**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.

![Image](image.png)

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”
  - Adding Specific Course Requirements
  - Adding Courses from a List of Options
  - Adding General Elective Courses to your Plan
- Submitting your Schedule and Timeline to your Advisor
  - Reviewing your Plan (Timeline)
  - Submitting your Timeline for Approval (Undergraduate Students Only)
  - Confirming your Plan has been Approved
- Viewing your Schedule and Advising Notes
  - Approved Courses
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  - Protected Courses – View Advisor Notes
- Adding Sections to your Schedule
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  - Resolving Course Conflicts/Removing a Scheduled Section
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  - Registration Confirmation
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- Changing or Dropping a Course Section after Registration
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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).

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

Step B

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

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.

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.
9) 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
10) 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
11) 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.
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.

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:
   a. Approved courses (green thumbs up)
   b. Denied courses (red thumbs down) – View advisor notes
   c. 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:
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).

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).
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.

26) Once you have selected a section for each course, click the “Register Now” button to register for classes.

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.
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.

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).
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.

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”.

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.
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
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