



MSOE Registrar's Office  
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 www.msoe.edu/registrar

## Web Registration Instructions

### Graduate Students

#### When do I register?

- For graduate students, registration begins Wednesday of the 9<sup>th</sup> week of the term prior to the term for which you are registering.

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

- Log in to [my.msoe.edu](http://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?

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

Hold	Type	Begin Date	Expiration
AD - *Advisor Approval Required*	Registration hold	4/10/2019	N/A
DA - *Can't register-check day/time	Registration hold	4/10/2019	N/A

The most common holds are:

- Contact Student Accounts—Contact the Student Accounts Office to resolve the balance on your account.
- Advisor Approval Required—Contact your advisor to have your courses approved for the upcoming term.
- Cannot Register—check day/time—It is before your scheduled registration time. This hold will be automatically removed when your scheduled time arrives. Registration begins Wednesday of week 9 of the term.

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

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

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

You have three options:

1. Search for a different section.
2. Wait to see if someone drops the section that you want prior to the close of registration (Friday of the first week of the term).
3. Contact the Chair of the Academic Department that oversees the class. 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, fax, or scan and email the 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 GE 601 not GE601).** Click the Add Course button or hit enter.

**Add by Course Code** | Add by Reference # | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <input type="text" value="ge 6"/>	2. <input type="text"/>
3. <input type="text" value="GE 6000 001"/>	4. <input type="text"/>
5. <input type="text" value="GE 611 101"/>	6. <input type="text"/>
5. <input type="text" value="GE 611 201"/>	

**Your Schedule (Registered)**

Drop Code	Title	Schedule	Location	Credits	Credit Type	Division
No Current Courses for the selected Term and Division.						

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 (see below).

Add/Drop Courses - Add/Drop Courses

**Add/Drop**

Term: 2018-2019 - Summer Quarter  
You have holds and are not allowed to Add and Drop courses. The Add/Drop Period is closed.  
You are currently registered for 8 credits.

**Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

**MA 137 001**  
Error: **MA 137 001 - Student has Registration Holds: (**

**Add by Course Code** | **Add by Reference #** | **Course Search**

Title:    
Course Code:    
Term: 2018-2019 - Summer Quarter   
Department: All   
Division: All   
 [More Search Options](#)

[My Account Info](#)

**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.

[Add by Course Code](#) | [Add by Reference #](#) | **Course Search**

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

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:  | Division:  |

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule
<input type="checkbox"/>		<a href="#">AE 5210 101</a>	Mtx StrAnalysis	Stahl, Douglas C	10/10	Open	TR 4:30 PM-5:45 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 5220 101</a>	AISC Steel	Raebel, Christopher H	10/10	Open	MW 4:30 PM-5:45 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 5232 101</a>	Pre Conc Des	Maamouri, Mahmoud	10/10	Open	T 6:00 PM-8:50 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 5260 101</a>	Bridge Design	Maday, Mark	10/10	Open	M 6:00 PM-8:50 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 5980 101</a>	TPCPwrSysDesign	Grassl, David L.	20/20	Open	M 5:00 PM-7:50 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 6230 001</a>	RC Str Des	Zachar, John A	10/10	Open	TR 3:00 PM-4:15 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 6460 101</a>	Life Cycle	Jackman, Deborah L	20/20	Open	TR 4:00 PM-5:15 PM; Main Campus
<input type="checkbox"/>		<a href="#">AE 8000 101</a>	Res & Pres	Wentz, Blake	0/0	Open	Main Campus, None, Meetings Arranged
<input type="checkbox"/>		<a href="#">AE 8900 101</a>	Capst Proj I	Wentz, Blake	0/0	Open	Main Campus, None, Meetings Arranged
<input type="checkbox"/>		<a href="#">AE 8910 101</a>	Capst Prj II	Wentz, Blake	0/0	Open	Main Campus, None, Meetings Arranged
<input type="checkbox"/>		<a href="#">AE 8920 101</a>	Capst Prj III	Wentz, Blake	0/0	Open	Main Campus, None, Meetings Arranged

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.

