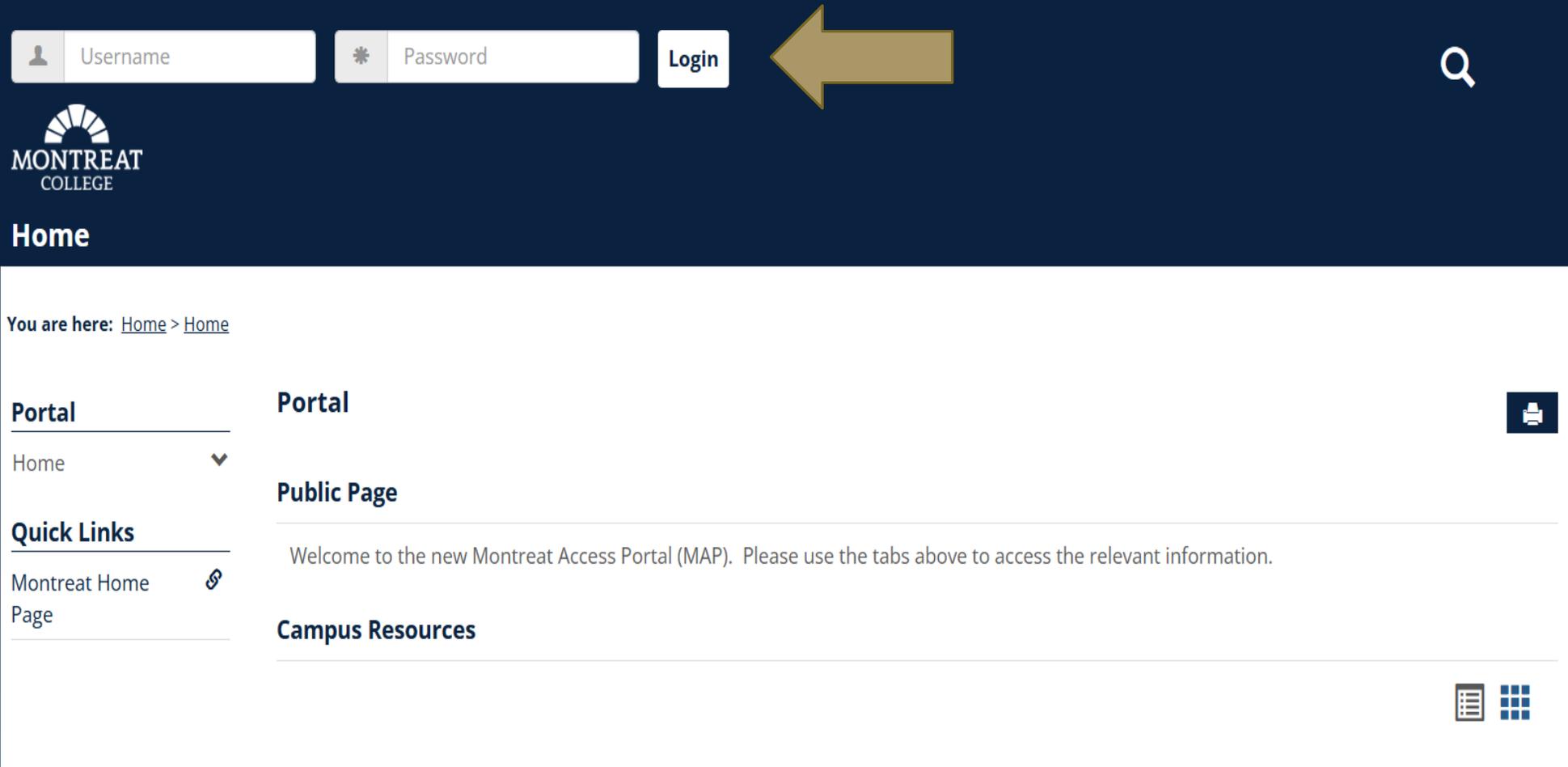


How to Register for Classes



How to Register: Getting Started

◇ Log into [MAP](#) (Montreat Access Portal).



Username Password Login


MONTREAT
COLLEGE

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

How to Register: Preparations

- On the Student Home Page, you will see the **Student Academic Information** portlet in the top right. This will show you if you have a hold on your account and your current 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 is a navigation menu with categories like 'Students', 'Advising and Registration', 'Grades and Transcripts', 'Financial Aid Portal', 'Billing and Payments', 'Student Health Forms', 'Student Medical History', and 'Quick Links'. The main content area is titled 'Students' and includes a welcome message and instructions. On the right, the 'Student Academic Information' portlet is highlighted with a large arrow. This portlet contains tabs for 'Holds', 'Programs', 'Completed Programs', and 'Test Scores'. A green box indicates 'You have no holds'. Below this, the 'Student Forms' section is visible. A zoomed-in inset shows the 'Current Program' details for an Undergraduate Bachelor of Science degree, including the catalog year (2020-2021), entry date (Jun 15, 2020), and expected graduation (2024-2025). It also lists the major (Business Administration) and concentration (Management).

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

Students ⚙️ 🖨️

Student Home Page ▾

Advising and Registration

Grades and Transcripts

Financial Aid Portal

Billing and Payments

Student Health Forms

Student Medical History

Quick Links

My Pages ▾

Students

Welcome to our portal

Welcome to MAP: The Montreat Access Portal!

Please take some time to look around and familiarize yourself with the tools (called portlets) available to you through this portal.

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.

Student Academic Information ?

[Holds](#) | [Programs](#) | [Completed Programs](#) | [Test Scores](#)

✔️ You have no holds

Student Forms

New Students

[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	None
		(associated with Business Administration)	

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 may not be able to Register depending on the hold.*

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

Students

Advising and Registration

Student Home Page

Advising and Registration

Welcome to the MAP Advising and Registration Page



Grades and Transcripts

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

Financial Aid Portal

Degree Audit: Select *View All Details* under "My Degree Progress" then select *Printable Degree Audit (PDF file)* under "Requirements Summary"

Billing and Payments

See "**Handouts**" below for instructions on how to register and other helpful resources.

Student Health Forms

For questions relating to grades or registration, please contact your advisor (listed below).

Student Medical History

For questions relating to billing, payment plans, or financial aid, please contact the Student Financial Services Office by calling 800-545-4656 or send email to financialservices@montreat.edu

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.*
- ◆ Here you will find resources to help you navigate MAP, Advising, and Registration such as:
 - ◆ Your Advisor(s)
 - ◆ Your Degree Audit (*My Degree Progress*)
 - ◆ Handouts
 - ◆ Important Links
 - ◆ Your Course History
 - ◆ Registration Portlet

The screenshot displays a student's academic information page. At the top, it shows 'Academic Information' with a dropdown menu set to 'UNDERGRADUATE'. Below this, 'Faculty Advisors' is listed as empty, and 'Intended Majors' is 'Business Administration'. The 'Registration' section indicates that registration is 'Planning now open' for the '2025-2026 Academic Year - Fall', starting on 3/3/2025 and ending on 8/26/2025. It includes links for 'Register', 'Course search', and 'Schedule Not Available'. The 'Handouts' section contains links for 'Preparing for Registration', 'How to Register', and 'Graduation Information'. The 'My Degree Progress' section features a 'Test Student' table with a 'Requirements Summary' table. The 'Requirements Summary' table lists various requirements and their status, with all listed as 'Not Met'. The 'Course History' section has a link to 'View Course History'. The 'Links' section includes a link to 'Academic Catalog and Four-Year Plans'.

Name	Status
CORE Business Admin B.S.	Not Met
Business Admin BS	Not Met
Management	Not Met
Honors Fellow Program Min	Not Met
Psych & Hum Service Minor	Not Met
10 Hrs General Electives	Not Met
Non-Applied Coursework	Not Met
Additional Requirements	Not Met
120 Total Hrs/2.00 GPA	Not Met

How to Register: Select Your Term

- ❖ In **Advising and Registration**, scroll down to the *Registration* portlet and make sure your term is set to the correct *Year/Term*.
- ❖ **Select Register.**

Registration ? **Course History** ?

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.

[Register](#) [Course search](#) Schedule Not Available

To view your complete course history, click the View Course History link
[View Course History](#)

[Privacy policy](#) [About us](#) [Contact us](#) [Campus directory](#) Powered by Jenzabar. v9.2.2

How to Register: Finding Courses

- ◇ You can search for courses either by **Course Search** or **Degree Audit Summary**
 - ◇ **Degree Audit Summary** will show you what courses you need to complete your specific degree requirements. Please be sure to check the “Show only needed courses” checkbox when using this method of registration. *This option is recommended for all students.*
 - ◇ **Course Search** –will allow you to search for courses being offered by a variety of search options. *This is recommended for students who know a specific class they need to add.*

The screenshot shows a user interface for finding courses. At the top, there is a checkbox for "Show only needed courses" which is unchecked. Below it are two expandable sections: "+ Degree Audit Summary" and "- Course Search". A large blue arrow points from the text in the first list item to the "Course Search" section. Below "Course Search" are search filters: "Course Code or Title" (text input), "Instructor" (text input with "Search..." placeholder), "Department" (text input with "Search..." placeholder), and "Location" (text input with "Search..." placeholder). Below these is a "Meets on Selected Days" section with a grid for M, Tu, W, Th, F. A "Search Courses" button is at the bottom of the search section. A second blue arrow points from the text in the second list item to the "Degree Audit Summary" section. This section is expanded, showing a "Show only needed courses" checkbox which is checked. Below it is a table of requirements:

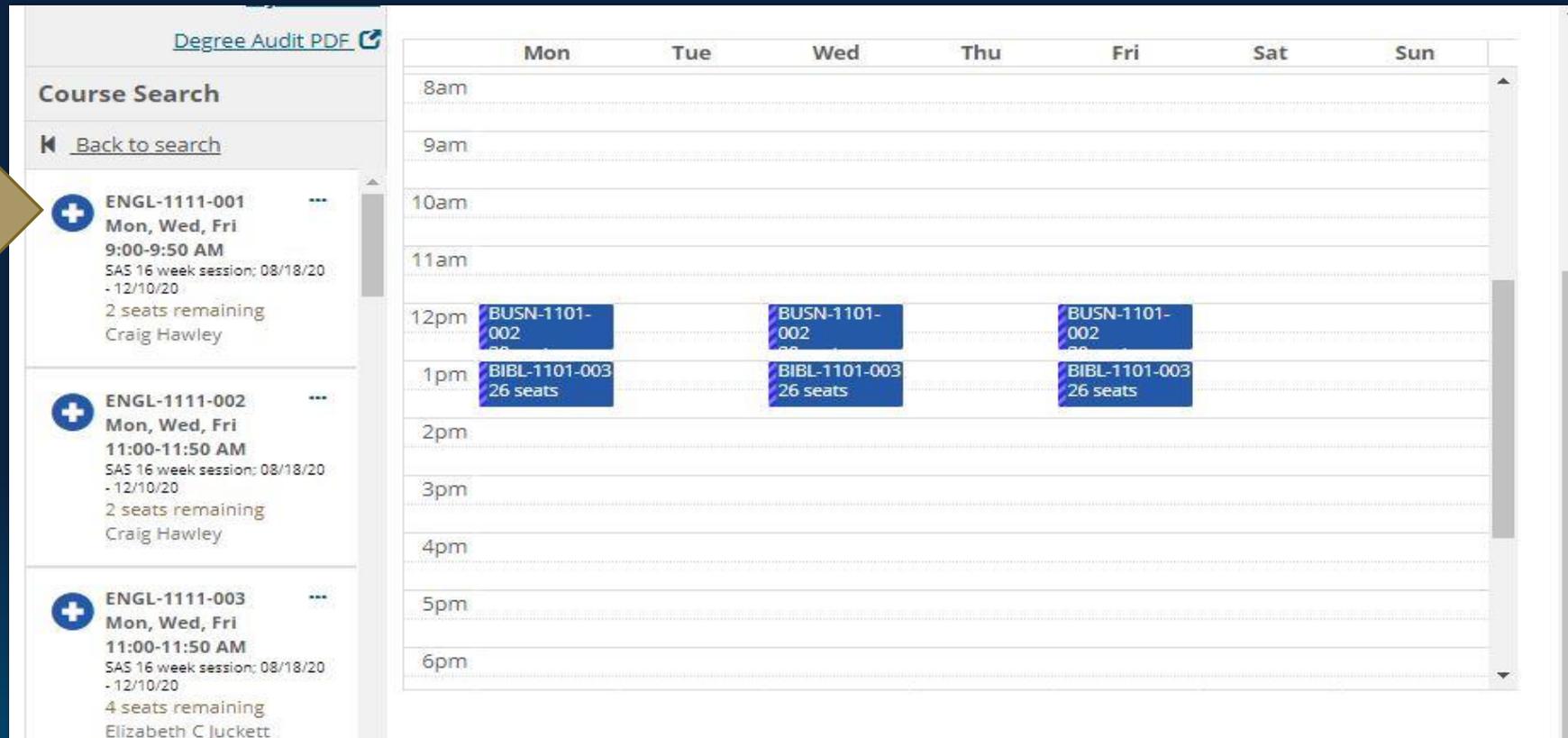
Requirement	Status
Management	Incomplete
10 Hrs General Electives	Incomplete
CORE Business Admin B.S.	Incomplete

Below the table, it shows "55.0 hrs needed | 0.0 hrs earned". A list of courses is displayed below:

Course ID	Course Name	Hours	Action
BIBL 1101	Surv-OldTestmnt	3.00 hrs	Find a section
BIBL 1102	Surv-NewTestmnt	3.00 hrs	Find a section
BUSN 2510	Bus Comm	3.00 hrs	Find a section
BUSN 2601	Macroeconomics	3.00 hrs	Find a section

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 blue 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"/>	BIBL-1101-003 - Surv-OldTestmnt 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"/>	BUSN-1101-002 - Intro-Business 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"/>	CYBR-1131-003 - CompApps&Cncpts No schedule available <small>SAS 16 week session; 08/18/20 - 12/10/20</small> 14 seats remaining	(3 hrs)
<input checked="" type="checkbox"/>	ENGL-1111-003 - English Comp I 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"/>	HIST-2101-001 - US History I 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!

◆ Tip: If your courses are still blue on your schedule grid, you are *not* registered. **Green means you are registered.**



How to Register: Dropping a Course

- ◆ To remove a course from your schedule, simply click on the course you wish to remove and click **drop course** from the pop-up menu

The screenshot displays a registration interface for the 2020-2021 Academic Year - Fall. The main area shows a grid of courses by day and time. A pop-up menu is open over a course, showing options: 'Contact instructor', 'View section details', and 'Drop course'. A large brown arrow points to the 'Drop course' option.

Registration Registration checkout

2020-2021 Academic Year - Fall

[My Schedule](#)

[Degree Audit PDF](#)

Show only needed courses

+ Degree Audit Summary

+ Course Search

+ Program Information

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am							
10am		BUSN-2601-002 ✓ Registered		BUSN-2601-002 ✓ Registered			
11am		BUSN-1101-003 ✓ Registered		BUSN-1101-003 ✓ Registered			
12pm						BUSN-2601-002 ✓ Regi	BUSN-2601- red
1pm						BUSN- 003 ✓ Regi	1- red
2pm							
3pm							

Pop-up menu options:

- Contact instructor
- View section details
- Drop course

How to Register: Other Details

- ◆ If you receive an error, remove the course(s) listed in the error and try to register for the remaining courses again. *Refer to the “Error Messages” handout on the Advising and Registration page for more details about the error if needed.*
- ◆ Email registrar@montreat.edu to ask for assistance in adding/dropping the course(s) 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 includes additional resources and access to commonly requested forms.