



# How to Register for Classes




# How to Register: Getting Started


- ◇ Log into MAP (Montreat Access Portal).

Username  Password   


  
**Home**

You are here: [Home](#) > [Home](#)

**Portal** 

Home 


**Quick Links**

Montreat Home Page 

**Portal**

**Public Page**

Welcome to the new Montreat Access Portal (MAP). Please use the tabs above to access the relevant information.

**Campus Resources** 

There are no Bookmarks for this set.

**Events Calendar**

# How to Register: Preparations

- ◆ On the Student Home Page, you will see the **Student Academic Information** portlet in the bottom right. This will show you if you have a hold on your account and your currently declared major under the *Holds & Programs* tabs. If you have a hold, please contact the identified office to resolve the hold on your account.

The screenshot displays the Student Home Page interface. On the left, there is a navigation sidebar with sections: Students, Advising and Registration, Grades and Transcripts, and Quick Links. The main content area is titled 'Students' and includes a welcome message, instructions on how to use the portal, and a 'Student Academic Information' portlet. The portlet has tabs for 'Holds', 'Programs', 'Completed Programs', and 'Test Scores'. A green box highlights the 'Holds' tab with the message 'You have no holds'. A yellow arrow points to the 'Student Academic Information' portlet. A zoomed-in view of the 'Programs' tab is shown in a separate window, displaying 'Current Program' as 'Undergraduate | Bachelor of Science' with details on catalog year, entry date, and expected graduation.

You are here: [Students](#) > [Student Home Page](#)

### Students

Student Home Page ▾

**Advising and Registration**

**Grades and Transcripts**

### Quick Links

My Pages ▾

Montreat Home Page 🔗

Open LMS 🔗

myMontreat 🔗

### Students

#### Welcome to the new portal

Welcome to MAP: The new Montreat Access Portal!

Please take some time to look around and familiarize yourself with the tools (called portlets) available to you through this portal. New tools are being added in the coming weeks, so check back often to see what is new.

You can use the links on the left side of this page to navigate between pages. If you are on a mobile device, the links can be accessed by tapping on the arrow icon on the bottom left of your screen.

Please do not use the back button in your web browser when navigating around MAP.

If you have any questions about using MAP, or need further assistance, please contact the Campus Technology helpdesk at [helpdesk@montreat.edu](#).

### Calendar

June 22 — July 22, 2020 [View full calendar](#)

No events in this time frame.

### Student Academic Information

**Holds** Programs Completed Programs Test Scores

**You have no holds**

### Student Forms

**Holds** Programs Completed Programs Test Scores

[Current Program](#)

**Undergraduate | Bachelor of Science**

Catalog Year:2020-2021 Academic Year | Entry Date: Jun 15, 2020 | Expected Graduation: 2024-2025 Academic Year - Spring | [Advisors](#)

Majors	Minors	Concentration	Certifications
Business Administration	None	Management (associated with Business Administration)	None

# How to Register: Preparations

- ◆ If you do not have a hold, select the **Advising & Registration** page on the left side of the page. *\*You can still access the Advising & Registration page if the have a hold, but you won't be able to use the Registration Portlet on that page.*


You are here: [Students](#) > [Advising and Registration](#)

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**Students**


**Advising and Registration**


**Student Home Page**


Advising and Registration 


**Grades and Transcripts**

**Quick Links**

My Pages 

Montreat Home Page 

Open LMS 

myMontreat 

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**Welcome to the MAP Advising and Registration Page**

**Important:** Prior to registering for classes, you **MUST** contact your advisor to ensure you are registering for the appropriate courses.

You will have new course numbers and will need to use the new course numbers when creating or changing your Fall 2020 schedule.

**A course translation table is attached for your reference: [Updated SAS Fall Courses.xlsx](#)**

For questions relating to grades or registration, please contact your advisor.

For questions relating to billing, payment plans, or financial aid, please contact the Student Financial Services Office by calling 800-545-4656 or sending an email to [financialservices@montreat.edu](mailto:financialservices@montreat.edu).

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**Academic Information**

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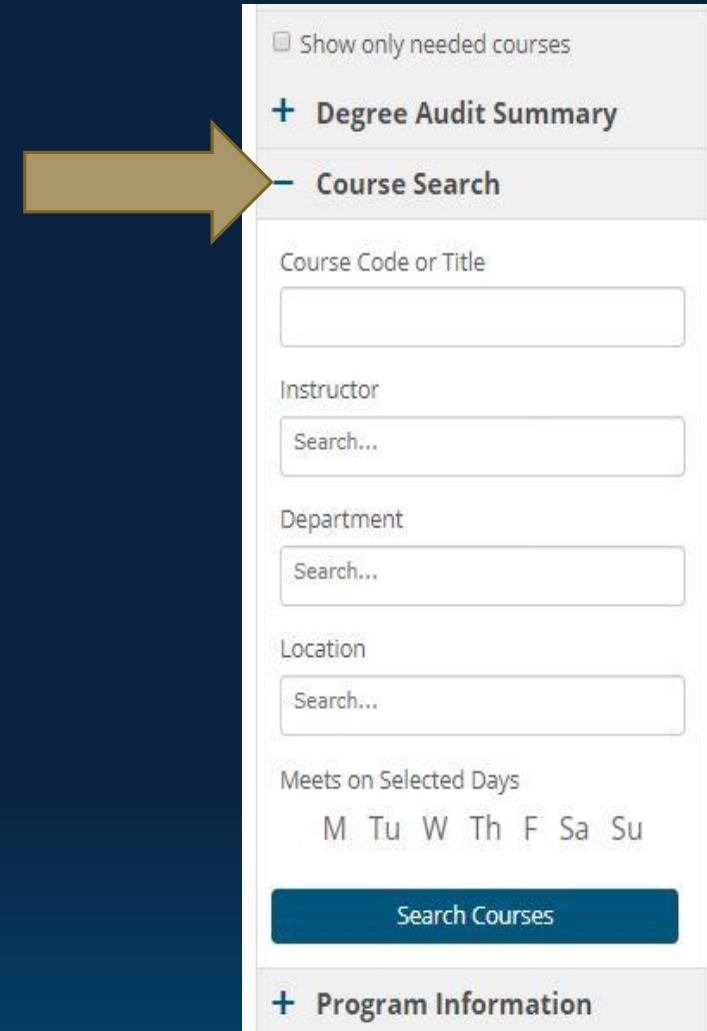
# How to Register: Select Your Term

- ❖ In **Advising and Registration**, scroll down to the *Registration* portlet and make sure your term is set to *2020-2021 Academic Year- Fall*.
- ❖ **Select Register.**

The screenshot shows a web interface with two main portlets. The left portlet is titled "Registration" and contains the following text: "Add/Drop Courses", "Terms: 2020-2021 Academic Year - Fall", "Planning now open", "Registration now open and ends 6/30/2020 12:00 AM", "Subterms are open. Check the calendar for registration availability.", and a "Register" button. The right portlet is titled "Course History" and contains the text: "To view your complete course history, click the View Course History link" and a "View Course History" link. A large blue arrow points to the "Registration" header, and a smaller blue arrow points to the "Register" button. At the bottom of the page, there are links for "Privacy policy", "About us", "Contact us", and "Campus directory". The footer text reads "Powered by Jenzabar. v9.2.2".

# How to Register: Finding Courses

- ◆ You can search for courses either by **Course Search** or **Degree Audit Summary**
  - ◆ **Course Search** will allow you to search for courses being offered by a variety of search options.
  - ◆ **Degree Audit Summary** will show you what courses are available in a given semester based on your current degree requirements. ***Please note we are still working on this feature and it may not present a complete and accurate summary of your degree status at this time.***



Show only needed courses

+ Degree Audit Summary

- Course Search

Course Code or Title

Instructor

Department

Location

Meets on Selected Days

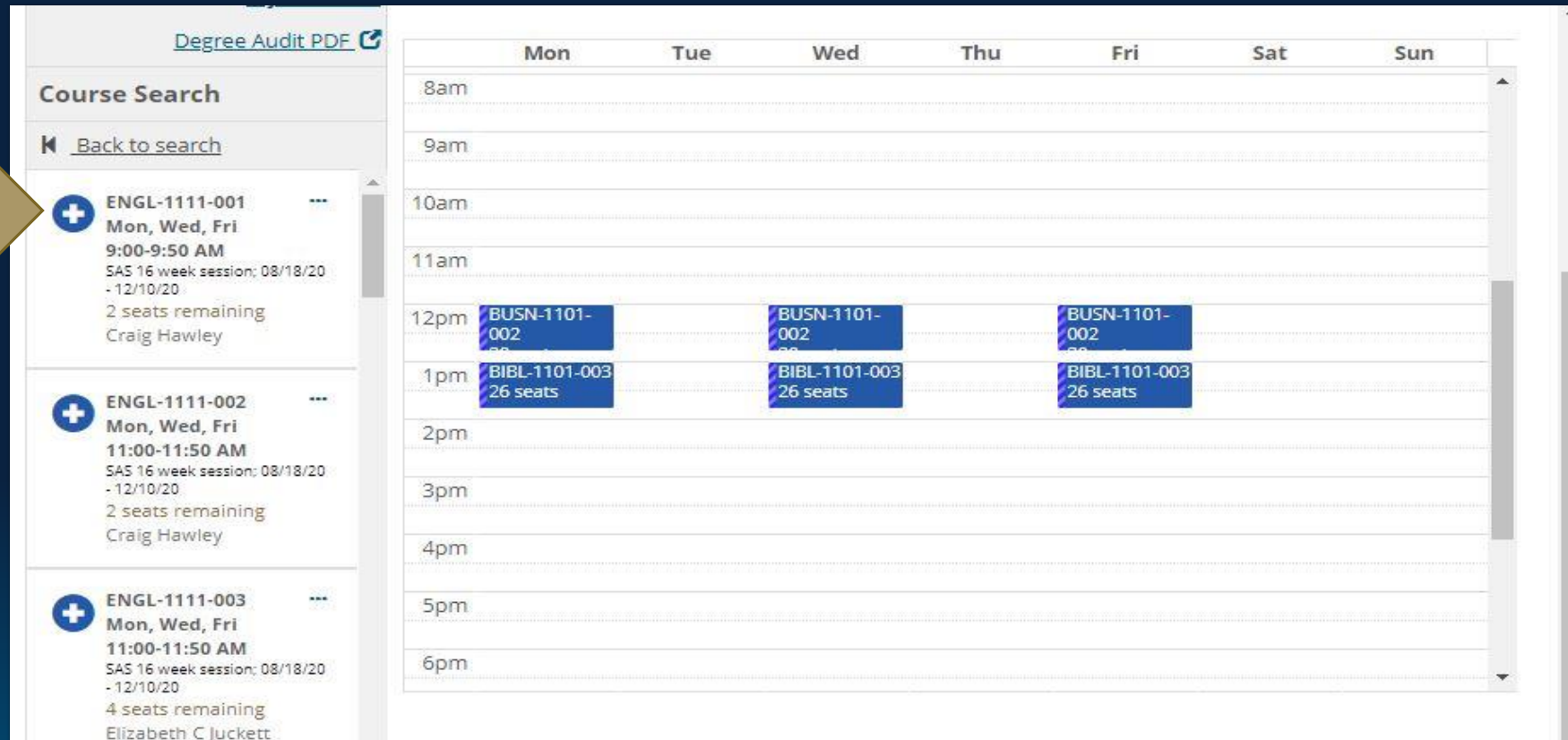
M Tu W Th F Sa Su

Search Courses

+ Program Information

# How to Register: Finding Courses

- ◆ To add a course to your schedule, click on the **plus-sign** next to the section you want. The course will then appear in blue on the day and time grid to the right.
- ◆ **Note: Online sections will appear at the top of your schedule.**



The screenshot displays a registration interface. On the left, a 'Course Search' panel lists three courses, each with a plus sign icon. A yellow arrow points to the plus sign for the first course. The right side shows a grid with days of the week (Mon-Sun) as columns and time slots (8am-6pm) as rows. Selected courses are shown in blue boxes within the grid.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am							
12pm	BUSN-1101-002		BUSN-1101-002		BUSN-1101-002		
1pm	BIBL-1101-003 26 seats		BIBL-1101-003 26 seats		BIBL-1101-003 26 seats		
2pm							
3pm							
4pm							
5pm							
6pm							

# How to Register: Registering

- ◆ When your schedule shows all of the courses you want to register for, click on **Registration Checkout**.

You are here: [Students](#) > [Advising and Registration](#) > [Registration](#)

## Advising and Registration

Registration

2020-2021 Academic Year - Fall

[My Schedule](#)

[Degree Audit PDF](#)

**HIST 2101** 3 hrs

[Back](#) [Back to Degree Audit](#)

**HIST-2101-001** ...  
Tue, Thu 1:00-2:20 PM  
SAS 16 week session: 08/18/20 - 12/10/20  
12 seats remaining  
1 Bill R. Forstchen  
Section added successfully

Non-scheduled courses (3 hrs) [Less](#)

**CYBR-1131-003**

**Registration checkout**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am							
11am	ENGL-1111-003		ENGL-1111-003		ENGL-1111-003		
12pm	BUSN-1101-002		BUSN-1101-002		BUSN-1101-002		
1pm	BIBL-1101-003 26 seats	HIST-2101-001 12 seats	BIBL-1101-003 26 seats	HIST-2101-001 12 seats	BIBL-1101-003 26 seats		
2pm							
3pm							
4pm							



# How to Register: Final Steps

## Registration Checkout X

**Available to Register**

<input checked="" type="checkbox"/>	<b>BIBL-1101-003 - Surv-OldTestmnt</b> Mon, Wed, Fri 1:00-1:50 PM <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 26 seats remaining	(3 hrs)
<input checked="" type="checkbox"/>	<b>BUSN-1101-002 - Intro-Business</b> Mon, Wed, Fri 12:00-12:50 PM <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 30 seats remaining	(3 hrs)
<input checked="" type="checkbox"/>	<b>CYBR-1131-003 - CompApps&amp;Cncpts</b> No schedule available <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 14 seats remaining	(3 hrs)
<input checked="" type="checkbox"/>	<b>ENGL-1111-003 - English Comp I</b> Mon, Wed, Fri 11:00-11:50 AM <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 4 seats remaining	(3 hrs)
<input checked="" type="checkbox"/>	<b>HIST-2101-001 - US History I</b> Tue, Thu 1:00-2:20 PM <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 12 seats remaining	(3 hrs)

- ◇ In the pop-up window, use the checkboxes to confirm the courses you want to register for then hit **Register** at the bottom of your screen.
- ◇ You will receive a message stating you have successfully registered!



# How to Register: Final Steps

- ◇ If you receive an error, remove the course(s) listed in the error and try to register for the remaining courses again.
- ◇ Email [registrar@montreat.edu](mailto:registrar@montreat.edu) to ask for assistance in adding the course you could not register for.
- ◇ Internships/Practicums/Directed Studies/Course by Arrangements all require additional consent forms for registration. Contact your academic advisor for assistance.
- ◇ The registrar's page on the Montreat website [montreat.edu/mymontreat/registrar](https://montreat.edu/mymontreat/registrar) includes additional resources and access to commonly requested forms.