

# How to Register for Classes

#### How to Register: Getting Started

Log into MAP (Montreat Access Portal).



#### How to Register: Preparations

On the Student Home Page, scroll down to see the Student Academic Information portlet in 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.



#### How to Register: Preparations

Use the > at the bottom of your screen to navigate through pages.

Select the **Advising & Registration** page.



# How to Register: Select 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.**



## How to Register: Finding Courses

 You can search for courses either by Course Search or Degree Audit Summary

	Q	♦ Course Search will
Show only needed courses		 allow you to search for
+ Degree Audit Summary		courses being offered
- Course Search		by a variety of search
Course Code er Title		options.
		♦ Degree Audit
Engl		Summary will show you
Instructor		what courses are
Search		available in a given
Department		semester based on your
Search		current degree
Location		requirements. * <i>Please</i> note we are still working on
Search		this feature and it may not
Meets on Selected Days M Tu W Th F Sa S	Su	present a complete and accurate summary of your degree status at this time.
Search Courses		

#### 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 below. Note: Online sections will appear at the top of your schedule.

K <u>Bac</u>	<u>k to search</u>				
V	Mon, Wed, Fri 9:00-9:50 AM SAS 16 week session; 08/18/20 - 12/10/20 2 seats remaining Craig Hawley				
0	<b>ENGL-1111-002</b> <b>Mon, Wed, Fri 11:00-11:50 AM</b> SAS 16 week session; 08/18/20 - 12/10/20 2 seats remaining Craig Hawley	•••			
	ENGL_1111_002				< <b>&gt;</b>
C	Mon, Wed, Fri 11:00-11:50 AM SAS 16 week session; 08/18/20 - 12/10/20	6am	Mon	Tue	Wed
4 seats remaining Elizabeth C Juckett Section added successfully	4 seats remaining Elizabeth C Juckett	7am			
	Section added successfully	8am			
0	ENGL-1111-004 Mon, Wed, Fri 12:00-12:50 PM	9am			
5 seats remaining Craig Hawley	5 seats remaining Craig Hawley	10am			
	ENGL 1111.005	11am	NGL-1111-003 seats		ENGL-1111-003 4 seats
Von sche	on scheduled courses (3 hrs) <u>Less</u>		BUSN-1101-002 Registered		BUSN-1101-002
1-003 ✓		1nm			

# How to Register: Registering

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

			Q						
	1 Kimberly Gr	eene Angle							
0	ENGL-1122-031 *** Online AGS 3rd 5 week session; 11/01/20 - 12/19/20 16 seats remaining								
Non-schedu	Non-scheduled courses (3 hrs) <u>Less</u>								
CYBR-1131	-003 🗸								
		Re	gistration ch	neckout					
	Mon	Тие	< We	<u>к</u>					
		Tue							
8am									
9am									
10am									
11am <sup>EN</sup> 4	NGL-1111-003 seats		ENGL-11 4 seats	11-003					
12pm	JSN-1101-002 Registered		BUSN-11 Regist	01-002 ered					
1pm									
Jom									

## How to Register: Final Steps

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, <u>remove the course(s)</u> listed in the error and try to register for the remaining courses again.
- Email <u>registrar@montreat.edu</u> 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 (<u>montreat.edu/mymontreat/registrar</u>) includes additional resources and access to commonly requested forms.