MSOE Registrar's Office
Office: CC 377
Email: registrar@msoe.edu
PH: 414.277.7215
www.msoe.edu/registrar

Web Registration Instructions

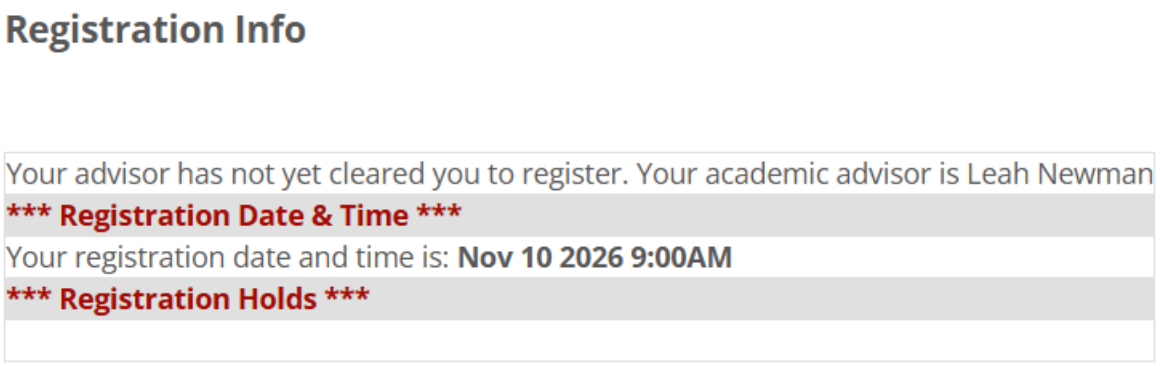
Graduate Students

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

- Log in to my.msoe.edu 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 registration form 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 or if I have had registration clearance granted?

Your clearance status will be the first line on the screenshot below – it will state whether you have not had your clearance granted. If your clearance is granted, or you do not require it, this line will be blank.



Your holds are listed on the Course Schedules section of the Students page in myMSOE on the left side.

Example of a hold: Contact Student Accounts—Contact the Student Accounts Office to resolve the balance on your account.

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?

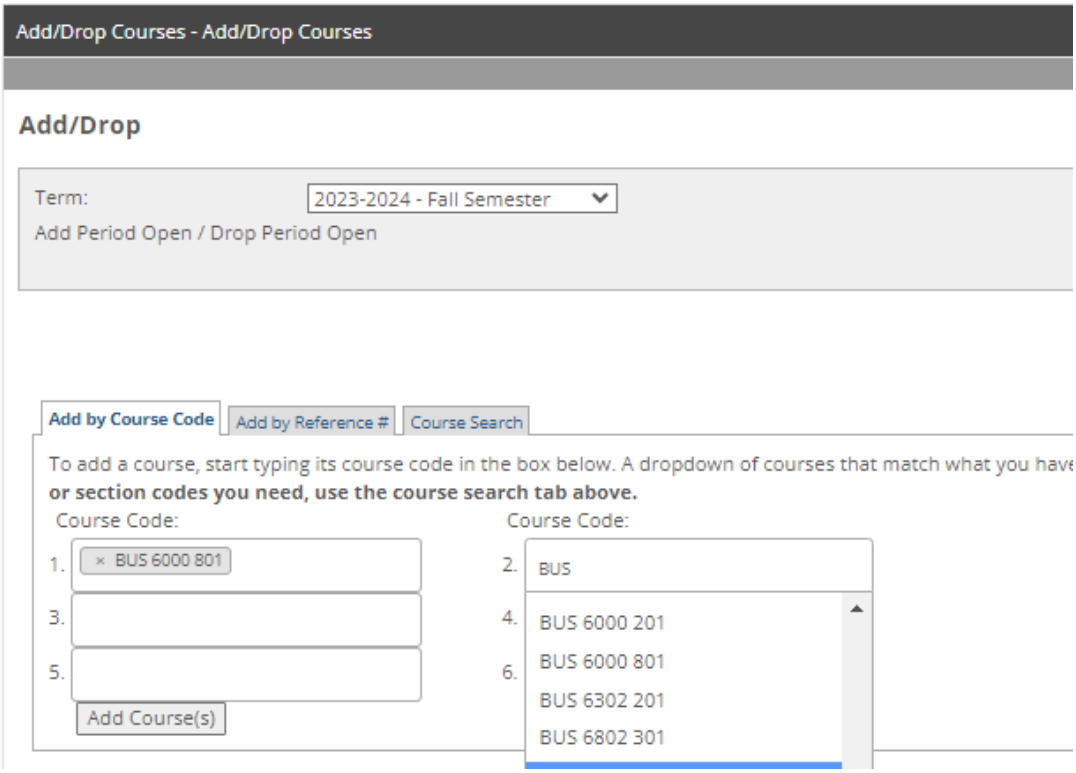
There are a few things that would make it impossible to add a class. If any of these things apply to you, please contact our office for assistance. You can register for all the rest of your classes via the web.

- Your course requires an approval form. 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

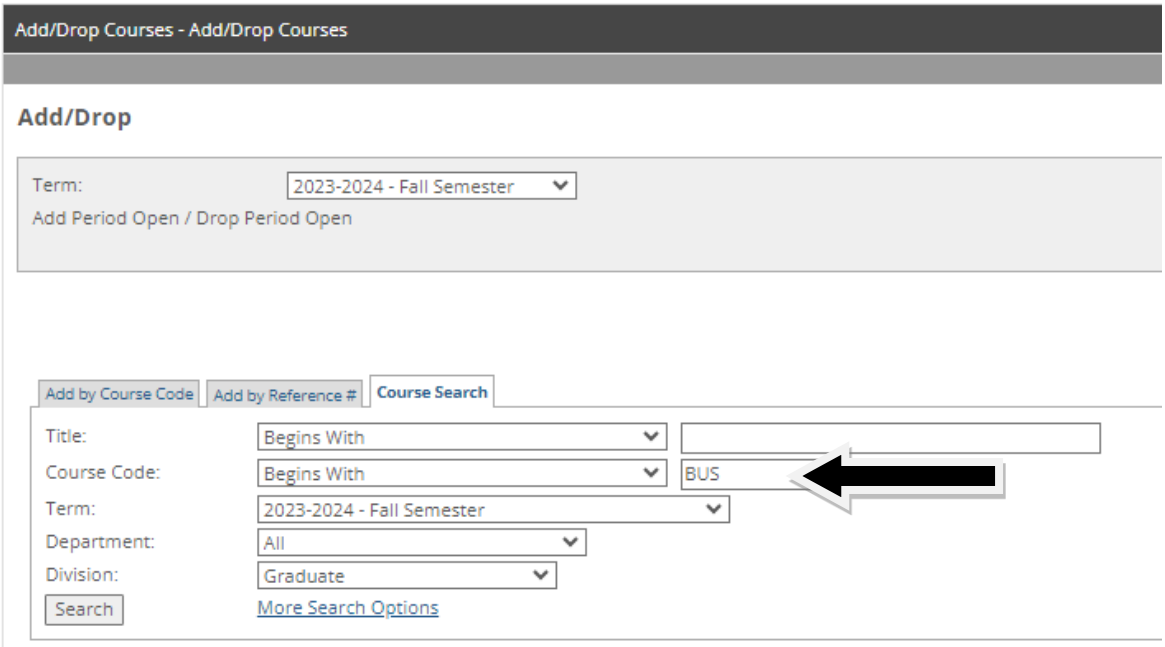
If you know the course number and the section number of the courses you wish to add to your schedule, then you can click the *Add/Drop Courses* option and choose the correct course from the drop down (see below). **When you type the course number into the box, you must put a space between the course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



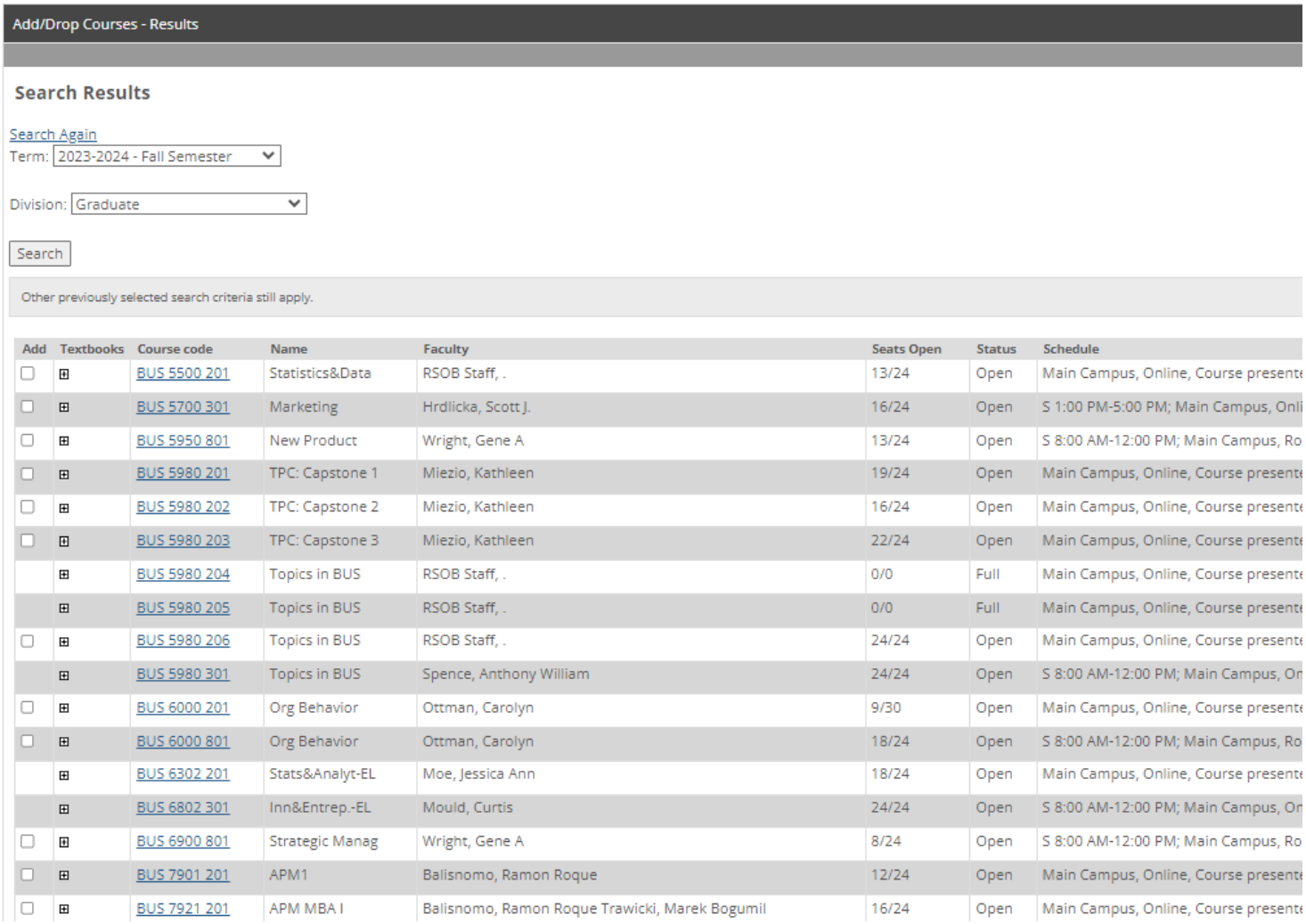
After you click the Add Courses button, the classes that are cleared to register will move to the bottom of the screen under “Your Schedule (Registered)”. If there are any full classes or other classes that you cannot register for, there will be a message in red font indicating why you cannot add the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

<u>OPTION 2</u>

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.



Add/Drop Courses - Results

Search Results

Search Again

Term: 2023-2024 - Fall Semester

Division: Graduate

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
☐	⊞	BUS 5500 201	Statistics&Data	RSOB Staff, .	13/24	Open	Main Campus, Online, Course presente
☐	⊞	BUS 5700 301	Marketing	Hrdlicka, Scott J.	16/24	Open	S 1:00 PM-5:00 PM; Main Campus, Onli
☐	⊞	BUS 5950 801	New Product	Wright, Gene A	13/24	Open	S 8:00 AM-12:00 PM; Main Campus, Ro
☐	⊞	BUS 5980 201	TPC: Capstone 1	Miezio, Kathleen	19/24	Open	Main Campus, Online, Course presente
☐	⊞	BUS 5980 202	TPC: Capstone 2	Miezio, Kathleen	16/24	Open	Main Campus, Online, Course presente
☐	⊞	BUS 5980 203	TPC: Capstone 3	Miezio, Kathleen	22/24	Open	Main Campus, Online, Course presente
	⊞	BUS 5980 204	Topics in BUS	RSOB Staff, .	0/0	Full	Main Campus, Online, Course presente
	⊞	BUS 5980 205	Topics in BUS	RSOB Staff, .	0/0	Full	Main Campus, Online, Course presente
☐	⊞	BUS 5980 206	Topics in BUS	RSOB Staff, .	24/24	Open	Main Campus, Online, Course presente
	⊞	BUS 5980 301	Topics in BUS	Spence, Anthony William	24/24	Open	S 8:00 AM-12:00 PM; Main Campus, On
☐	⊞	BUS 6000 201	Org Behavior	Ottman, Carolyn	9/30	Open	Main Campus, Online, Course presente
☐	⊞	BUS 6000 801	Org Behavior	Ottman, Carolyn	18/24	Open	S 8:00 AM-12:00 PM; Main Campus, Ro
	⊞	BUS 6302 201	Stats&Analyt-EL	Moe, Jessica Ann	18/24	Open	Main Campus, Online, Course presente
	⊞	BUS 6802 301	Inn&Entrep.-EL	Mould, Curtis	24/24	Open	S 8:00 AM-12:00 PM; Main Campus, On
☐	⊞	BUS 6900 801	Strategic Manag	Wright, Gene A	8/24	Open	S 8:00 AM-12:00 PM; Main Campus, Ro
☐	⊞	BUS 7901 201	APM1	Balisnomo, Ramon Roque	12/24	Open	Main Campus, Online, Course presente
☐	⊞	BUS 7921 201	APM MBA I	Balisnomo, Ramon Roque Trawicki, Marek Bogumil	16/24	Open	Main Campus, Online, Course presente

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.

