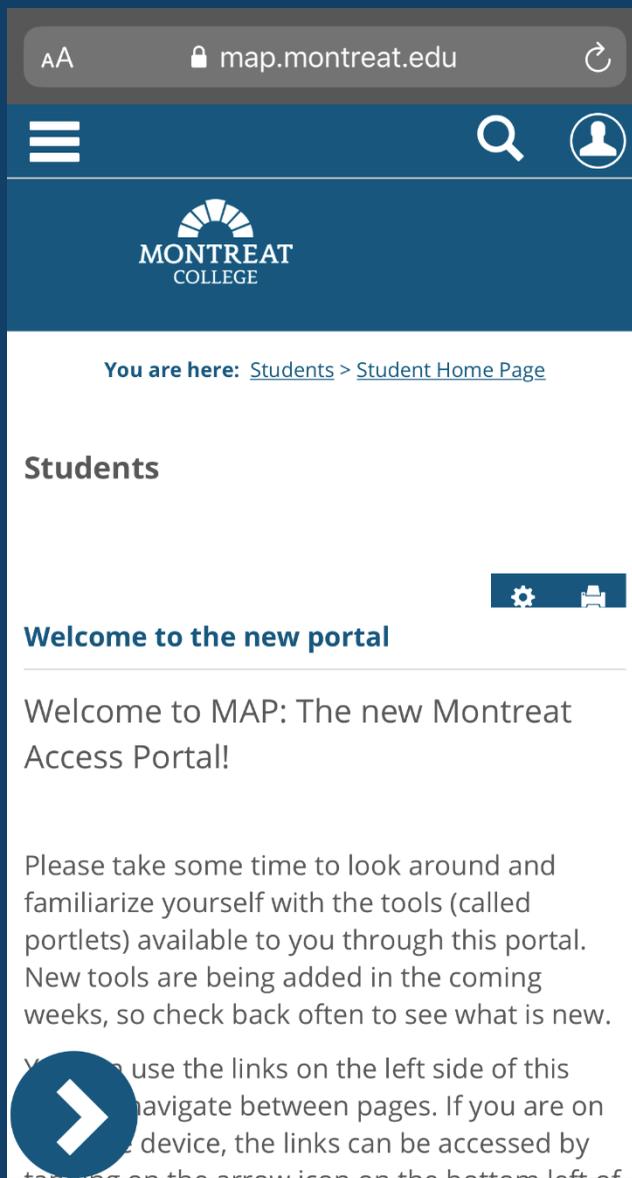




How to Register for Classes

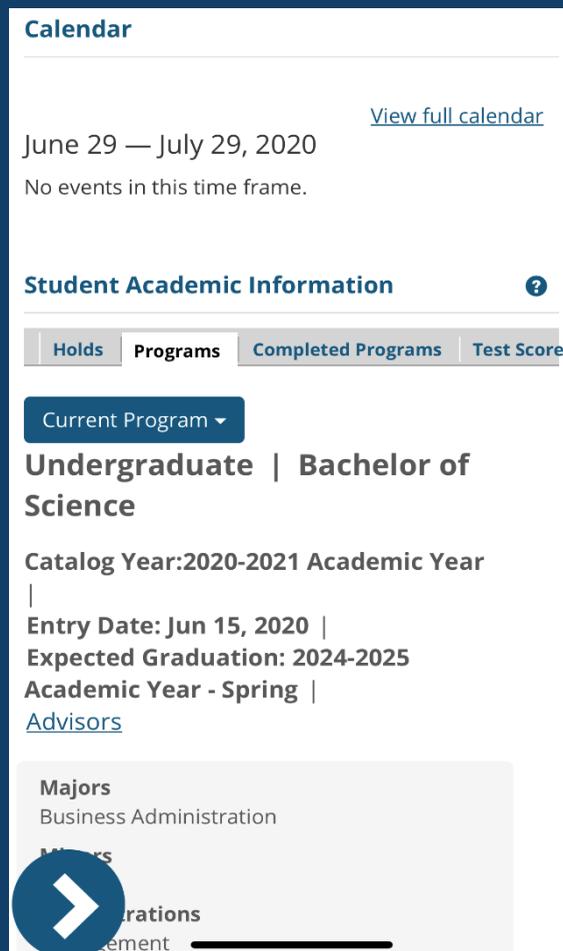
How to Register: Getting Started

◇ 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.



The screenshot shows a web interface for a student's academic information. At the top, there is a 'Calendar' section with a 'View full calendar' link and a date range of 'June 29 — July 29, 2020'. Below this is the 'Student Academic Information' section, which has a help icon. It features four tabs: 'Holds', 'Programs', 'Completed Programs', and 'Test Scores'. The 'Programs' tab is selected, showing 'Current Program' as 'Undergraduate | Bachelor of Science'. Below this, it lists 'Catalog Year: 2020-2021 Academic Year', 'Entry Date: Jun 15, 2020', and 'Expected Graduation: 2024-2025 Academic Year - Spring'. There is a link for 'Advisors'. At the bottom, a 'Majors' section is partially visible, showing 'Business Administration' and a 'Registrations' section with a right-pointing arrow icon.

How to Register: Preparations

- ◆ Use the > at the bottom of your screen to navigate through pages.
- ◆ Select the **Advising & Registration** page.

The image displays two screenshots of a mobile application interface. The left screenshot shows a menu with 'Advising and Registration' selected. The right screenshot shows the 'Advising and Registration' page content.

Menu | **Quick Links**

- Student Home Page
- Advising and Registration**
- Grades and Transcripts

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

Advising and Registration

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](#)

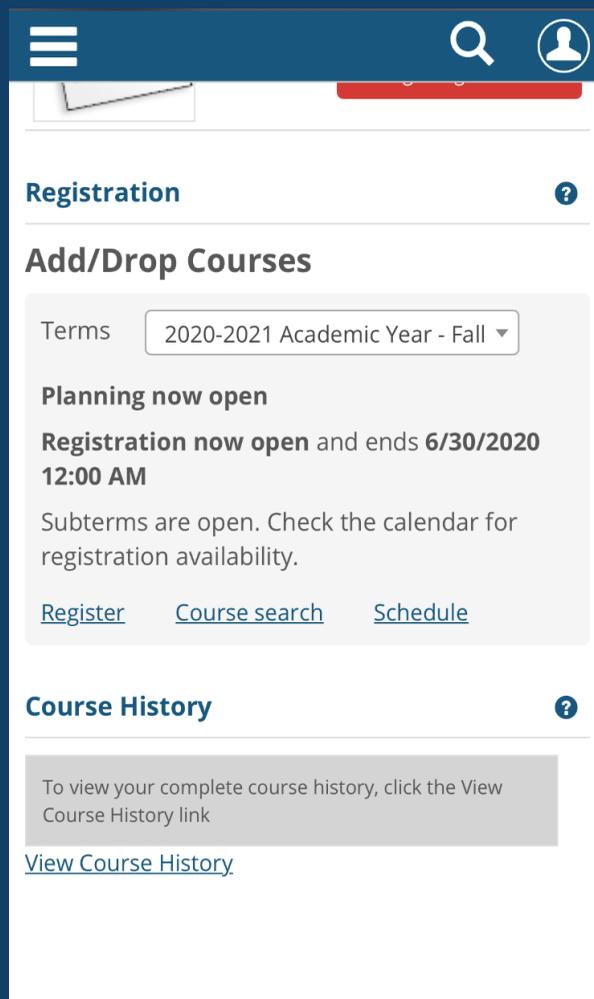
Instructions for the Registration process: [How to Register](#)

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](tel:800-545-4656) or sending an email to financialservices@montreat.edu.

How to Register: Select 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.**



The screenshot shows a web application interface with a dark blue header containing a menu icon, a search icon, and a user profile icon. Below the header is a white portlet titled "Registration" with a help icon. The portlet contains a section for "Add/Drop Courses" with a dropdown menu for "Terms" set to "2020-2021 Academic Year - Fall". Below this, it states "Planning now open" and "Registration now open and ends 6/30/2020 12:00 AM". A note indicates "Subterms are open. Check the calendar for registration availability." and there are three links: "Register", "Course search", and "Schedule". Below the "Registration" portlet is another portlet titled "Course History" with a help icon. It contains a grey box with the text "To view your complete course history, click the View Course History link" and a link "View Course History".

Registration ?

Add/Drop Courses

Terms

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](#)

Course History

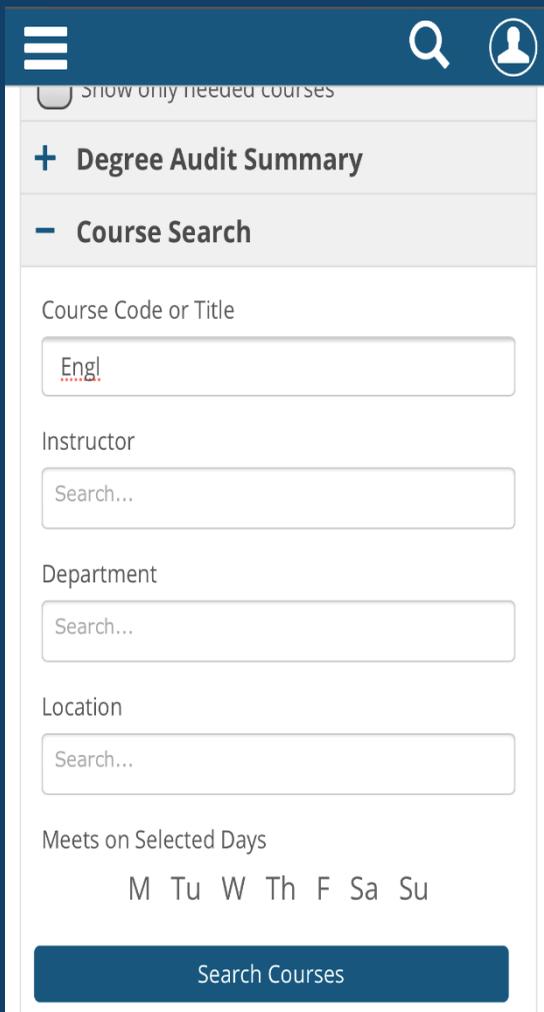
 ?

To view your complete course history, click the View Course History link

[View Course History](#)

How to Register: Finding Courses

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



The screenshot shows a mobile application interface for finding courses. At the top, there is a dark blue header with a hamburger menu icon, a search icon, and a user profile icon. Below the header, there is a toggle switch for "Show only needed courses". The main content area is divided into two sections: "Degree Audit Summary" (expanded) and "Course Search" (collapsed). The "Course Search" section contains several input fields: "Course Code or Title" (with "Engl" entered), "Instructor" (with "Search..." placeholder), "Department" (with "Search..." placeholder), and "Location" (with "Search..." placeholder). Below these fields is a "Meets on Selected Days" section with radio buttons for "M", "Tu", "W", "Th", "F", "Sa", and "Su". At the bottom of the form is a dark blue button labeled "Search Courses".

- ◆ **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.*

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.**

The screenshot displays a user interface for selecting courses. On the left, a list of course sections is shown, each with a plus sign icon indicating it can be added to the schedule. The courses listed are:

- Mon, Wed, Fri 9:00-9:50 AM**
SAS 16 week session; 08/18/20 - 12/10/20
2 seats remaining
Craig Hawley
- ENGL-1111-002** (plus sign icon)
Mon, Wed, Fri 11:00-11:50 AM
SAS 16 week session; 08/18/20 - 12/10/20
2 seats remaining
Craig Hawley
- ENGL-1111-003** (thumbs up icon)
Mon, Wed, Fri 11:00-11:50 AM
SAS 16 week session; 08/18/20 - 12/10/20
4 seats remaining
Elizabeth C Juckett
Section added successfully
- ENGL-1111-004** (plus sign icon)
Mon, Wed, Fri 12:00-12:50 PM
SAS 16 week session; 08/18/20 - 12/10/20
5 seats remaining
Craig Hawley
- ENGL-1111-005** (plus sign icon)

Below the list, there is a link for "Non-scheduled courses (3 hrs) [Less](#)".

On the right, a time grid shows the schedule for Monday, Tuesday, and Wednesday. The grid has time slots from 6am to 1pm. The following courses are shown in the grid:

| | Mon | Tue | Wed |
|------|-------------------------------|-----|-------------------------------|
| 6am | | | |
| 7am | | | |
| 8am | | | |
| 9am | | | |
| 10am | | | |
| 11am | ENGL-1111-003 4 seats | | ENGL-1111-003 4 seats |
| 12pm | BUSN-1101-002 ✓ Registered | | BUSN-1101-002 ✓ Registered |
| 1pm | | | |

A large blue arrow icon is overlaid on the bottom left of the screenshot, pointing to the right.

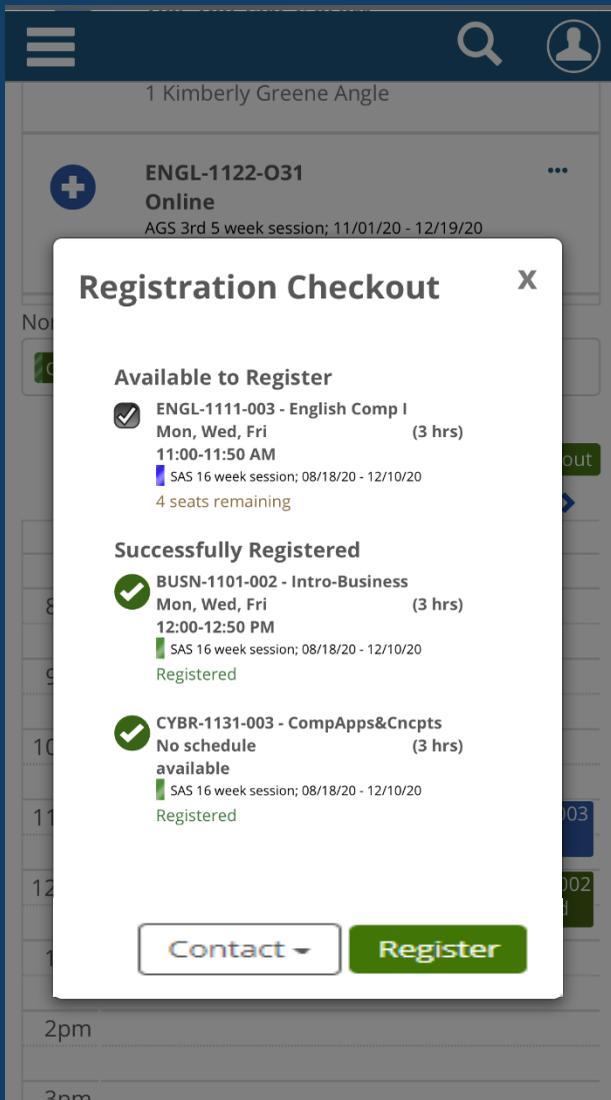
How to Register: Registering

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

The screenshot shows a user interface for course registration. At the top, there is a navigation bar with a menu icon, a search icon, and a user profile icon. Below the navigation bar, the user's name "1 Kimberly Greene Angle" is displayed. A course card for "ENGL-1122-031 Online" is shown, with details: "AGS 3rd 5 week session; 11/01/20 - 12/19/20" and "16 seats remaining". Below the course card, there is a section for "Non-scheduled courses (3 hrs) [Less](#)" containing a green checkmark next to "CYBR-1131-003". A green button labeled "Registration checkout" is positioned above a weekly schedule grid. The grid has columns for "Mon", "Tue", and "Wed", and rows for time slots from 8am to 2pm. The 11am slot shows "ENGL-1111-003 4 seats" on both Mon and Wed. The 12pm slot shows "BUSN-1101-002 ✓ Registered" on both Tue and Wed.

| | Mon | Tue | Wed |
|------|--------------------------|-------------------------------|-------------------------------|
| 8am | | | |
| 9am | | | |
| 10am | | | |
| 11am | ENGL-1111-003 4 seats | | ENGL-1111-003 4 seats |
| 12pm | | BUSN-1101-002 ✓ Registered | BUSN-1101-002 ✓ Registered |
| 1pm | | | |
| 2pm | | | |

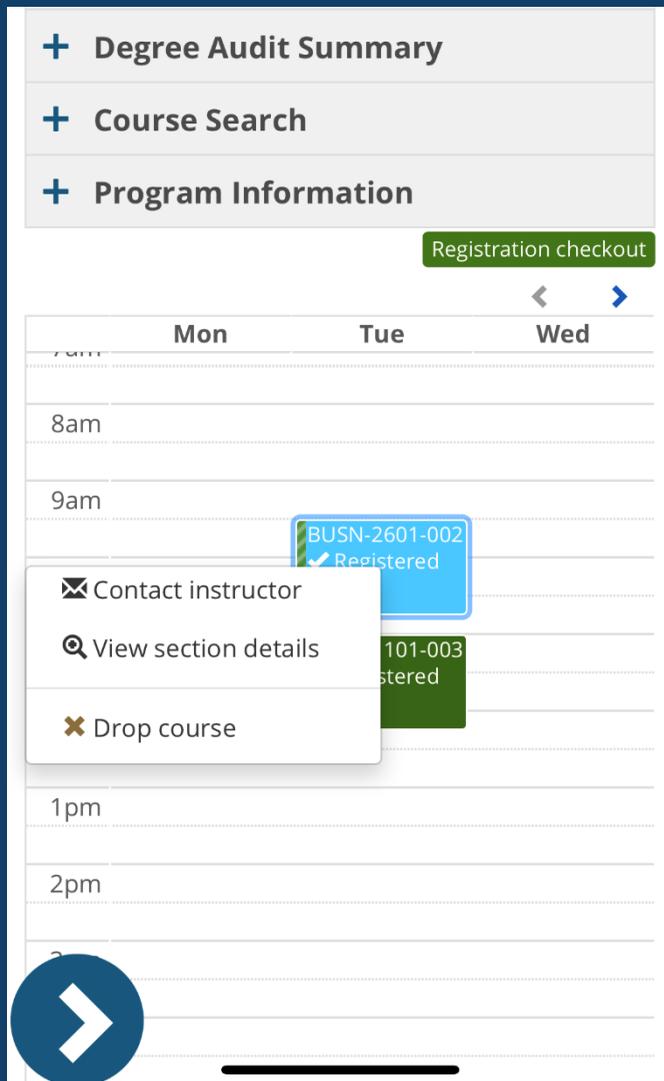
How to Register: Final Steps



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

How to Register: Dropping Courses

- ◇ To remove a course from your schedule, simply tap on the course you wish to remove and tap **Drop course** from the pop-up menu



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. *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.