

**MSOE Registrar's Office** 

Office: CC 377

Email: registrar@msoe.edu

PH: 414.277.7215

www.msoe.edu/registrar

# **Web Registration Instructions**

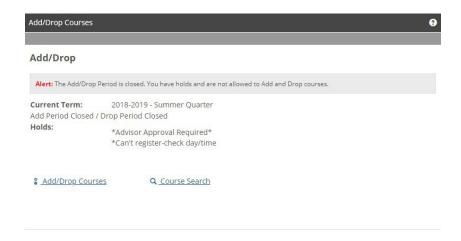
**Graduate Students** 

### How do I register for or change classes on the web?

Log in to <u>my.msoe.edu</u> using your email login and password.

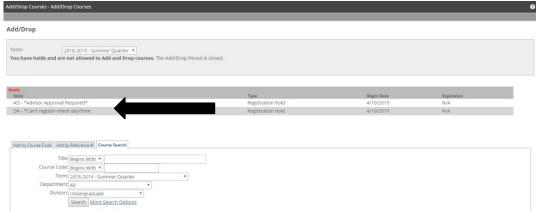
Please note, if you are not currently enrolled and your MSOE computer accounts have been deactivated, please contact the Registrar's Office. We will need you to register using a <u>registration form</u> for the first time back, and then your accounts will re-activate.

- Click on the Students tab across the top of the screen.
- Look for the Add/Drop Courses section of the page.



### How do I know if I have holds that will prevent me from registering?

Your holds are listed on the Add/Drop section of the Students page in myMSOE on the left side.



#### The most common holds are:

- <u>Contact Student Accounts</u>—Contact the Student Accounts Office to resolve the balance on your account.
- <u>Advisor Approval Required</u>—Contact your advisor to have your courses approved for the upcoming term.
- Cannot Register—check day/time—You are trying to register before your scheduled registration time.

### Can I change my schedule after I register?

Yes, you can make changes to your schedule until Friday of the first week of the semester at 4:30 pm.

#### What if a class I need is full?

You have two options:

- 1. Search for a different section.
- 2. Fill out a Closed Section Request Form. Instructors do not have the authority to add you to a full class.

#### Why can't I add a class?

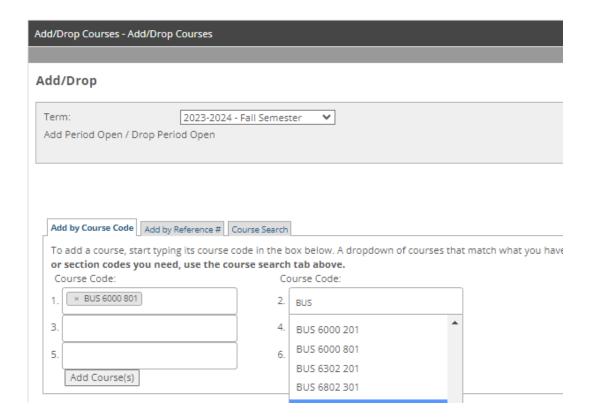
There are a few things that would make it impossible to add a class. If any of these things apply to you, please contact our office for assistance. You can register for all the rest of your classes via the web.

- Your course requires an <u>approval form</u>. This is typically needed for an independent study course. It is also required for some capstone courses. You must bring or email the completed permission slip to our office.
- You are a graduate student taking an undergraduate course or an undergraduate student taking a graduate course.
- You are registering for two courses that have a time conflict.
- The section of the course is full.

#### There are two ways to search for classes in myMSOE:

## OPTION 1

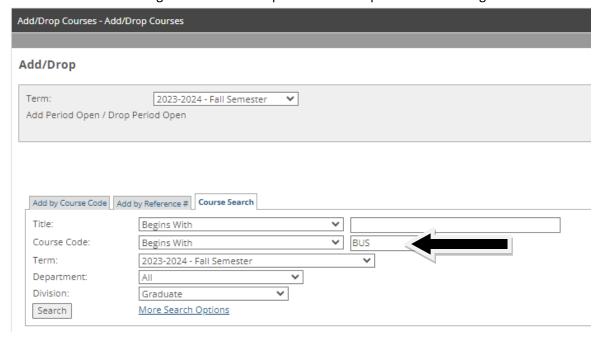
If you know the course number and the section number of the courses you wish to add to your schedule, then you can click the *Add/Drop Courses* option and choose the correct course from the drop down (see below). When you type the course number into the box, you must put a space between the course prefix and the course number (example BUS 6000 not BUS6000). Click the Add Course button or hit enter.



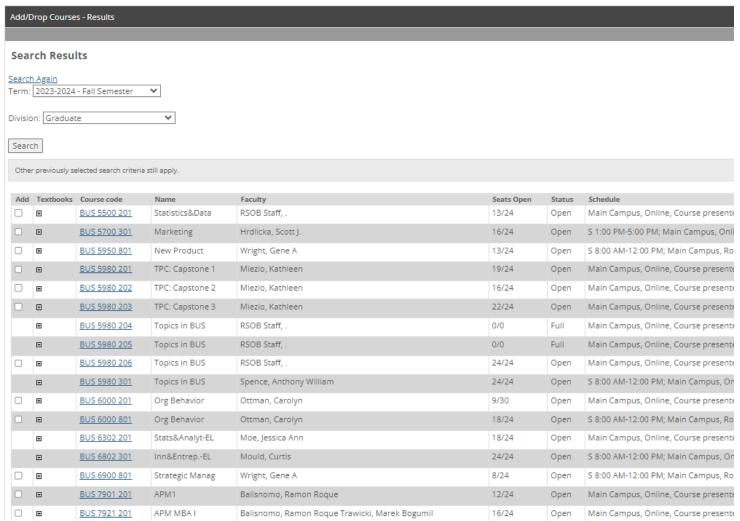
After you click the Add Courses button, the classes that are cleared to register will move to the bottom of the screen under "Your Schedule (Registered)". If there are any full classes or other classes that you cannot register for, there will be a message in red font indicating why you cannot add the class.

### **OPTION 2**

If you do not know the exact course number or section number, you can use the *Course Search* link. It may be easiest to use the "Course Code: Begins With" search option. Another option is to choose graduate division courses.



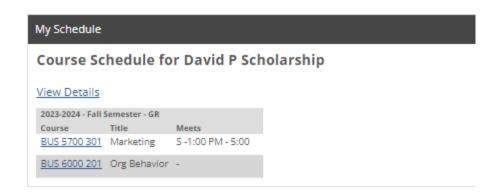
Using the Course Search option brings up the Search Results screen where you can view instructors and times for each section. Click the Add checkbox for the section you wish to add to your schedule. Then click "Add Courses" at the bottom of the screen.



After clicking the Add Courses button at the bottom of the Search Results screen, you can check to make sure you were added to the class by looking in the "Your Schedule (Registered)" section of the screen.

## How do I know I'm really registered?

• Click on the *My Schedule* part of the Student page. The courses for which you are registered will show on the screen.



To see more schedule details, click View Details. To view a more printer friendly version of the schedule, click the PDF link at the bottom.

