

A Guide to Successfully Navigating
“My MU Plan”: Student Planning, Degree
Audits & Registration



Revised: October 2018

Office of the Registrar

Marymount University

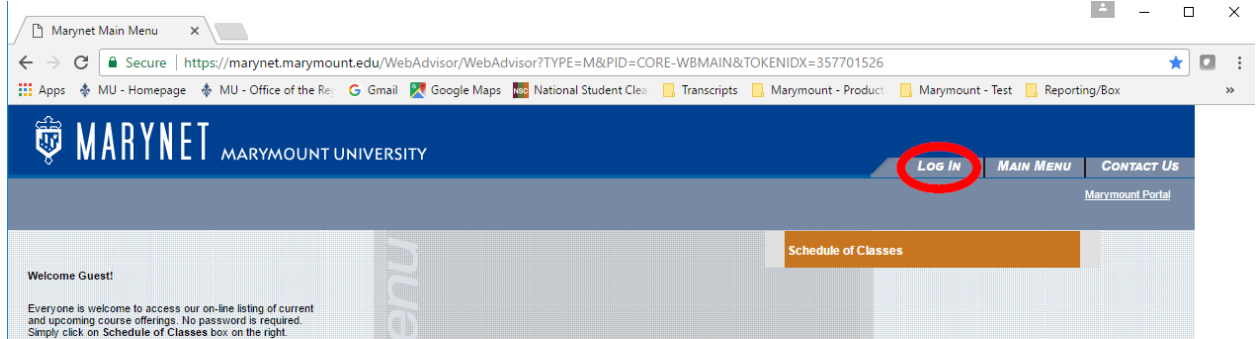
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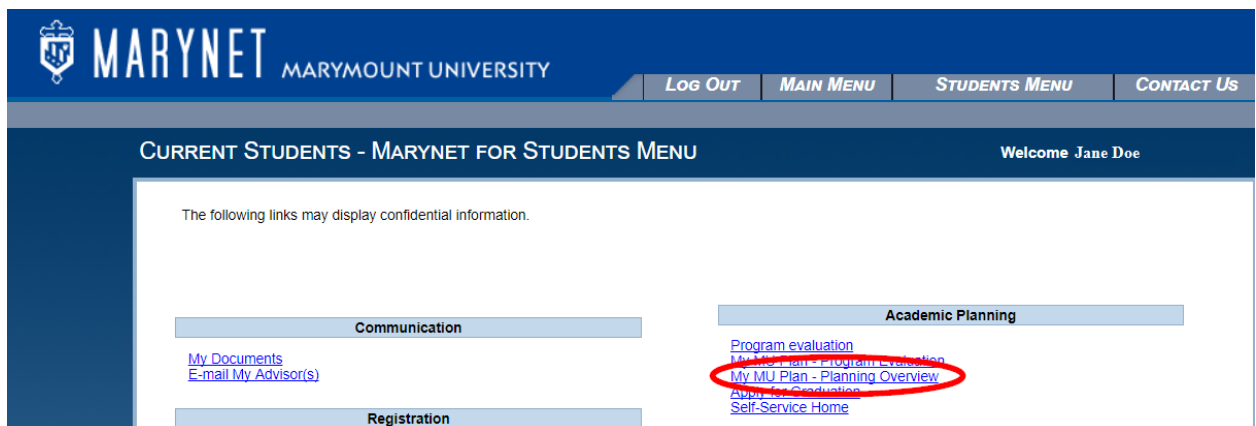
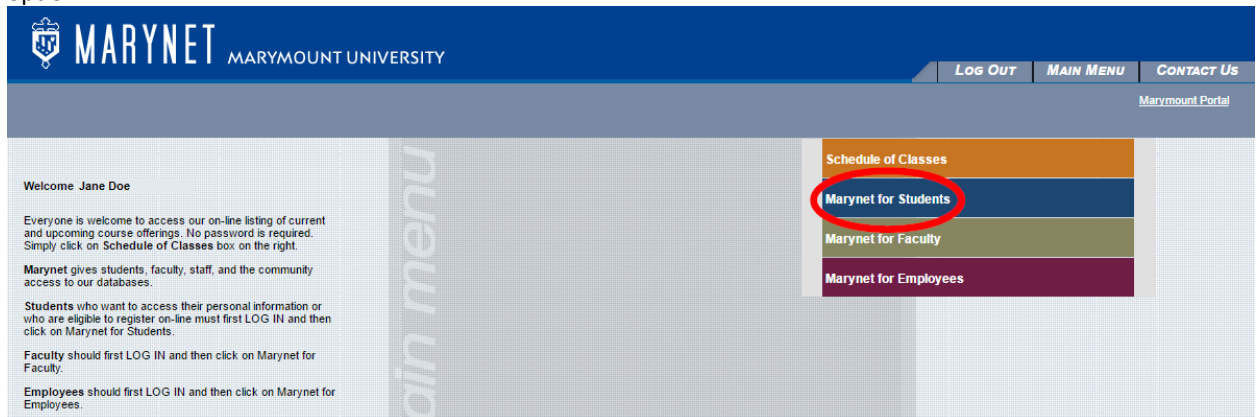
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How to Access My MU Plan & Your Degree Audit

- 1) To access your degree audit and the My MU Plan tools, go to <https://marynet.marymount.edu> and login to your account.

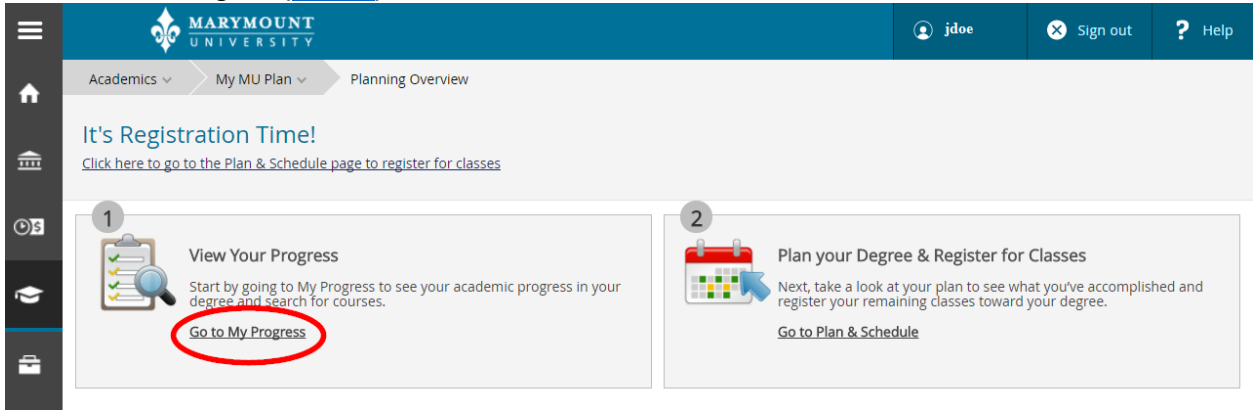


- 2) Select the **Marynet for Students** menu, then the click the link for the **My MU Plan – Planning Overview** option.

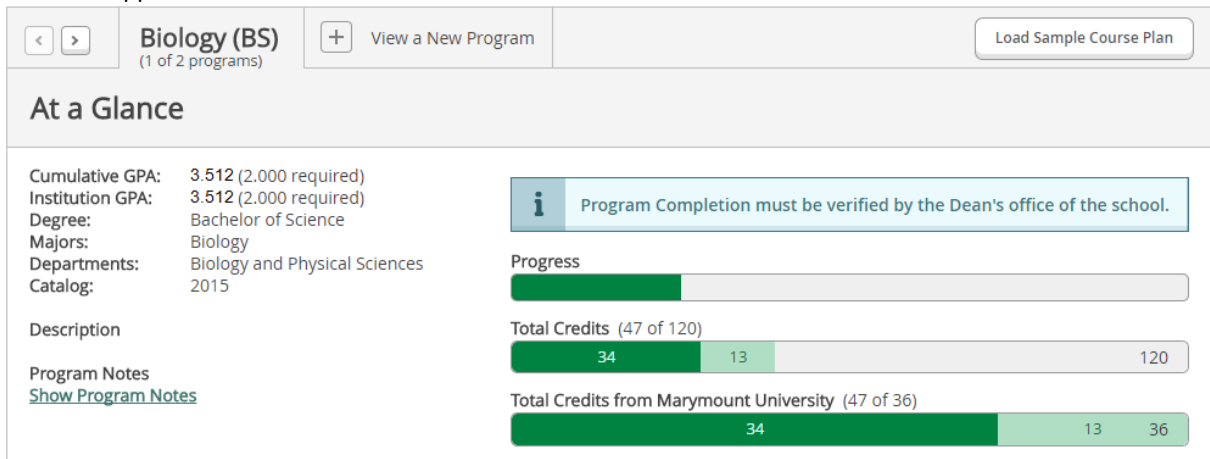


- 3) A new tab will open up to the My MU Plan function. Once the page loads, click on “Go to My Progress” (This is your Degree Audit).

Note: When using My MU Plan, please avoid using the back arrows in the internet browser as this may not save your previous changes. When moving from one function to the next, please select the function from the corresponding menu. Some functions will have a designated “< Back to...” option that lets you go back to a previous screen. An example of a screen with a “< Back to...” option will be shown later in this guide (Step 18)



- 4) My MU Plan will then default to your current program and the “At a Glance” screen where your degree audit will appear.



The next section of the guide will show you how to read your degree audit.

How to Read Your Degree Audit At a Glance (Introduction)

This section covers the color coding and statuses that you will see on your degree audit. This will aid you in determining whether you will meet/have met the total required number of credits needed for degree completion, the total credits required at Marymount, and whether all degree requirements will be/have been met.

At a Glance

- 5) On the left side of the “**At a Glance**” screen you will see your cumulative GPA, major and catalog year. On the right you will see three bars that indicate your overall progress through your current program, your progress towards the required number of credits for graduation, and your progress towards the residency requirement at Marymount. A quick summary of each progress bar, as well as a quick overview of each color you will see in the bars, is listed below. The following example will be used as a guide for each explanation:

The screenshot shows the 'At a Glance' interface for a Biology (BS) program. On the left, program details are listed: Cumulative GPA: 3.512 (2.000 required), Institution GPA: 3.512 (2.000 required), Degree: Bachelor of Science, Majors: Biology, Departments: Biology and Physical Sciences, and Catalog: 2015. On the right, there are three progress bars. The first bar is a solid dark green bar. The second bar, labeled 'Total Credits (47 of 120)', is divided into dark green (34) and light green (13) segments. The third bar, labeled 'Total Credits from Marymount University (47 of 36)', is divided into dark green (34) and light green (13) segments. A notification box at the top right states: 'Program Completion must be verified by the Dean's office of the school.' A 'Load Sample Course Plan' button is visible in the top right corner.

Note: The load sample course plan feature seen above will be available in the future as additional My MU Plan functions are rolled out and will not be covered at this time in this guide.

Reading the Color Codes in Each Progress Bar

- 6) The first color in the progress bars is dark green which indicates the total credits earned from completed courses. The second color is light green, which indicates the credits of any anticipated courses (courses currently in progress or registered for in a future term). The third color is yellow (not pictured above), which will appear as courses are added to the plan. This will indicate which courses are planned for future terms. More information about planned courses can be found in steps [19](#) and [26](#).

The “Progress” Bar

- 7) The “Progress” bar shows your progress towards completing each of the following “overall” degree requirements needed: Discover Learning, University Requirements, Liberal Arts Core, Major Requirements, Specializations/Concentrations and Minors. (The requirements that appear on your degree audit may vary depending on your degree program. Please consult your specific catalog based on your semester of matriculation (ex. 2015), and your advisor, if you have any questions concerning the requirements for your program).

Please note that this bar does not update for each individual requirement that you complete. It is important that you are following the individual requirements outlined in your degree audit to ensure degree completion.

The “Total Credits” Bar

- 8) As mentioned above, the “Total Credits” bar indicates the progress towards the total number of required credits needed for degree completion. In our example, a student has completed 34 credits (dark green) and is registered for an additional 13 credits (light green) for a total of 47 credits. Therefore, they will need to plan an additional 73 credits to meet the total number of required credits needed for degree completion. As courses are planned (yellow) the number of total credits will increase. However, when verifying whether you have met the total required credits, you should rely on the number of credits shown in dark and light green as these indicate completed and registered credits.

Please note that while you may have completed more than the required credits in the “Total Credits” bar, you may still need to complete certain core or major requirements. This summary is meant to be a helpful guide, but it is not a definitive indication of whether you are ready for program completion.

The “Total Credits from Marymount University” Bar

- 9) The “Total Credits from Marymount University” bar shows the number of completed institutional credits (credits taken at Marymount) that are required to meet the residency requirement (minimum Marymount credits needed for a degree from Marymount). In our example a student must complete a minimum of 36 credits at Marymount to receive a Marymount degree. At present, they have currently completed 34 credits (dark green) towards the residency requirement. An additional 13 credits (light green) are currently in progress and registered for. After completing a minimum of 2 credits from their future registration the student will have met the residency requirement.

Note: The bar will still show courses in light green (in progress courses) even after the residency rule has been met. As long as the number listed in dark green (completed courses at Marymount) equals or exceeds the total number of residency credits required, then you will meet the residency requirement. In this example, the student has completed and is registered for 47 credits so they will meet the residency requirement because their degree only requires a minimum of 36 Marymount credits.

We will now cover the statuses seen throughout your degree audit and how to read your degree audit to determine for which courses you need to register for.

Degree Audit Statuses

As you review the degree audit to schedule and register for courses, you will see four different statuses throughout the plan.

First Status: Completed Courses

- 10) The “Completed Courses” status (green) indicates that a requirement has been fully met, showing 100% of requirements completed with a checked circle (ex. 1 of 1 completed). As a requirement is fully completed it will appear in a condensed format. The actual courses taken will appear under “Show Details”.

Discover Learning

Complete the following item. 1 of 1 Completed [Show Details](#)

Uncondensed view (Show Details):

Discover Learning

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

A.
Discover Learning

Take DSC-101 First-Year Seminar or DSC-210 Discover Transfer.

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

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

Status	Course	Search	Grade	Term	Credits
Completed	DSC-101	Zombies and Popular Culture	B	15/FA	3
Fulfilled	DSC-201	City As Inqu(Trns Studnt Exp)			

Second & Third Statuses: Courses Not Started & Registered Courses

- 11) The “Courses Not Started” status appears in red indicating that a requirement needs to be planned and eventually registered for. Be sure to read the description under each requirement to see which courses are required and be sure to check the total number of groups required in this requirement. Please keep in mind that some programs may have multiple groups in a requirement but only one group is required.

In the example below, both groups must be completed to fulfill the Writing Intensive requirement (see the “0 of 2 completed” under the description).

Note that the requirement in “Group 1” of the Writing Intensive requirement has not yet been started (“0 of 1 courses complete”). For more information about how to select courses to meet specific requirements when courses do not appear under the requirement, see step [13](#).

In “Group 2” of our example, the “Registered Courses” status appears in yellow and shows courses that are registered or planned for a future term. In this example, this student has not yet completed the two courses required in “Group 2”, however, the “Group 2” requirement is “Fully planned” (Fully Registered) and no further courses are required if this student remains in both courses through the 17/FA term. At the beginning of the fall term the status will change to “In Progress” and upon successful completion of the courses, it will read “Complete”. Please note that some courses have minimum grades required. A requirement might show that both courses have been taken, but still reads 1 of 2 courses complete. This may indicate a minimum grade has not been met. Please consult the catalog, your advisor or your Associate Dean if you have any questions regarding a minimum grade requirement.

B.
Writing Intensive

Complete both groups to fulfill the 3 required WI courses.

Group 1: Take 1 course from the (WI) Writing Intensive designation. Group 2: Take BIO-300 and BIO-368.
Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1.
Complete 1 course. Courses must be from rule(s): RG.DAWI. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Not Started				

2.
Take courses BIO-300, BIO-368. **Fully Planned 0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Registered	BIO-300 Writing for Science		17/FA	3
Registered	BIO-368 Adv Laboratory Research Methods		17/FA	3

Fourth Status: In Progress

- 12) The "In Progress" status also appears in green with a half circle. This status shows courses that are being taken in the current term.

Biology Major Requirements

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

A
Major Requirements
Complete both groups-

Group 1: Take BIO-151, BIO-152, BIO-260, BIO-262, BIO-300, BIO-410, CHM-151, CHM-152, CHM-221, CHM-222, PHYS-271, and PHYS-272. **Each course must have a 1 credits lab with it to complete requirement.**

Group 2: Take BIO-400.
Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1.
Major Requirements **6 of 22 Courses Completed.** [Hide Details](#)

Status	Course	<input type="text" value="Search"/>	Grade	Term	Credits
Completed	BIO-151L	Gen. Biol I for Majors - Lab	A-	15/FA	1
Completed	BIO-151	General Biology I for Majors	A-	15/FA	3
Completed	BIO-152L	Gen. Biology for Majors- Lab	B-	16/SP	1
Completed	CHM-151	Principles of Chemistry I	B+	16/FA	3
Completed	CHM-151L	Principles of Chemistry I-Lab	B-	16/FA	1
Completed	BIO-152	General Biology II for Majors	B	16/FA	3
In-Progress	BIO-260	Microbiology		17/SP	3
In-Progress	BIO-260L	Microbiology-Lab		17/SP	1

The next section will cover how to schedule courses for future terms.

Adding Courses to Your Timeline – Scheduling Courses for Each Term

Searching for Courses to Meet a Requirement

- 13) Once you have familiarized yourself with the requirements that are still needed, go to a requirement to begin adding courses to your plan (Timeline). Requirements may either have a list of specified courses required (such as major requirements) or a list of choices (such as select Liberal Arts Core requirements).

In Example #1, the “Writing Intensive” requirement, you must choose one writing intensive course to fulfill group 1 this requirement. Group 2 requires you to take BIO-300 and BIO-368 (not shown). You must complete both groups to fulfill the entire “Writing Intensive” requirement.

In Example #2, the “Mathematics” requirement, a student must 1 of the 2 groups (see “0 of 1 Completed” under the requirement description). Group 1 requires MAT-181 (see 0 of 1 Courses Completed) to fulfill the requirement. Group 2 requires MA-171 and MA-172 (see 0 of 2 Courses Completed) in order to fulfill the Math requirement.

To choose a course that meets the specific requirement, hit the Search button.

Example #1:

B.
Writing Intensive

Complete both groups to fulfill the 3 required WI courses.

Group 1: Take 1 course from the (WI) Writing Intensive designation. Group 2: Take BIO-300 and BIO-368.
Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1.
Complete 1 course. Courses must be from rule(s): RG.DAWL. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<input type="button" value="Search"/>	Grade	Term	Credits
Not Started					

Example #2:

C.
Math

Take MA-181 or take MA-171 and MA-172.
Complete 1 of the following 2 items. **0 of 1 Completed.** [Hide Details](#) **Note: Only one of the two groups is required.**

1.
Take course MA-181. **0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	<input type="button" value="Search"/>	Grade	Term	Credits
Not Started	MA-181 Calculus				

2.
Take courses MA-171, MA-172. **0 of 2 Courses Completed.** [Hide Details](#)

Status	Course	<input type="button" value="Search"/>	Grade	Term	Credits
Not Started	MA-171 Calculus With Precalculus a				
Not Started	MA-172 Calculus With Precalculus B				

- 14) Once you press “Search”, you will see the catalog entries for any course that meets the specific requirement. For example, a list of approved Writing Intensive courses will appear and you may select one of the courses to add to your plan. Filters are provided on the left hand side to aid in searching for specific subjects, schedules, locations and days.

Academics ▾ Student Planning ▾ Course Catalog

Search for Courses and Course Sections

[← Back to Course Catalog](#)

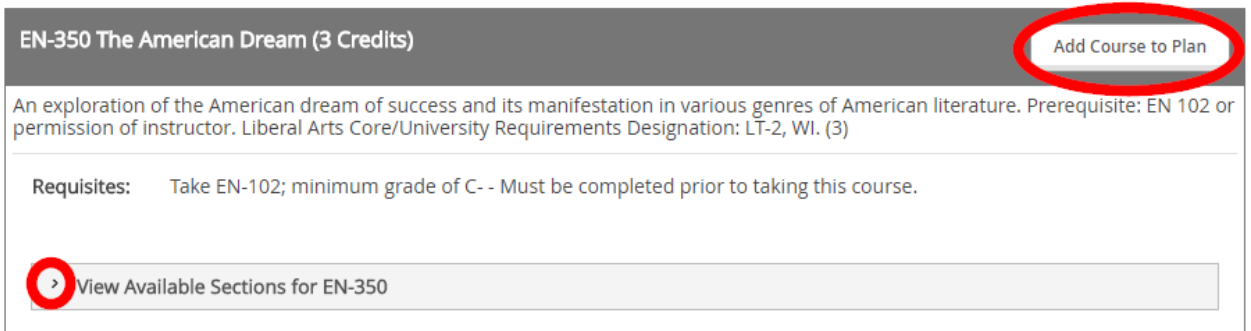
Filter Results	Filters Applied: None
<ul style="list-style-type: none"> > AVAILABILITY ▾ SUBJECTS <input type="checkbox"/> English (1) > LOCATIONS > TERMS ▾ DAYS OF WEEK <ul style="list-style-type: none"> <input type="checkbox"/> Monday (1) <input type="checkbox"/> Tuesday (1) <input type="checkbox"/> Wednesday (1) <input type="checkbox"/> Thursday (1) <input type="checkbox"/> Friday (1) 	<div style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> EN-350 The American Dream (3 Credits) Add Course to Plan </div> <p>An exploration of the American dream of success and its manifestation in various genres of American literature. Prerequisite: EN 102 or permission of instructor. Liberal Arts Core/University Requirements Designation: LT-2, WI. (3)</p> <p>Requisites: Take EN-102; minimum grade of C- - Must be completed prior to taking this course.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px; text-align: center;"> > View Available Sections for EN-350 </div>

<< < 1 > >>

Adding a Course to Your Plan for a Specific Term

- 15) To add a selected course to your plan (Timeline), click the “Add Course to Plan” button. In the pop-up, select the future term in which you hope to complete the course. If sections are already available to view for the term, you can also click the drop down arrow by “View available sections” to see specific course times for the term. To add a specific section, press the “Add Section to Schedule” button to add the course to your upcoming schedule.

(Note: When you add a course to your plan, you are not yet registered for the course. You are just planning out your individual course sections for the next term to see how they fit your schedule).

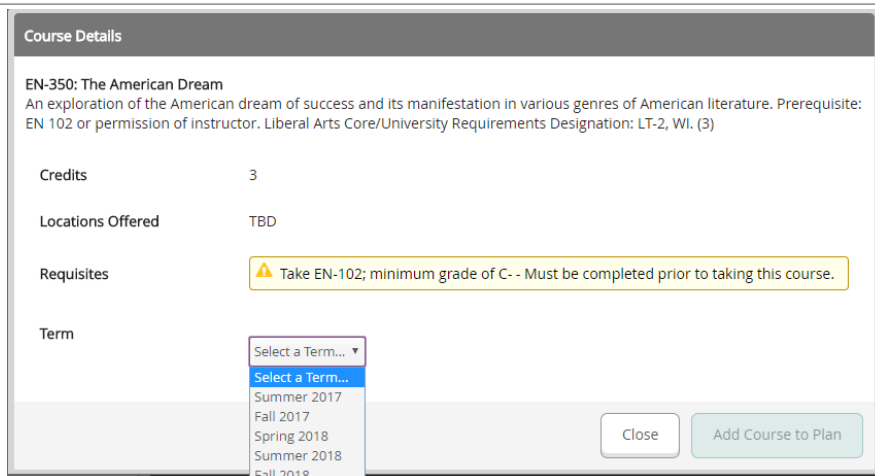


EN-350 The American Dream (3 Credits) Add Course to Plan

An exploration of the American dream of success and its manifestation in various genres of American literature. Prerequisite: EN 102 or permission of instructor. Liberal Arts Core/University Requirements Designation: LT-2, WI. (3)

Requisites: Take EN-102; minimum grade of C - - Must be completed prior to taking this course.

▶ View Available Sections for EN-350



Course Details

EN-350: The American Dream
An exploration of the American dream of success and its manifestation in various genres of American literature. Prerequisite: EN 102 or permission of instructor. Liberal Arts Core/University Requirements Designation: LT-2, WI. (3)

Credits: 3

Locations Offered: TBD

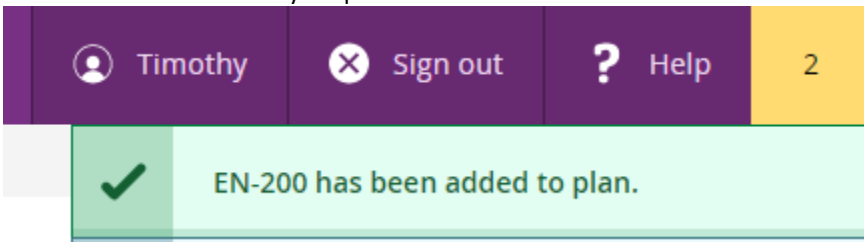
Requisites: ⚠ Take EN-102; minimum grade of C - - Must be completed prior to taking this course.

Term: Select a Term... ▼

- Select a Term...
- Summer 2017
- Fall 2017
- Spring 2018
- Summer 2018
- Fall 2018

Close Add Course to Plan

- 16) Successfully added courses will briefly appear in the right hand corner of the webpage to confirm the course has been added to your plan.



Timothy ✕ Sign out ? Help 2

✓ EN-200 has been added to plan.

- 17) As you add courses to your plan, please be aware of any courses not offered in each semester. For example, CHM-152 is only offered in the spring semester. My MU Plan will allow you to add the course to a fall semester on your plan. However, there is no guarantee that the course will be offered in that term.

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

[Back To Course Catalog](#)

Filter Results	Filters Applied: None
<ul style="list-style-type: none"> > AVAILABILITY > SUBJECTS <input type="checkbox"/> Chemistry (1) > LOCATIONS <input type="checkbox"/> Main Campus (1) > TERMS <input type="checkbox"/> Summer 2017 (1) > DAYS OF WEEK <input type="checkbox"/> Tuesday (1) <input type="checkbox"/> Thursday (1) > TIME OF DAY 	<p>CHM-152 Principles of Chemistry II (3 Credits)</p> <p>This course is part of the chemistry sequence for Biology majors. The course covers intermolecular interactions, structure of crystals, properties of solution, kinetics, equilibrium, acid-base chemistry, precipitation equilibrium, thermodynamics, and electrochemistry. Prerequisite: CHM 151. Liberal Arts Core/University Requirements Designation: NS. (3)</p> <p>Requisites: Take CHM-151 - Must be completed prior to taking this course.</p> <p>Locations: Main Campus</p> <p>Offered: SPRING, ALL YEARS</p> <p>> View Available Sections for CHM-152</p>

If you need to take summer courses, please consult the department chair or school to see which courses may be offered during the summer (if the courses are not already listed).

Adding Additional Courses to My Plan (Timeline)

How to Return to “My Progress” (Degree Audit)

- 18) To add additional courses in other requirements, click on “Back to My Progress” and search for courses in the next requirement. (Note: You will now notice that a yellow bar appears under the total credits bar indicating courses have been planned in future terms.)

As noted at the beginning of the guide, here is an example of a “Back to...” option under the “Search for Courses” screen. Please avoid using the back arrows in the internet browser as this may not save previously added courses or changes.

Academics > My MU Plan > Schedule of Classes

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

[Back to My Progress](#)

Filter Results	The following results match requirement: Take 3 courses from the Writing Intensive (WI) designation. Writing Intensive
<ul style="list-style-type: none"> > AVAILABILITY > SUBJECTS <input type="checkbox"/> English (16) <input type="checkbox"/> Philosophy (10) <input type="checkbox"/> Politics (8) <input type="checkbox"/> History (6) <input type="checkbox"/> Interior Design (6) 	<p>Filters Applied: None</p> <p>EN-200 Elements of Literary Study (3 Credits) Add Course to Plan</p> <p>An introduction to the essential elements of literary analysis in poetry and prose. Cultivates an awareness of literary study as a discipline and the conventions of literary research and writing. Develops and refines skills of close critical reading and logical argumentation. Open to English majors and minors only. English majors must earn a grade of C or better. Prerequisite: EN 102 or permission of department chair. Liberal Arts Core/University Requirements Designation: DSINQ, WI. (3)</p>

Confirming a Requirement is Fully Planned

19) In our example, EN-200 is now planned and will fulfill the Writing Intensive course requirement.

At a Glance

Cumulative GPA: 3.512 (2.000 required)
 Institution GPA: 3.512 (2.000 required)
 Degree: Bachelor of Science
 Majors: Biology
 Departments: Biology and Physical Sciences
 Catalog: 2015

Description

Program Notes
[Show Program Notes](#)

Program Completion must be verified by the Dean's office of the school.

Progress

Total Credits (50 of 120)
 34 13 3 120

Total Credits from Marymount University (50 of 36)
 34 13 36

B. Writing Intensive

Complete both groups to fulfill the 3 required WI courses.

Group 1: Take 1 course from the (WI) Writing Intensive designation. Group 2: Take BIO-300 and BIO-368.
 Complete all of the following items. **0 of 2 Completed.** [Hide Details](#)

1.
 Complete 1 course. Courses must be from rule(s): RG.DAWL. **Fully Planned 0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Planned	EN-200 Elements of Literary Study		18/SP	3

20) Please note that for requirement groups where only one course is required out of several options, each possible course for the requirement will show until one course is completed. In this example, a student has planned a PH-E and a TRS-2 course (PH-301 and TRS-380) so they do not need to plan further courses even though other courses say "Not Started". Also note that both the individual group requirements say that they are fully planned and the entire requirement (G. Adv. Phil/Rel/Theo) is fully planned.

G. Adv Phil/Rel/Theo
 Complete both groups-

Group 1: Take one course from Philosophy designated (PH-E) or one course from religious studies in (TRS-E) designation. Group 2: Take one Advanced Philosophy or one Advanced Religious course (PH-2 or TRS-2).
 Complete all of the following items. **0 of 2 Completed** **Fully Planned** [Hide Details](#)

1.
 Complete 1 course. Choose from the courses PH-301, PH-303, PH-305, PH-307, PH-309, TRS-351, TRS-352, TRS-353. **Fully Planned 0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Planned	PH-301 Social and Political Philosoph		18/SP	3
Not Started	PH-303 Animals, the Environment Ethic			
Not Started	PH-305 Business Ethics			
Not Started	PH-307 Philosophy of Law			
Not Started	PH-309 Ethical Theory			
Not Started	TRS-351 Foundations Christian Morality			
Not Started	TRS-352 Catholic Medical Morality			
Not Started	TRS-353 Catholic Social Morality			

2.
 Complete 1 course. Choose from the courses PH-306, PH-315, PH-325, PH-326, PH-327, PH-328, PH-345, PH-350, PH-355, PH-360, PH-370, TRS-201, TRS-202, TRS-251, TRS-260, TRS-261, TRS-270, TRS-271, TRS-272, TRS-273, TRS-320, TRS-325, TRS-330, TRS-361, TRS-362, TRS-370, TRS-380, TRS-381, TRS-382, TRS-280, TRS-902. **Fully Planned 0 of 1 Courses Completed.** [Hide Details](#)

Status	Course	Grade	Term	Credits
Planned	TRS-380 History of the Early Church		18/FA	3
Not Started	PH-300 Modern Logic			
Not Started	PH-315 Metaphysics and Epistemology			

21) Below is an example of a requirement where only one requirement is needed from the list of concentrations (Writing Emphasis, Lit, or Media & Performance):

Common courses among each of the concentrations will show as completed/in progress/registered/planned in each requirement, but a student is only required to complete one concentration. Once they have met all the requirements for a concentration the other concentration options will disappear.

Track Requirements for English Majors

Complete 1 of the following 3 items. **0 of 1 Completed.** [Hide Details](#)

A.
Writing Emphasis

Complete all groups-

Group 1: Take EN-201 EN-202 EN-203 OR EN-204. (LT-1) Group 2: Take HI-103 HI-104 HI-110 OR HI-111. (HI-1) Group 3: Take two courses(Adv English lit, Fine Arts, and Adv History) Must be from two subjects to fulfill requirement. (FNA, HI-1, LT-2) (Major Requirements) Group 4: Take EN-200 EN-290 EN-211 EN-301 EN-308 EN-424 AND EN-400. Group 5: Take EN-205 EN-206 OR EN-230. (Writing Electives) Group 6: Take 9 credits from EN-270 EN-303 EN-305 CMD-209 CMD-307 and CMD-315. (Support Skills) Group 7: Take 3 credits from CMD-200 CMD-308 CMD-404 CMD-103 CMD-104 CMD-105 CMD-106 or IT-125. Electives Group 8: Take 32-34 credits.

B.
Lit Track

Complete all groups---- Group 1: Take EN-203 OR EN-204. Group 2: Take HI-103 HI-104 HI-110 OR HI-111. Group 3: Take FA-201 OR FA-202. Group 4: Take 3 credits in Adv History or Adv Literature. Group 5: Take EN-200 EN-290 EN-400 EN-424 EN-490. Group 6: Take EN-201 or EN-202. Group 7: Take EN-205 EN-206 or EN-230. Group 8: Take EN-301 or EN-308.

C.
Media and Perform

Complete all groups below---- Some courses might count twice.

(Humanities) Group 1: Take 3 credits from EN-201 EN-202 EN-203 EN-204 EN-205 EN-206 EN-230. (LT-1) Group 2: Take 3 credits from HI-103 HI-104 HI-110 HI-111.(HI-1) Group 3: Take FA-201 OR FA-202. (FNA) Group 4: Take EN-355 or EN-321. (LT-2)

(Major Requirements) Group 8: Take EN-200 EN-429 EN-400. Group 9: Take EN-290 or EN-240. Group 10: Take EN-207 or EN-220. Group 11: Take EN-424 or CMD-404. (English Credits) Group 12: Take 12 credits from English. Two courses must be at the 300 400 level. 3 credits may be taken as core humanities. (Support Skills) Group 13: Take 9 credits from EN-212 EN-270 EN-305 CMD-202 CMD-101 CMD-203 CMD-204 CMD-308. (Electives) Group 14: Take 29-31 credits in electives.

Verifying Courses Properly Count in your Degree Audit

22) As you plan courses, please be sure they do not fall into the “Other Courses” category at the bottom of the Degree Audit. These courses may not be eligible for financial aid unless they meet a specific Core or major/minor requirement. Please notify your advisor if you believe that any of these courses should be meeting a specific program requirement.

Other Courses					
Status	Course		Grade	Term	Credits
✔ Completed	BIO-152	General Biology II for Majors (Replaced)	D+	16/SP	0
🔄 In-Progress	HI-214	Intro to World History		17/SP	3
✔ Registered	BIO-110	Intro to Environmental Science		17/SU	3
✔ Planned	EN-200	Elements of Literary Study		18/FA	3

Viewing the Course Catalog

23) If you have questions about courses counting for certain requirements, or about courses required for your degree, please consult the catalog for the year you matriculated. The catalog also includes course descriptions for courses across all departments and may be helpful to you if you are looking for possible elective courses. There are two ways you can view courses and their descriptions:

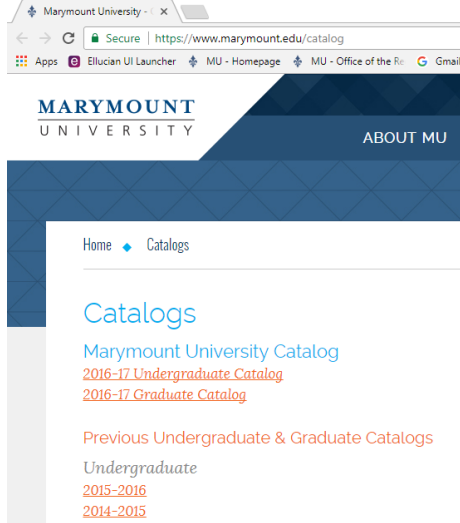
- A) Go to the My MU Plan menu and select “Schedule of Classes”. Then search by course subject by clicking on one of the subjects listed. A list of courses for that subject will appear. To select another subject, simply click the “< Back to Schedule of Classes” link at the top and select a new subject.

The screenshot shows the 'My MU Plan' menu on the left, with 'Schedule of Classes' circled in red. The main content area is titled 'Schedule of Classes' and features a search bar labeled 'Search for Courses and Course Sections'. Below the search bar, a list of subjects is displayed, with 'Communication/Media Design' circled in red.

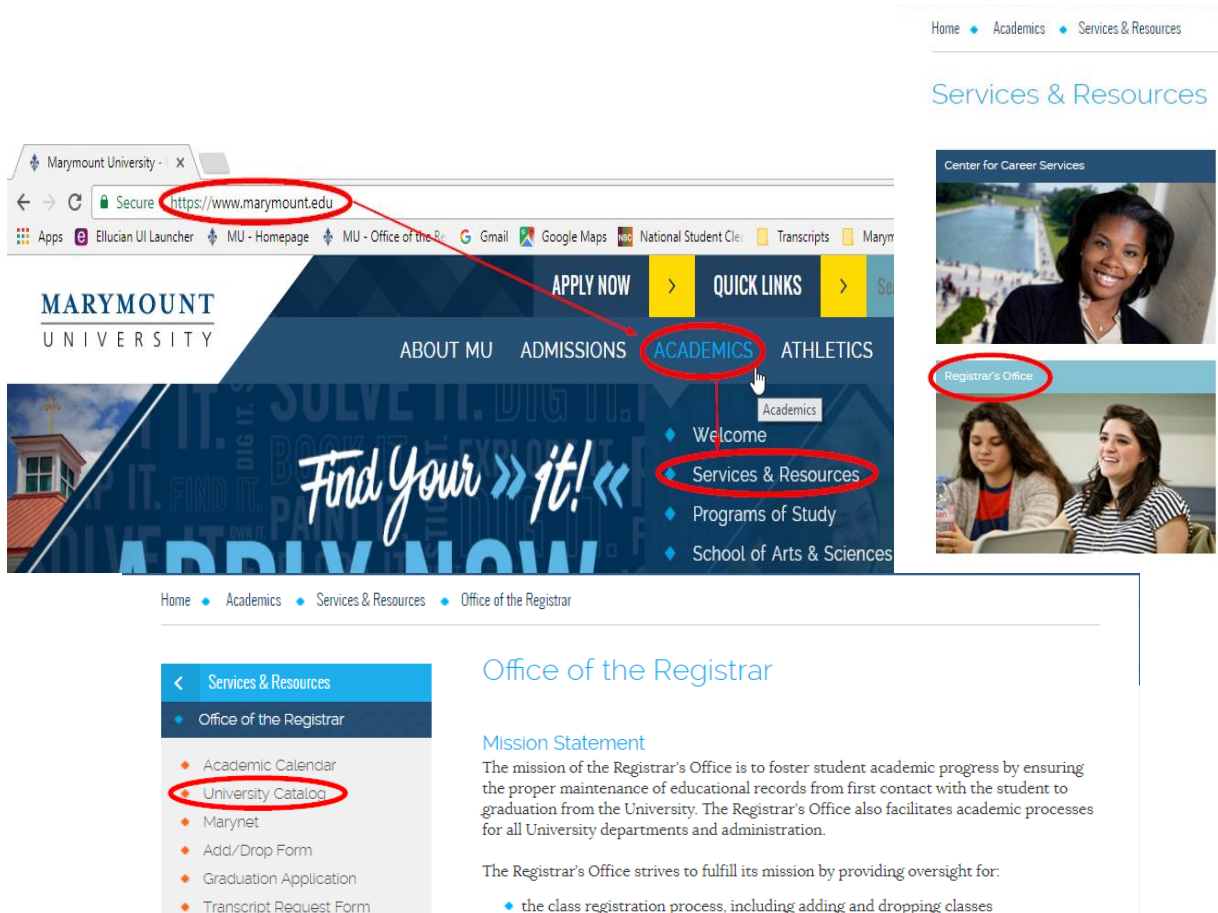
The screenshot shows the search results for 'Communication/Media Design'. The page title is 'Search for Courses and Course Sections'. A link '< Back to Schedule of Classes' is circled in red. The 'Filter Results' section shows 'SUBJECTS' with 'Communication/Media Design (37)' selected. The 'Filters Applied' section shows 'Communication/Media Design' with a close button. The course 'CMD-100 Introduction For Media Comm. (3 Credits)' is listed with a description: 'This course introduces students to a critical approach to evaluate materials in the media will be examined. Students will analyze affect the culture. The genres examined include music, the course will cover major issues concerning the media, including genres, the economics of the media and other forces that shape the media, including the global media system. (3)'

- B) The second way to view the course catalog is online through the Marymount website: The direct link is found at <https://www.marymount.edu/catalog>. Or you can get to the catalog from the Marymount homepage by selecting the Academics menu, then Services & Resources, then the Registrar's Office link.

Direct Link:



From the Marymount homepage:



Navigating Your Timeline

Going from “My Progress” to your “Timeline”

- 24) Once you have planned each course and each requirement, go to the “My MU Plan” menu and select the “Plan & Schedule” option. On the “Plan & Schedule” screen click on the timeline tab to see the courses you have planned for each semester.

The screenshot shows the 'My Progress' page. At the top, there is a navigation bar with 'Academics' and 'Student Planning'. The 'Student Planning' dropdown menu is open, showing options: 'Planning Overview', 'My Progress', 'Plan & Schedule' (circled in red), 'Course Catalog', 'Test Summary', and 'Unofficial Transcript'. Below the menu, there is a 'My Progress' section with a progress bar and a 'Total Credits (120 of 120)' section with a progress bar showing 34 credits from Marymount University.

The screenshot shows the 'Plan & Schedule' page. At the top, there is a navigation bar with 'Academics' and 'My MU Plan'. The 'My MU Plan' dropdown menu is open, showing 'Plan & Schedule'. Below the navigation bar, there is a registration agreement section. The main content area is titled 'Plan your Degree and Schedule your courses'. There are tabs for 'Schedule', 'Timeline' (circled in red), 'Advising', and 'Petitions & Waivers'. The 'Timeline' tab is selected, showing a course schedule for Fall 2018. The schedule is a grid with columns for Sun, Mon, and Tue, and rows for time slots from 10am to 4pm. A course 'DSC-101-A: Mapping a Better World' is listed on the left, and a section of the course is shown in the grid on Tuesday at 11am.

Tips for Navigating Your Timeline and Successfully Planning Your Entire Schedule Confirming Your Full-time Status

- 25) On your timeline you can adjust when you wish to take certain courses to ensure that all prerequisites have been met or are planned in the proper sequence. You will also want to make sure you have scheduled enough credits to be a full-time student:

Undergraduate full-time student: You will need at least 12 credits in each semester.

Graduate full-time student: You will need at least 9 credits in the fall and spring semesters and at least 6 credits in the summer.

A Fully Planned Schedule

- 26) Below are examples of a planned out schedule in Business Administration for the next three semesters for an undergraduate student and fully planned progress bars under “My Progress” :

The screenshot shows the 'Plan & Schedule' interface with the following course plans:

Term	Enrolled Courses	Planned Courses
Spring 2017	<ul style="list-style-type: none"> BIO-120-A: Intro to the Biological World (Credits: 3) BIO-120L-B: Intro to the Biol World-Lab (Credits: 1) ECO-210-B: Principles of Microeconomics (Credits: 3) EN-102-J: Composition II (Credits: 3) PH-200-G: Introduction to Philosophy (Credits: 3) 	13 Enrolled Credits
Fall 2017	<ul style="list-style-type: none"> ACT-201: Principles of Accounting I (Credits: 3) ECO-211: Principles of Macroeconomics (Credits: 3) LA-248: Business Law I (Credits: 3) MA-151: Math Methods for Bus (Credits: 3) MGT-291: Business Communication (Credits: 3) 	15 Planned Credits
Spring 2018	<ul style="list-style-type: none"> ACT-202: Principles of Accounting II (Credits: 3) ACT-202L: Principles of Accounting Lab (Credits: 1) HI-204: European History II (Credits: 3) IT-110: IT in the Global Age (Credits: 3) LA-249: Business Law II (Credits: 3) MGT-223: Sophomore Business Seminar (Credits: 1) 	17 Planned Credits
Fall 2018	<ul style="list-style-type: none"> ECO-431: Contemporary Issues in Econ. (Credits: 3) EN-225: Literary Superheroes (Credits: 3) MA-132: Statistical Analysis (Credits: 3) MGT-304: Organizational Management (Credits: 3) MIK-301: Principles of Marketing (Credits: 3) 	18 Planned Credits

The screenshot shows the 'My Progress' interface for Business Administration (BBA). It includes a summary of program requirements and progress bars.

Business Administration (BBA)
(1 of 1 programs)

At a Glance

Cumulative GPA:	3.23 (2.000 required)
Institution GPA:	3.23 (2.000 required)
Degree:	Bachelor of Business Administr
Majors:	Business Administration
Departments:	School of Business Admin.
Catalog:	2016

Progress

Total Credits (120 of 120)

15	13	92	120
----	----	----	-----

Total Credits from Marymount University (120 of 36)

15	13	92	36
----	----	----	----

Program Completion must be verified by the Dean's office of the school.

The next several steps will now show you how to toggle between terms on your timeline, how to add/remove additional terms (such as summer terms), how to adjust your schedule to make sure co-/prerequisites are properly scheduled, how to move courses to different terms, and how to search for co-/prerequisites if they are not yet planned.

Toggle Between Terms

27) When you select the timeline tab in My MU Plan, it will default to show the current term (ex. Spring 2017) at beginning and the next three semesters you have planned (1st screenshot).

To see your earlier semesters and grades (for example to verify you have the minimum grade required for a prerequisite), use the left arrow button (2nd screenshot). To see additional future terms that you have planned, click on the right arrow button (3rd screenshot).

1st screenshot – current term and next three semesters:

This screenshot displays a four-term view of a student's My MU Plan. The terms shown are Spring 2017, Fall 2017, Spring 2018, and Fall 2018. Each term panel lists enrolled or planned courses with their credit values. A yellow warning box in the Fall 2017 panel indicates a prerequisite requirement for MA-095.

Term	Enrolled/Planned Courses	Credits
Spring 2017	BIO-120-A: Intro to the Biological World (3), BIO-120L-B: Intro to the Biol World-Lab (1), ECO-210-B: Principles of Microeconomics (3), EN-102-J: Composition II (3), PH-200-G: Introduction to Philosophy (3)	13 Enrolled Credits
Fall 2017	ACT-201-A: Principles of Accounting I (3), ECO-211-B: Principles of Macroeconomics (3), HI-103-A: Western Civilization I (3), LA-248-A: Business Law I (3), MA-151-B: Math Methods for Bus (3)	18 Planned Credits
Spring 2018	ACT-202: Principles of Accounting II (3), ACT-202L: Principles of Accounting Lab (1), HI-204: European History II (3), IT-110: IT In the Global Age (3), LA-249: Business Law II (3), MGT-223: Sophomore Business Seminar (1), TRS-382: The Church in the Modern (3)	17 Planned Credits
Fall 2018	ECO-431: Contemporary Issues in Econ. (3), FIN-301: Financial Management (3), MA-132: Statistical Analysis (3), MGT-304: Organizational Management (3), MKT-301: Principles of Marketing (3)	18 Planned Credits

2nd screenshot – earlier semesters and grades:

This screenshot shows the My MU Plan interface with the 'Timeline' tab selected. It displays three terms: Fall 2016, Spring 2017, and Fall 2017. A red box highlights the left arrow button on the left side of the Fall 2016 panel, which is used to navigate to previous semesters. The GPA is shown as 3.320.

Term	Enrolled/Planned Courses	Grades	Credits
Fall 2016	DSC-101-S: Inventing Frugally for Leader (3), EN-101-R: Composition I (3), MGT-123-B: The Business Experience (3), SOC-131-B: Principles of Sociology (3), TRS-100-E: Theological Inquiry (3)	A-, B+, A, B, A-	15 Enrolled Credits
Spring 2017	BIO-120-A: Intro to the Biological World (3), BIO-120L-B: Intro to the Biol World-Lab (1), ECO-210-B: Principles of Microeconomics (3), EN-102-J: Composition II (3), PH-200-G: Introduction to Philosophy (3)		13 Enrolled Credits
Fall 2017	ACT-201-A: Principles of Accounting I (3), ECO-211-B: Principles of Macroeconomics (3), HI-103-A: Western Civilization I (3), LA-248-A: Business Law I (3), MA-151-B: Math Methods for Bus (3)		18 Planned Credits

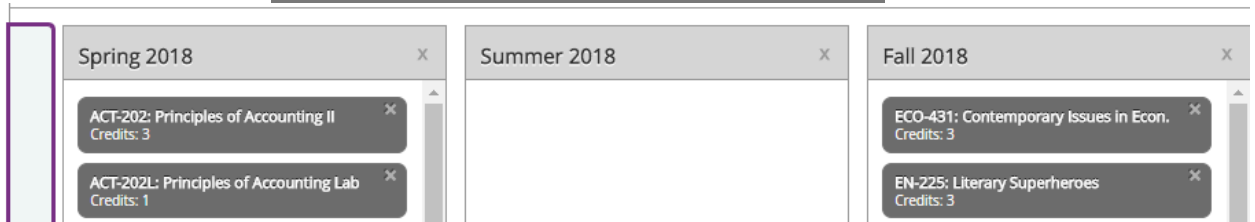
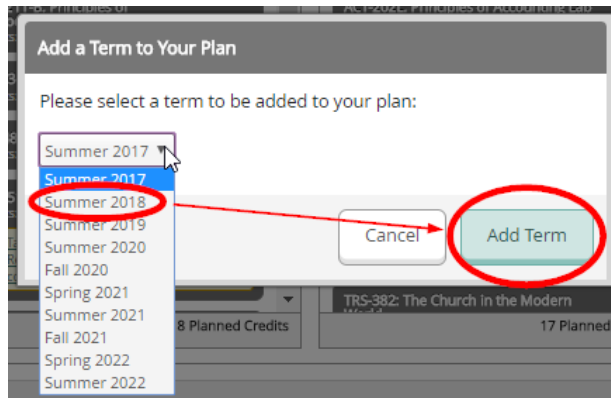
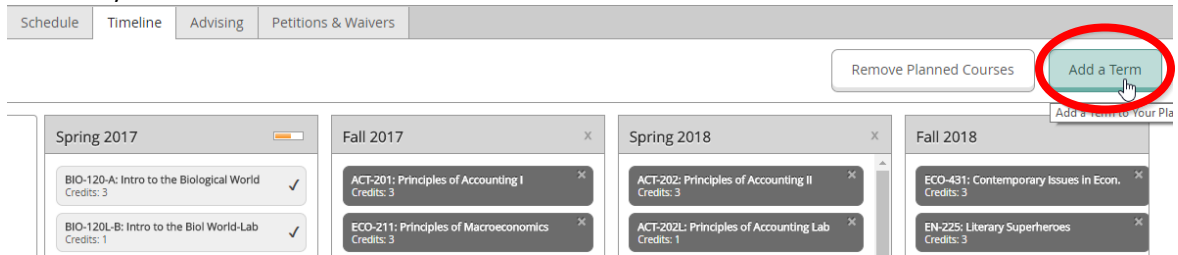
3rd screenshot – additional future terms:

This screenshot shows the My MU Plan interface with the 'Timeline' tab selected, displaying four terms: Fall 2018, Spring 2019, Fall 2019, and Spring 2020. A red box highlights the right arrow button on the right side of the Spring 2020 panel, which is used to navigate to future semesters. Buttons for 'Remove Planned Courses' and 'Add a Term' are visible at the top.

Term	Enrolled/Planned Courses	Credits
Fall 2018	ECO-431: Contemporary Issues in Econ. (3), FIN-301: Financial Management (3), MA-132: Statistical Analysis (3), MGT-304: Organizational Management (3), MKT-301: Principles of Marketing (3)	18 Planned Credits
Spring 2019	FA-121: Music History I (3), GEOL-102: Principles of Geology (3), MGT-323: Junior Business Seminar (1), MSC-300: Business Statistics (3), MSC-337: Operations Management (3), TRS-380: History of the Early Church (3)	16 Planned Credits
Fall 2019	EN-225: Literary Superheroes (3), GEO-201: Introduction to Geography (3), GER-101: Introductory German I (3), HI-310: Modern Europ History:1815-1914 (3), HI-311: Modern Europ History:1914-Pres (3), MGT-451: Strategic Management (3)	18 Planned Credits
Spring 2020	MGT-423: Ser (1), MGT-433: Res (6), MGT-489: Ser (3), MGT-490: Int (3)	

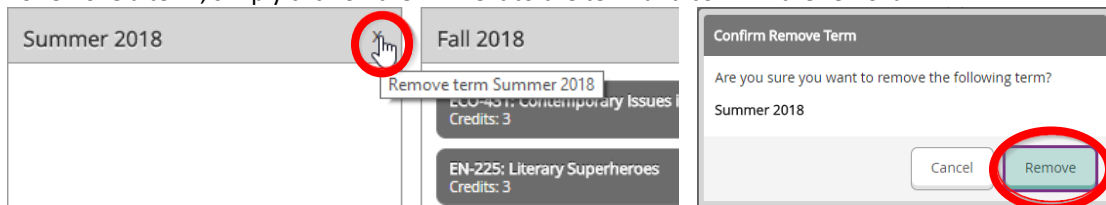
Adding a Term

28) To add a term (for example Summer terms), click the **“Add a Term”** button and select the term you wish to add to your timeline.



Removing a Term

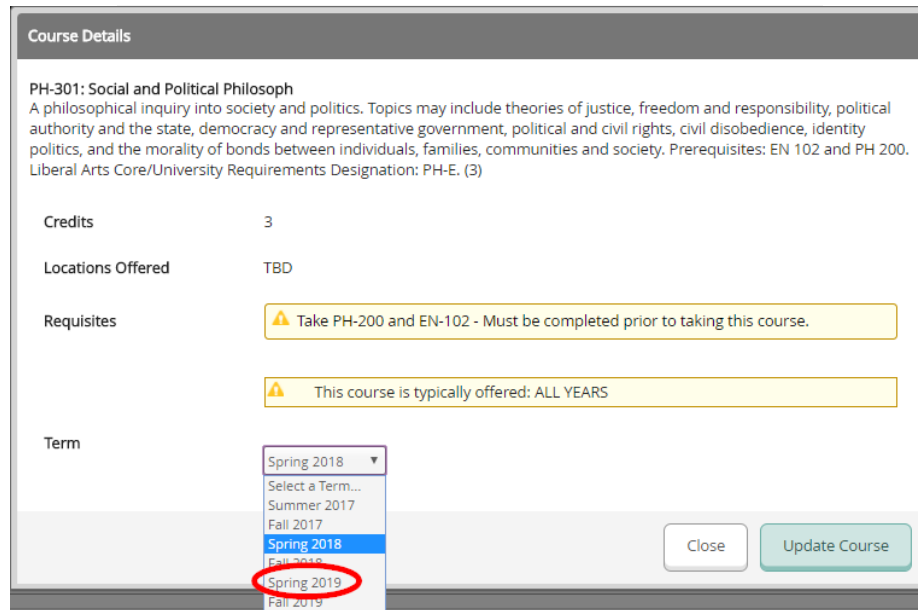
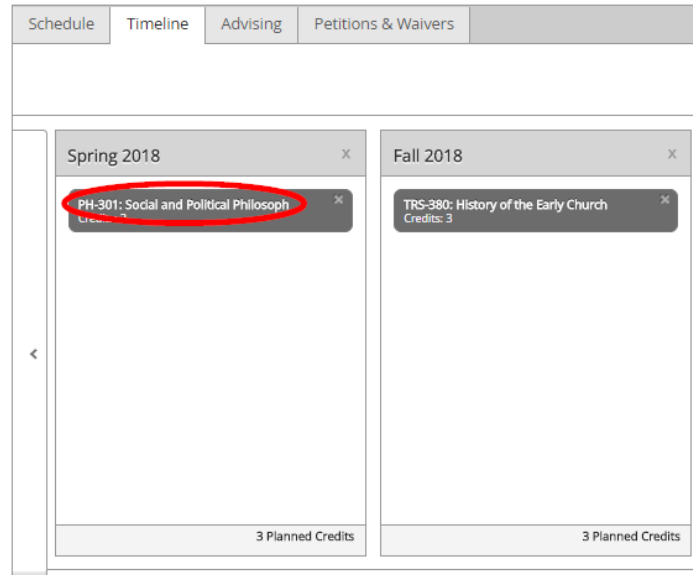
29) To remove a term, simply click on the **“x”** next to the term and confirm the removal.



Moving a Course to Another Term

- 30) To move an already planned courses to another term (PH-301 from Spring 2018 to Spring 2019), click on a planned course in your timeline. A pop up will appear where you can select another term and then click "Update Course" to add the course to another term. If a term does not appear in the dropdown menu, then first add a term to your plan, and then move the course to the new term.

Plan your Degree and Schedule your courses



Clearing Requisite Warnings

- 31) Courses with prerequisites or corequisites will show a warning if the requisite has not been met or scheduled in a prior or same term (depending on the type of requisite – prerequisite in prior term, corequisite in same term).

In the example below, MGT-323 requires a prerequisite of FIN-301, which is currently scheduled for Fall 2019. Therefore, you will need to move FIN-301 to an earlier term if you wish to take MGT-323 in the spring. You will also need to verify the other prerequisite courses are also scheduled earlier than Spring 2019. You can also move MGT-323 to a later term, but you will want to make sure it does not create requisite problems with later courses.

Example #1:

In the second example, BIO-368 requires BIO-363 as a prerequisite or co-requisite. To plan the prerequisite for BIO-368, click on the warning, and the pre-/corequisite course (BIO-363) will show up under course catalog where you can add the course to a prior term or the same term. Simply click “Add Course to Plan” to add BIO-363.

Example #2:

32) Sometimes moving just one course will take care of a requisite problem (for example, moving FIN-301 from Fall 2019 to Fall 2018 removed the requisite problem for MGT-323), but you may have to move multiple courses (see below).

Fall 2018	Spring 2019
ECO-431: Contemporary Issues in Econ. Credits: 3	FA-121: Music History I Credits: 3
EN-225: Literary Superheroes Credits: 3	GEOL-102: Principles of Geology Credits: 3
FIN-301: Financial Management Credits: 3	MGT-323: Junior Business Seminar Credits: 1

In the second example in [step 31](#), the student has now planned BIO-363 which is a prerequisite for BIO-368. This removes the warning for BIO-368, however, another requisite appears now for BIO-363 (for example CHM-152). You will now need to plan CHM-152, and possibly move both BIO-363 and BIO-368 to a later term to ensure you complete all prerequisites for both BIO-363 and BIO-368.

Please contact your advisor immediately if you have any questions about requisites.

Spring 2017	Summer 2017	Fall 2017
BIO-260-A: Microbiology Credits: 3 ✓	BIO-110-AZ: Intro to Environmental Science Credits: 3	BIO-300: Writing for Science Credits: 3
BIO-260L-A: Microbiology-Lab Credits: 1 ✓	BIO-363: Cellular Biology Credits: 3	BIO-368: Adv Laboratory Research Methods Credits: 3
FA-202-B: Intro Art History:Ren-Modern Credits: 3 ✓	<div style="border: 1px solid yellow; padding: 2px;">⚠ Take BIO-262, CHM-152; Minimum grade of C-. Must be completed prior to taking this course.</div>	EN-201-A: World Literature:ancient World Credits: 3
HI-214-A: Intro to World History Credits: 3 ✓		
TRS-100-HON: Theological Inquiry Credits: 3 ✓		
13 Enrolled Credits	6 Planned Credits	9 Planned Credits

Warnings: Course Availability is Not Guaranteed

33) Please keep the following in mind when planning your schedule:

- a. If you are currently registered for a prerequisite course, My MU Plan assumes you will also pass the course, so requisites will not show up. However, if you do not complete the prerequisite with the minimum grade required, then you will be unable to continue with the next course in the following semester, and you will need to readjust your course plan. To verify any requisites, click on a planned course (for example, BIO-300) to see the requisites required for the course.

Course Details

BIO-300: Writing for Science
A discipline-specific approach to writing for Biology majors, this course will acquaint the student with the range of writing styles in science. Students will apply their knowledge in the sciences to both the critique and writing of research abstracts, literature summaries, and pieces to be read by the nonscientific audience. Prerequisite: EN 102. Liberal Arts Core/University Requirements Designation: DSINQ, WI. (3)

Credits: 3

Locations Offered: TBD

Requisites: ⚠ Take EN-102 - Must be completed prior to taking this course.

⚠ This course is typically offered: ALL YEARS

Term: Fall 2017 ▾

Close Update Course

- b. Certain courses are only offered in alternate semesters and sometimes only every two years. Therefore, you will want to plan out all courses to ensure you will meet all requisites in the proper order and that courses are scheduled in their proper terms (i.e. a fall only course is not planned for the spring).
- c. **Please note that planning your schedule does not guarantee registration in the course or that the course will be offered in the term you have planned the course.** If you are concerned about a course not being offered in time, please talk to your advisor or school to see when the course may be offered next or whether there is another course you can take. In some cases you may be required to select another course to fulfill a requirement (for example, a Social Science or Religion/Theology course).

To ensure a timely completion of any requisites and of all degree requirements, you should you're your schedule for at least two academic years (exception: current seniors and rising juniors), or preferably your entire academic time at Marymount. Planning your entire time at Marymount also ensures each semester has at least 12 credits scheduled for full-time status (if applicable).

Registration

Now that you have successfully navigated your way through My MU Plan and planned your academic schedule, you are ready to register for classes and continue your journey to degree completion. You will need to submit your overall plan to your advisor for approval so they can verify that you will meet all requirements in a timely manner.

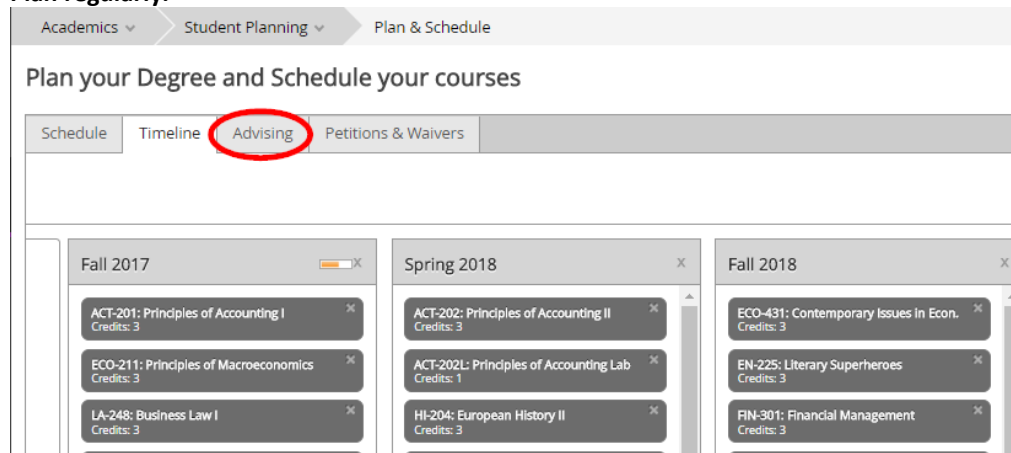
Please note that any registration or financial holds must be cleared before you can register for classes. Please view the [contact information](#) for the Student Accounts, Financial Aid or Registrar's Office at the end of the guide.

Submitting Your Plan to Your Advisor for Approval

Receiving Advisor Approval

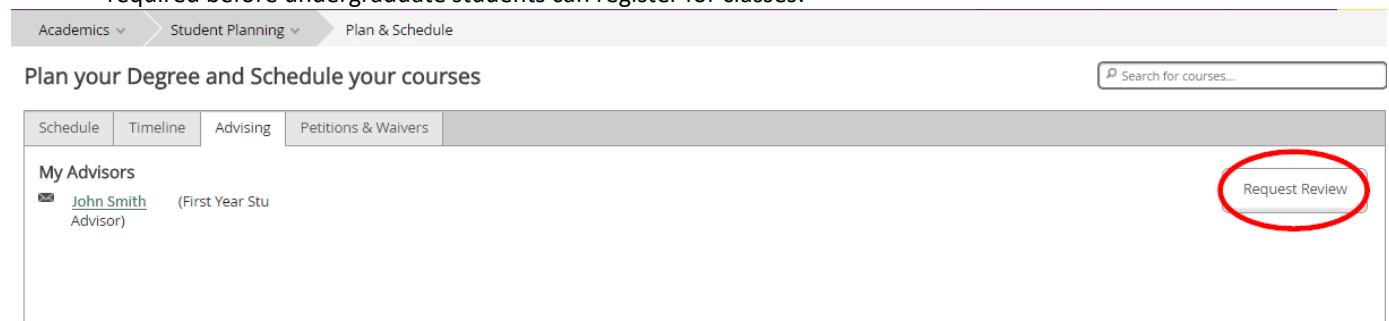
- 34) Once you have completely planned your courses in your timeline and ensured that all prerequisites will be met, submit your proposed plan to your advisor for review by selecting the "Advising" tab.

Note: An automatic email is not sent once your plan has been reviewed so you should check My MU Plan regularly.



The screenshot shows the 'Plan & Schedule' interface. At the top, there are navigation tabs: 'Academics', 'Student Planning', and 'Plan & Schedule'. Below this, the main heading is 'Plan your Degree and Schedule your courses'. A secondary navigation bar contains 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The 'Advising' tab is highlighted with a red circle. Below the navigation bar, there are three columns representing different semesters: 'Fall 2017', 'Spring 2018', and 'Fall 2018'. Each column contains a list of courses with their respective credit hours. For example, in Fall 2017, there are three courses: ACT-201 (3 credits), ECO-211 (3 credits), and LA-248 (3 credits). In Spring 2018, there are three courses: ACT-202 (3 credits), ACT-202L (1 credit), and HI-204 (3 credits). In Fall 2018, there are three courses: ECO-431 (3 credits), EN-225 (3 credits), and FIN-301 (3 credits).

- 35) 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.



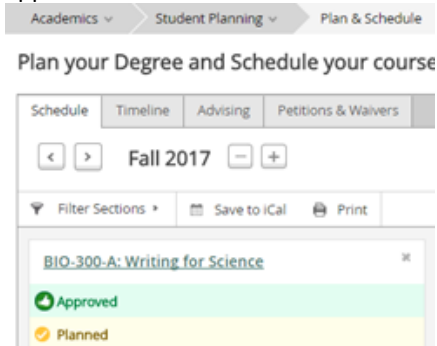
The screenshot shows the 'Plan & Schedule' interface with the 'Advising' tab selected. The main heading is 'Plan your Degree and Schedule your courses'. A search bar is visible on the right. Below the navigation bar, there is a section titled 'My Advisors'. Under this section, there is one advisor listed: 'John Smith (First Year Stu Advisor)'. On the right side of the page, there is a 'Request Review' button, which is highlighted with a red circle.

Adding Sections to Your Schedule Confirming Courses Are Approved

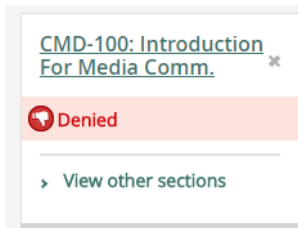
- 36) Once your advisor has reviewed your completed plan he or she will mark your plan as reviewed. You can see the date your course plan was last approved on in the “Advising” tab.



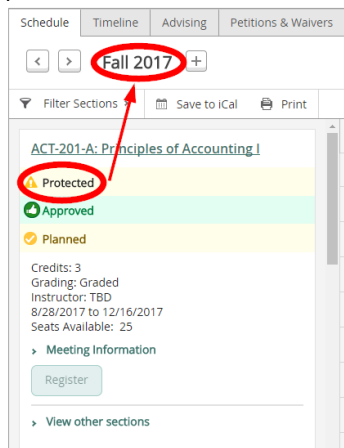
You will also see an approved sign (green thumbs up) next to each individual course your advisor has approved.



- 37) 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.



- 38) You may also see a “Protected” status on some of your courses. This status means your advisor is indicating you must take this course in the term you are currently viewing (ex. Fall 2017). Contact your advisor if you have any questions regarding a “Protected” course. Note: You will not be able to move a protected course to another term in your timeline.



Selecting Course Sections

- 39) Once your courses have been approved, you can begin selecting the sections for each of the courses you wish to take. For each course, click on the "View Other Sections" link.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface for Fall 2017. The 'View other sections' link for ACT-201: Principles of Accounting I is circled in red. The interface includes a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below the navigation bar, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The main content area shows a list of courses with their respective 'View other sections' links. The time slots for each course are listed on the right side of the interface.

- 40) After clicking on a course, you will see each section offered for the course in a faint outline according to when it is scheduled during the week.

The screenshot shows the detailed view of the 'View other sections' link for ACT-201: Principles of Accounting I. The interface includes a navigation bar with 'Academics', 'Student Planning', and 'Plan & Schedule'. Below the navigation bar, there are tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. The main content area shows a list of sections for the course, each with its own 'View other sections' link. The time slots for each section are listed on the right side of the interface. The sections are scheduled as follows:

Section	Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
ACT-201-A: Principles of Accounting I	10:15 AM - 11:30 AM		█			█		
ACT-201-B: Principles of Accounting I	11:45 AM - 1:00 PM		█			█		
ACT-201-C: Principles of Accounting I								

- 41) 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).

Section Details

ACT-201-A: Principles of Accounting I
Fall 2017

Instructors TBD

Meeting Information M, Th 10:15 AM - 11:30 AM
8/28/2017 - 12/16/2017
Ballston, 4040 509 (LECTURE)

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

Seats Available 25 of 25 Total

Credits 3

Grading Graded

Requisites ⚠ Take MGT-123 or permission of instructor - Must be completed prior to taking this course.

Course Description An introduction to the basic concepts of financial analysis and recording. Introduction to the entire accounting cycle through preparation of worksheets and financial statements, special journals, and subsidiary ledgers. Prerequisite: MGT 123 or permission of the instructor. (3)

Books [Bookstore Information](#)

Close **Add Section**

- 42) 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 39-41](#) until each course has a section planned for the semester.

ACT-201-A: Principles of Accounting I

✓ Planned

Credits: 3
Grading: Graded
Instructor: TBD
8/28/2017 to 12/16/2017
Seats Available: 25

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu
9am					
10am		✓ ACT-201-A			✓ ACT-201-A
11am					
12pm					
1pm					
2pm					
3pm					

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”

9pm

10pm

11pm

Sections with no meeting time

✓ SOC-305 Criminology Section OL

Resolving Course Conflicts/Removing a Scheduled Section

- 43) 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

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am		LA-248-A			LA-248-A		
10am		ACT-201-A	ECO-211-B		ACT-201-A	ECO-211-B	
11am							
12pm		MA-151-B	MGT-291-A		MA-151-B	MGT-291-A	
1pm							
2pm		HI-103-A			HI-103-A		
3pm							

- 44) 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		LA-248-A			LA-248-A		
10am		ACT-201-A	ECO-211-B		ACT-201-A	ECO-211-B	
11am							
12pm		MA-151-B	MGT-291-A		MA-151-B	MGT-291-A	
1pm							
2pm		HI-103-A			HI-103-A		
3pm							

Cancelled Courses

- 45) If a course section you have added to your schedule is cancelled, it will show with a red border like a conflicting course, and you will see a warning that the course is “no longer available.” You will need remove the cancelled course section from your schedule and select a new section before you submit your schedule for registration.

The screenshot shows a course section titled "TRS-202-A: Religions of the World" in a schedule. The section is marked as "Planned" with a yellow checkmark. A red-bordered box with a warning icon and the text "This section is no longer available" is overlaid on the course information. Below this, the course details are listed: Credits: 3, Grading: Graded, Instructor: TBD, 1/16/2018 to 5/12/2018, and Seats Available: 35. There are links for "Meeting Information" and "View other sections". The schedule grid shows the course section at 10am on a Tuesday. The time slots range from 7am to 3pm.

Submitting Your Schedule for Registration

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

The screenshot shows the registration process in a student portal. At the top, there is a section titled "REGISTRATION TERMS AND CONDITIONS & PROMISE TO PAY" with a scrollable text area. Below this, the user is prompted to "Plan your Degree and Schedule your courses". The interface shows a schedule for "Spring 2019" with a search bar and a "Remove Planned Courses" button. A red circle highlights the "Agree to Terms and Conditions & Promise to Pay and Register Now" button. The schedule grid shows a course section "IT-110-A: IT in the global Age" at 10am on Tuesday and Thursday. The course details are listed: Credits: 3, Grading: Graded, Instructor: TBD, 1/14/2019 to 5/11/2019, and Seats Available: 22. There is a link for "Agree to Terms and Conditions and Promise to Pay and Register Now" and a link for "View other sections". The schedule grid shows the course section at 10am on a Tuesday and Thursday. The time slots range from 9am to 3pm.

Registration Confirmation

- 47) 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.

The screenshot displays a student's schedule for Fall 2017. The interface includes tabs for Schedule, Timeline, Advising, and Petitions & Waivers. The current view is the Schedule, showing a weekly grid from Sunday to Thursday. On the left, a sidebar lists course details for BIO-300-A: Writing for Science and HI-103-A: Western Civilization I. Both courses are marked as "Approved" and "Registered, but not started" with green checkmarks. The main grid shows class times for BIO-300-A (11am on Mon and Thu), CI-305 -A (1pm on Mon and Thu), and HI-103-A (2pm on Mon and Thu). Red circles highlight the "Approved" and "Registered, but not started" status in the sidebar and the BIO-300-A class entry in the grid.

Payment Required Warning

- 48) 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.

The screenshot shows a user interface with a purple header bar containing a user profile icon, the name "Jane", a "Sign out" button, a "Help" button, and a yellow notification badge with the number "1". Below the header, a red warning pop-up is displayed with a red exclamation mark icon and the text "A payment is required to complete registration." The pop-up has a close button (X) in the top right corner. A search bar is visible at the bottom left of the interface.

Changing or Dropping a Course Section after Registration

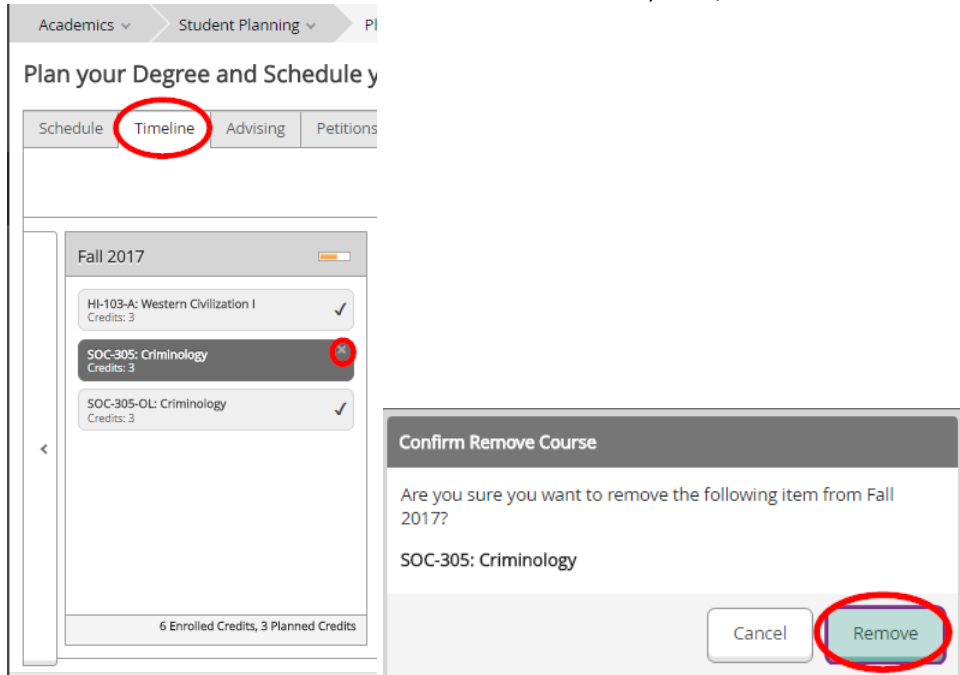
Changing a Course Section after Registering for a Course (Prior to the Beginning of the Semester)

- 49) To change sections before the semester starts for an already registered course (for example, CJ-305-A to CJ-305-OL), click the “View other sections” link under the course you wish to change and select the other section you wish to add instead. The new section will now show as planned. Then click the “Drop” button for the section you wish to drop. 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).

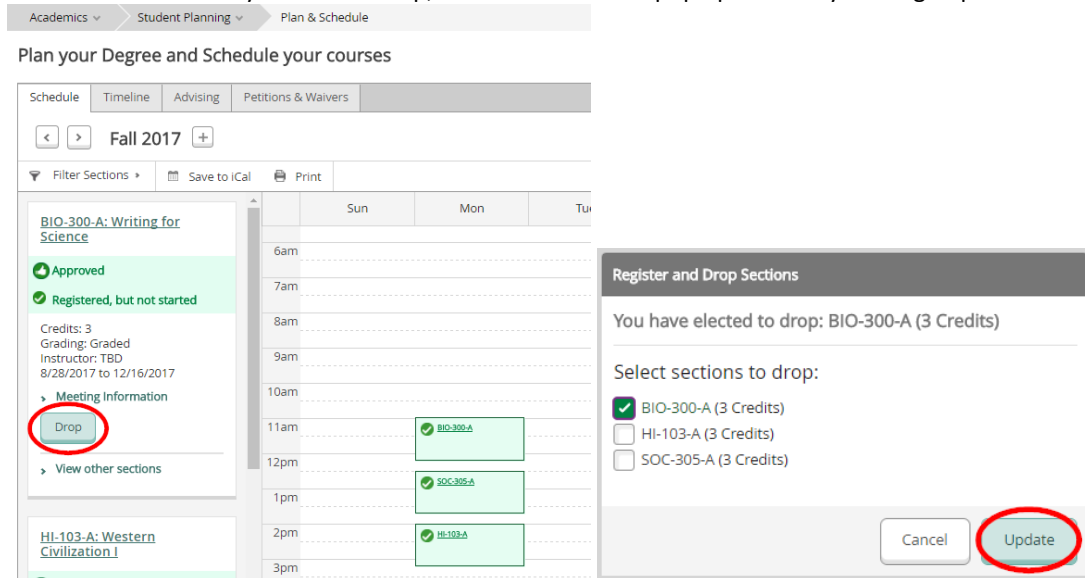
The screenshot displays two course cards and a modal window. The top card is for 'CJ-305 -A: Criminology', which is 'Approved' and 'Registered, but not started'. It has 3 credits, is graded, and the instructor is TBD. A red circle highlights the 'Drop' button. The bottom card is for 'CJ-305 -OL: Criminology', which is 'Approved' and 'Planned'. A red circle highlights the 'Planned' status. A modal window titled 'Register and Drop Sections' is open, showing 'You have elected to drop: SOC-305-A (3 Credits)'. Under 'Select sections to drop:', 'CJ-305 -A (3 Credits)' is checked. Under 'Select sections to add:', 'CJ-305 -OL (3 Credits)' is checked. A red circle highlights the 'Update' button in the modal.

- 50) Once you have added the new section (SOC-305-OL), the old section (SOC-305-A) will show as planned. To remove the old section completely, go to your Timeline and click the “x” next to the course section (for SOC-305) that does not have a checkmark next to it. (SOC-305-OL is the new section you added so you need to remove the section of SOC-305 above SOC-305-OL.) Then, confirm the removal in the pop up.



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

- 51) 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”.



- 52) The course will now show up as planned on your schedule. To completely remove the course from your plan, go to your timeline and click the “x” next to the course name, and confirm the removal in the pop up screen.

The screenshot displays a student planning interface. At the top, there are navigation tabs: "Academics", "Student Planning", and "PI". Below this is the heading "Plan your Degree and Schedule" and a sub-menu with "Schedule", "Timeline", "Advising", and "Petitions". The "Timeline" tab is selected and circled in red. On the left, a course card for "BIO-300-A: Writing for Science" is shown with a status of "Planned" and a "Register" button. The main area is a weekly schedule grid for "Fall 2017" showing slots from 10am to 5pm. The "BIO-300-A" course is highlighted in yellow at 11am on Monday, with a small "x" icon next to it. Other courses are shown in green: "SOC-305-A" at 1pm and "HI-103-A" at 2pm on Monday. On the right, a list of courses for "Fall 2017" includes "BIO-300-A: Writing for Science" (3 credits), "HI-103-A: Western Civilization I" (3 credits), and "SOC-305-A: Criminology" (3 credits). A summary at the bottom indicates "6 Enrolled Credits, 3 Planned Credits". A "Confirm Remove Course" dialog box is open in the foreground, asking "Are you sure you want to remove the following item from Fall 2017?" and listing "BIO-300: Writing for Science". It has "Cancel" and "Remove" buttons, with the "Remove" button circled in red.

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

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

Contact Information

For questions related to My MU Plan, please contact:

Office of the Registrar: Email: mymuplan@marymount.edu
Website: [My MU Plan](#)
[Office of the Registrar](#)
Location: Rowley Hall 1009
Phone: 703-284-1520

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>