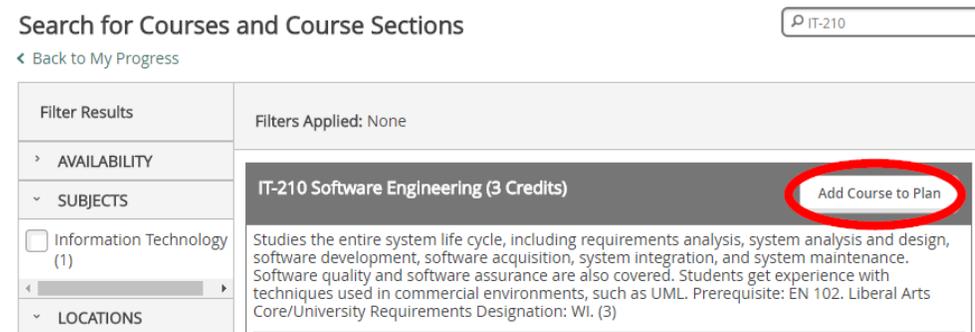
[← Back to My Progress](#)

Filter Results	The following results match requirement: Mathematics
<p>AVAILABILITY</p> <p>SUBJECTS</p> <p>LOCATIONS</p> <p>TERMS</p> <p>DAYS OF WEEK</p> <p>TIME OF DAY</p> <p>INSTRUCTORS</p> <p>ACADEMIC LEVELS</p> <p>COURSE LEVELS</p>	<p>Filters Applied: None</p> <p><b>MA-151 Math Methods for Bus (3 Credits)</b> <span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Add Course to Plan</span></p> <p>This course uses Excel to apply mathematical analyses for data that reflects realistic business scenarios. Students will develop a deep understanding of linear models, including systems of linear equations and systems of linear inequalities. They will also be able to recognize, manipulate, and perform analyses involving polynomial and exponential functions. The course covers introductory probability, expected value, and regression. The mathematical concepts are applied to problems in break-even analysis, optimization, and decision analysis, with an eye to risk and sensitivity in model outcomes. Prerequisite: complete University's Directed Self-Placement process, or a grade of C or better in MA 095. Liberal Arts Core/University Requirements Designation: MT. (3)</p> <p>Requisites: Take MA-095; minimum grade of C - Recommended prior to taking this course, but is not required.</p> <p>Locations: Main Campus, Ballston, Reston</p> <p><a href="#">View Available Sections for MA-151</a></p> <p><b>MA-155 Finite Mathematics (3 Credits)</b> <span style="float: right;">Add Course to Plan</span></p> <p>Introduces common problems that can be modeled and solved using techniques of finite mathematics. Applies concepts from the study of functions, probability, counting techniques, and basic finance to business applications. Prerequisite: complete University's Directed Self-Placement process, or a grade of C or better in MA 095. Liberal Arts Core/University Requirements Designation: MT. (3)</p> <p>Requisites: None</p> <p><b>MA-171 Calculus With Precalculus a (4 Credits)</b> <span style="float: right;">Add Course to Plan</span></p>

- Continue adding courses to your plan using Steps 3-7 depending on whether the requirement is specific or allows for different options. Each requirement should be fully planned to ensure all course requirements are met for graduation.

### Adding General Elective Courses to your Plan

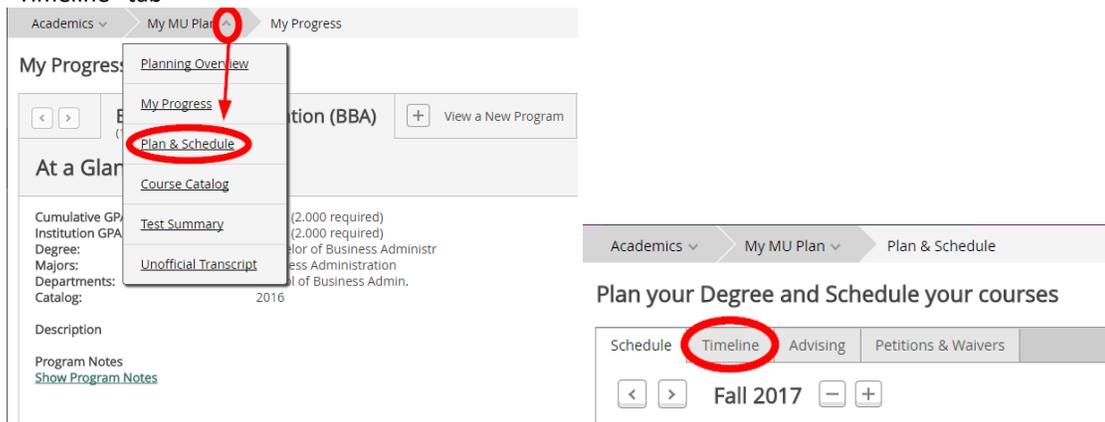
- General Elective courses can be added either using steps 6-7 under the General Elective requirement block, or by searching for specific courses through the course catalog. If you know the specific elective course you wish to take, you can enter it in the search field at the top of “My Progress” and hit enter.



### Submitting your Plan (Timeline) to your Advisor

#### Navigating to your Timeline

- Once you have added courses to your plan from each requirement, go to the “My MU Plan” menu at the top of your screen and select the “Plan and Schedule” option to go to your timeline. Then select the “Timeline” tab



## Reviewing your Plan (Timeline)

- 12) After adding all of your courses to your timeline, you will need to review your timeline to make sure all required requisites are planned in the proper sequence and that each semester has a least 12 credit hours planned if you are a full-time undergraduate student or 9 hours if you are a full-time graduate student (a graduate full-time load in the summer is 6 hours). If you need to move or change courses on your timeline, please refer to the comprehensive guide or the "Timeline 101" guide for instructions on moving courses on your timeline.

Example of a fully planned schedule. (Note: The yellow requisite warnings are for recommended prerequisites. All required requisite warnings should be removed before proceeding with the next step.)

**Undergraduate students** must proceed with [step 13](#) to submit their timeline to their advisor for approval. They are required to submit their timeline each semester before registering for the next fall or spring semester, except for summer courses. Students should consult their advisors about registering for summer courses, in particular internships, before registering.

**Graduate students** may proceed directly with [step 21](#). If you have questions about your timeline or schedule, please follow up with your advisor. Graduate students may submit their timelines for approval, but they should also follow up by email.

**Please note that any registration or financial holds must be cleared before you can register for classes. Please view the [contact information](#) for the Student Accounts, Financial Aid or Registrar's Office at the end of the guide.**

The screenshot displays the 'Plan your Degree and Schedule your courses' interface. At the top, there are navigation tabs for 'Academics', 'My MU Plan', and 'Plan & Schedule'. Below this is a search bar and a 'Plan your Degree and Schedule your courses' title. The main area is divided into four columns representing semesters: Fall 2017, Spring 2018, Fall 2018, and Spring 2019. Each column contains a list of courses with their respective credit hours and prerequisite warnings. A yellow warning box is visible in the Fall 2017 and Spring 2018 columns, indicating a recommended prerequisite. The total planned credits for each semester are shown at the bottom of each column: 18 for Fall 2017, 16 for Spring 2018, 17 for Fall 2018, and 18 for Spring 2019. A purple box highlights the right side of the interface, including the 'Add a Term' button and the right edge of the course lists.

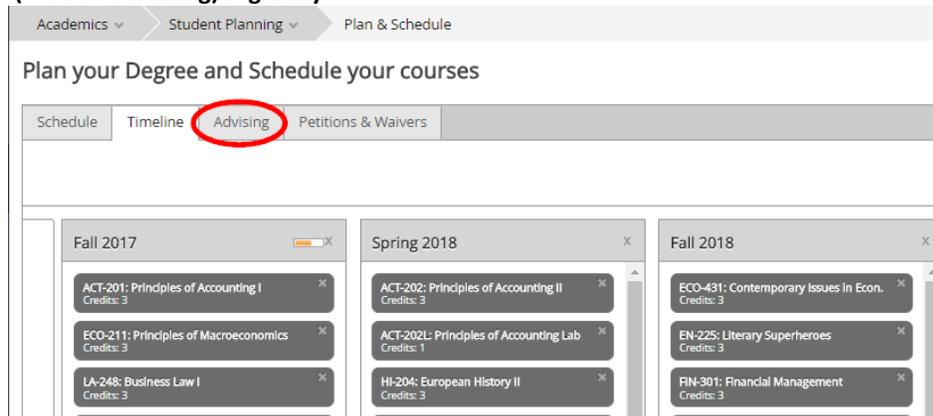
Semester	Courses	Total Credits
Fall 2017	DSC-101-B: Tbd (3), HI-111-A: History of the US since 1877 (3), IT-110-B: IT In the Global Age (3), IT-210-B: Software Engineering (3), MA-151-B: Math Methods for Bus (3)	18
Spring 2018	ACT-201: Principles of Accounting I (3), ECO-210: Principles of Microeconomics (3), GEOL-102: Principles of Geology (3), GEOL-102L: Principles of Geology Lab (1), LA-248: Business Law I (3), MA-132: Statistical Analysis (3)	16
Fall 2018	ACT-202: Principles of Accounting II (3), ACT-202L: Principles of Accounting Lab (1), EN-201: World Literature:ancient World (3), LA-249: Business Law II (3), MGT-223: Sophomore Business Seminar (1), MGT-304: Organizational Management (3), PH-200: Introduction to Philosophy (3)	17
Spring 2019	FIN-301: Financial Management (3), MGT-291: Business Communication (3), MKT-301: Principles of Marketing (3), MSC-337: Operations Management (3), PH-305: Business Ethics (3), PSY-110: Human Growth & Development (3)	18

➤ [Back to Index](#)

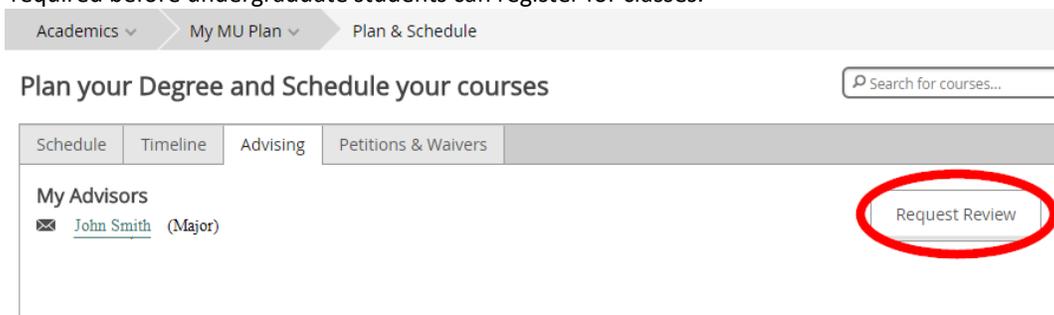
## Submitting your Plan for Approval (Undergraduate Students Only)

- 13) Once you have completely planned your courses in your timeline and ensured that all prerequisites will be met, submit your proposed plan to your advisor for review by selecting the “Advising” tab.

**Note: An automatic email is not sent to you once your plan has been reviewed so you should check “My MU Plan” (Student Planning) regularly.**

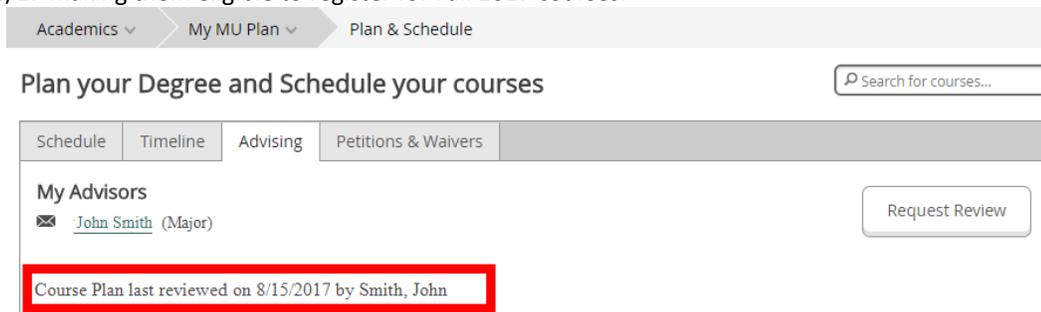


- 14) Under the advising tab you will see your assigned advisor for your current program. On the right you will see a “Request Review” button which will submit your plan to your advisor for review. Advisor approval is required before undergraduate students can register for classes.



## Confirming your Plan has been Approved

- 15) Once your plan has been approved, you will see the following message under the Advising tab: **“Course Plan last reviewed on mm/dd/yyyy by advisor name”**. If the approval date falls between October and January and is after the date you submitted your plan, then you have been approved to register for the following spring semester. If the approval date falls between March and September and is after the date you submitted your plan, then you have been approved to register for the following fall semester. (Summer registration is open from March until the last day to add for each summer term. In the example below, the student submitted their plan for review in early August and their plan was last reviewed on 8/15/17 making them eligible to register for Fall 2017 courses.



- 16) Once you see that your plan has been reviewed, go to the “Schedule” tab and select the term you wish to register for. Use the arrows to toggle between terms (for example, if your schedule still shows Summer 2017, toggle the right arrow to view your planned courses for the Fall 2017 semester).

Academics ▾ My MU Plan ▾ Plan & Schedule

### Plan your Degree and Schedule your courses

Search for courses...

**Schedule** Timeline Advising Petitions & Waivers

< **Summer 2017** +

Filter Sections > Save to iCal Print

Planned: 0 Credits Enrolled: 6 Credits Waitlisted: 0 Credits

## Viewing Your Schedule and Advising Notes

- 17) After your advisor has reviewed your timeline and schedule, you may see one of the following advising notes:
- Approved courses (green thumbs up)
  - Denied courses (red thumbs down) – View advisor notes
  - Protected course (yellow protected sign)

## Approved Courses

- 18) An approved course (green thumbs up) indicates your advisor has approved a specific course. Please note that an advisor does not have to approve each course in order for you to be able to register for all your courses. If your advisor has not marked any courses with a “Denied” or “Protected” status or sent you a note through the advising tab or email, then you may proceed with registering for all of your courses.

Example of an “Approved” course:

DSC-101: Discover Seminar ✕

**Approved**

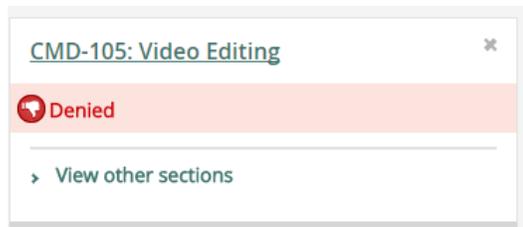
> View other sections

➤ [Back to Index](#)

## Denied Courses – View Advisor Notes

- 19) If your advisor denies a course (red thumbs down), go to the advising tab to see whether your advisor has made any notes regarding the denied course, or check your Marymount email. If you do not see any indication for the course denial, then contact your advisor to clarify why a course was denied. (You may continue with registering for your other courses in the meantime to ensure you get a seat in a class)

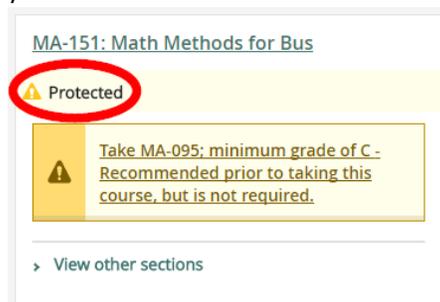
In the example below, the advisor has denied CMD-105. Under the Advising notes, the advisor has left the following message: “CMD-105 has been denied because it is not required for the major and it exceeds the 18 credit hour limit for the fall semester.”



## Protected Courses – View Advisor Notes

- 20) Your advisor may also choose to protect a course in a given semester. This indicates that you should take this course in the specific semester as it may be a required requisite for future courses. If you have any questions about why a course is protected, then you should reach out to them for clarification.

You will also no longer be able to move a protected course to another term on your timeline without your advisor removing the protection. If you choose to not register for the course, then it is your responsibility if you cannot register for a future course that has the earlier course as a prerequisite, or you must adjust your future schedule and take courses beyond your original graduation date.



## Adding Sections to Your Schedule and Registration

### Selecting Course Sections

- 21) Graduate students and undergraduate students whose plan has been approved by their advisor may begin selecting the sections for each of the courses they wish to take. For each course, click on the “View Other Sections” link. Each section offered for a specific course will appear on the calendar grid so that you can see how each section will fit your schedule.

**Note: Pay close attention to the location of each section to ensure you have enough time in between classes to travel between campuses (Main Campus, Ballston Campus or Reston Campus).**

Plan your Degree and Schedule your courses Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017

Filter Sections | Save to iCal | Print | Planned: 19 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

**DSC-101: Discover Seminar**  
Approved  
View other sections  
1 of 4

DSC-101-B: Tbd  
Seats Available: 20  
Instructor: Spafford, J  
Time: TF 11:45 AM - 1:00 PM  
Dates: 8/28/2017 - 12/16/2017  
Location: Ballston 4040 511 (SEMINAR)

DSC-101-C: TBD  
Seats Available: 16  
Instructor: Felder, R  
Time: TF 12:30 PM - 1:45 PM

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am					DSC-101-G		
11am			DSC-101-G			DSC-101-G	
12pm			DSC-101-G			DSC-101-G	
1pm			DSC-101-G			DSC-101-G	
2pm						DSC-101-G	
3pm							
4pm							
5pm							

- 22) Select the section you wish to take and then click the “Add Section” button on the pop up screen to add to your schedule. (Please note you are not yet registered for the course).

**DSC-101: Discover Seminar**  
Approved  
View other sections  
1 of 4

**DSC-101-B: Tbd**  
Seats Available: 20  
Instructor: Spafford, J  
Time: TF 11:45 AM - 1:00 PM  
Dates: 8/28/2017 - 12/16/2017  
Location: Ballston 4040 511 (SEMINAR)

**Section Details**  
DSC-101-B: Tbd  
Fall 2017

Instructors: Spafford, J (jennifer.spafford@marymount.edu)

Meeting Information: Tu, F 11:45 AM 1:00 PM  
8/28/2017 - 12/16/2017  
Ballston, 4040 511 (SEMINAR)

Dates: 8/28/2017 - 12/16/2017

Seats Available: 20 of 20 Total

Credits: 3

Grading: Graded

Requisites: None

Course Description: This class is designed to introduce new first-year students to Marymount University and learning in higher education. Each course section features a unique theme, emphasizing active learning, student engagement, and inquiry, which allows students to begin to develop intellectual skills and attitudes that are essential for success in college and for lifelong learning. Through participation in a variety of activities and with the support of their peer mentor, instructors, and classmates, students will improve their understanding of the intellectual, social, and emotional challenges of university life and apply this knowledge to themselves. Liberal Arts Core/University Requirements Designation: DSINQ. (3)

Books: [Bookstore Information](#)

Close | Add Section

➤ [Back to Index](#)

- 23) The course will now show as planned in the left hand column and on your schedule. Continue adding sections for your other courses following steps 21 and 22 until each course has a section planned for the semester.

Please note that online courses which do not have a regularly scheduled time will appear at the bottom of your schedule under “Sections with no meeting time”

### Resolving Course Conflicts/Removing a Scheduled Section

- 24) If two sections are scheduled at the same time they will appear next to each other in the same column (day of the week) with a red border. In order to successfully register for classes you will need to choose a different section for one of the conflicting courses.

In this example HI-111-A and IT-110-A conflict so one of the sections will need to be changed.

- 25) To move a conflicting course or to change sections, click on the “x” for the course you wish to remove. Once the course has been removed, then you can click “View Other Sections” for the removed course to select a different section.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am							

### Submitting your Schedule for Registration

- 26) Once you have selected a section for each course, click the “Agree to the Terms and Conditions & Promise to Pay and Register Now” button to register for classes. The “Terms and Conditions” are above the schedule.

Academics > My MU Plan > Plan & Schedule

REGISTRATION TERMS AND CONDITIONS & PROMISE TO PAY

I understand that when I register for any class at Marymount University or receive any service from Marymount University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which Marymount University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <https://www.marymount.edu/Admissions/Student-Accounts/Bill-Payment/Refund-Policy>

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Spring 2019

Remove Planned Courses

**Agree to Terms and Conditions & Promise to Pay and Register Now**

Planned: 12 Credits | Enrolled: 0 Credits | Waitlisted: 0 Credits

IT-110-A: IT in the Global Age

Planned

Credits: 3  
Grading: Graded  
Instructor: TBD  
1/14/2019 to 5/11/2019  
SEATS Available: 22

Meeting Information

Agree to Terms and Conditions and Promise to Pay and Reg

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							

## Registration Confirmation

- 27) Once you are successfully registered, each class will show as “Approved” and “Registered, but not started”. The courses will also show in green under your schedule.

Plan your Degree and Schedule your courses

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017

Filter Sections > Save to iCal Print Planned: 1 Credits Enrolled: 18 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			Hi-111-A			Hi-111-A	
9am							
10am			MGT-123-A			MGT-123-A	
11am							
12pm		MA-151-B	DSC-101-B		MA-151-B	DSC-101-B	
1pm			IT-210-B			IT-210-B	
2pm							
3pm							
4pm							
5pm			IT-110-B			IT-110-B	
6pm							
7pm							

**DSC-101-B: TBD**  
Approved  
Registered, but not started  
Credits: 3  
Grading: Graded  
Instructor: Spafford, J  
8/28/2017 to 12/16/2017  
Meeting Information  
Drop  
View other sections

**HI-111-A: History of the US since 1877**  
Registered, but not started  
Credits: 3  
Grading: Graded  
Instructor: TBD  
8/28/2017 to 12/16/2017  
Meeting Information

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## Payment Required Warning

- 28) After registering you may see a payment warning pop-up. You should confirm with Student Accounts when payments must be made. Payments may not be due right away during early preregistration periods where you can register for the following semester, but you will need to make payment arrangements prior to classes beginning.

For information about contacting the offices of Financial Aid or Student Accounts, please see Contact Information at the end of this guide.

Jane Sign out Help 1

**!** A payment is required to complete registration.

Search

## Changing or Dropping a Course Section after Registration

### Changing a Course Section after Registration (Prior to the Beginning of the Semester)

- 29) To change sections before the semester starts for an already registered course (for example, HI-111-A to HI-111-B), click the “View other sections” link under the course you wish to change and select the other section you wish to add instead (HI-111-B). The new section will now show as planned. Then click the “Drop” button for the section you wish to drop (HI-111-A). In the pop up you can now select which section you wish to drop and which section you wish to add instead and click update.

(Note: This only works when you are adding and dropping sections of the same class. To completely drop a section without adding another or to drop a course in order to add a different course, go to the “Completely Dropping a Course” step below).

The screenshot displays a course registration interface. On the left, two course sections are listed:

- HI-111-A: History of the US since 1877**  
Registered, but not started  
Credits: 3  
Grading: Graded  
Instructor: TBD  
8/28/2017 to 12/16/2017  
Meeting Information  
**Drop** (button circled in red)  
View other sections (link circled in red)
- HI-111-B: History of the US since 1877**  
Planned (status circled in red)  
Credits: 3  
Grading: Graded  
Instructor: TBD  
8/28/2017 to 12/16/2017  
Seats Available: 35  
Meeting Information

On the right, a pop-up window titled "Register and Drop Sections" is shown. It contains the following information:

- You have elected to drop: HI-111-A (3 Credits)
- Select sections to drop:
  - DSC-101-B (3 Credits)
  - HI-111-A (3 Credits) (checkbox circled in red)
  - IT-110-B (3 Credits)
  - IT-210-B (3 Credits)
  - MA-151-B (3 Credits)
  - MGT-123-A (3 Credits)
- Select sections to add:
  - HI-111-B (3 Credits) (checkbox circled in red)
- Buttons: Cancel and Update (Update button circled in red)

Red arrows indicate the flow: from the "Drop" button in the HI-111-A section to the "Drop" checkbox in the pop-up, and from the "View other sections" link to the "Add" checkbox in the pop-up.

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- 30) Once you have added the new section (HI-111-B), the old section (HI-111-A) will show as planned. To remove the old section completely, click the “x” next to the old course section. Then confirm the removal in the pop up.

The screenshot shows a course schedule grid. On the left, a course card for 'HI-111-A: History of the US since 1877' is shown with a red circle around an 'x' icon. Below it, a card for 'HI-111-B: History of the US since 1877' is shown as 'Registered, but not started'. The grid shows sections for HI-111-B and HI-111-A at 8am and 9am, and other sections at 10am, 11am, 12pm, 1pm, 2pm, 3pm, 4pm, 5pm, and 6pm. A 'Confirm Remove Course' dialog box is overlaid, asking 'Are you sure you want to remove the following item from Fall 2017?' with 'HI-111: History of the US since 1877' listed. The 'Remove' button is circled in red.

### Completely Dropping a Course after Registration (Prior to the Beginning of the Semester)

- 31) Should you need to completely drop a registered course before the semester starts, simply hit the “Drop” button for the course you wish to drop, then confirm in the pop up screen by clicking “Update”.

The screenshot shows a course card for 'IT-210-B: Software Engineering' with a red circle around the 'Drop' button. A 'Register and Drop Sections' dialog box is overlaid, showing 'You have elected to drop: IT-210-B (3 Credits)'. Below, a list of sections is shown with checkboxes: DSC-101-B (3 Credits), HI-111-B (3 Credits), IT-110-B (3 Credits), IT-210-B (3 Credits) (checked), MA-151-B (3 Credits), and MGT-123-A (3 Credits). The 'Update' button is circled in red.

- 32) The course will now show up as planned on your schedule. To completely remove the course from your plan, click the “x” next to the course name, and confirm the removal in the pop up screen. (See step 30 above for a visual example)

### Adding Additional Courses after Dropping a Course (After Initial Registration)

- 33) To add other courses to your schedule you will need to add them through “My Progress” and submit them to your advisor for approval.

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## Contact Information

For questions related to tuition and payment, please contact:

Office of Student Accounts:      Website: <https://www.marymount.edu/Admissions/Student-Accounts>  
Location: Rowley Hall 1011  
Phone: 703-284-1490

For questions related to financial aid, please contact:

Office of Financial Aid:      Website: <https://www.marymount.edu/Admissions/Financial-Aid>  
Location: Rowley Hall 1008  
Phone: 703-284-1530

For questions related to academics, such as, course schedules, academic requirements, registering for classes, course substitutions, taking courses at another institution etc., please contact your advisor.

Arts & Sciences:      <https://www.marymount.edu/Academics/School-of-Arts-Sciences>

Business Administration: <https://www.marymount.edu/Academics/School-of-Business-Administration>

Education:      <https://www.marymount.edu/Academics/School-of-Education-Human-Services>

Health Professions:      <https://www.marymount.edu/Academics/Malek-School-of-Health-Professions>