

# How to Register for a Course through the myCMU Add/Drop Course Utility.

Click the Add/Drop Courses icon in the Student > Register for Class page.

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You are here: Student > Register for Class - Add/Drop Courses

## Register for Class - Add/Drop Courses

**About**

The sessions listed below are currently open for student self-registration. If you have any questions or experience any issues adding or dropping a class, please contact the Office of the Registrar at 660-248-4265.

Before you begin

1. Verify that the **CURRENT TERM** information (i.e. SPRG 2022, EXSP 2022, etc.) is accurate for the session/term you want to use
2. If not, click on the **ADD/DROP COURSES** link in the REGISTER OR ADD/DROP COURSES section and select the correct term information from the drop-down list
3. After verifying the current term/session are correct, you can search and add courses one-by-one by using the **COURSE SEARCH** link OR use the **Course Schedules** (links under Registration Information section) and write down all of the course and section numbers you want to enroll in, then click on the **ADD BY COURSE CODE** tab and add up to 6 courses at one time!

**IMPORTANT: BE SURE TO CHECK THE BEGINNING AND ENDING DATES OF COURSES WHEN REGISTERING.**

### Registration Dates

#### Self-Registration

PROGRAM	SESSION (Begin and End Dates)	STUDENT REGISTRATION DATES
Undergraduate Program	Regional and Online Students - Fall Session (EXFA) Fall Second 8 Week (10/24/2022-12/16/2022)	Student Registration Date Range: 03/15/2022 -10/24/2022
Graduate Program	Graduate Program - Fall Session (GRFA) Fall Second 8 Week (10/24/2022-12/16/2022)	Student Registration Date Range: 03/15/2022 -10/24/2022
Undergraduate Program	Regional and Online Students - January Mini-Session (12/19/2022-01/13/2023)	Student Registration Date Range: 10/15/2022 -12/19/2022
Undergraduate Program	Fayette Campus - Spring Session (SPRG) (01/17/2023-05/12/2023)	Student Registration Date Range: 10/11/2022 -12/16/2022
Undergraduate Program	Regional and Online Students - Spring Session (EXSP) (01/17/2023-05/12/2023)	Student Registration Date Range: 10/15/2022 -01/17/2023
Undergraduate Program	Regional and Online Students - Spring Session (EXSP) Spring First 8 Week (01/17/2023-03/10/2023)	Student Registration Date Range: 10/15/2022 -01/17/2023
Graduate Program	Graduate Program - Spring Session (GRSP) (01/17/2023-05/12/2023)	Student Registration Date Range: 10/15/2022 -01/17/2023
Graduate Program	Graduate Program - Spring Session (GRSP) Spring First 8 Week (01/17/2023-03/10/2023)	Student Registration Date Range: 10/15/2022 -01/17/2023

**Register or Add/Drop Courses**

#### Add/Drop

**Alert:** You have not been given an assigned time to register. Please contact the Registrar at 660-248-4265. StudentsNotEligToRegCourse Student Registration is currently closed.

**Current Term:** Extended Studies Fall - 2022

Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

### Registration Information

Title	Description
<a href="#">View Fayette campus (CLAS) Course Schedules</a>	Click on this link to see a complete listing of courses offered by Central Methodist University, College of Liberal Arts and Sciences.
<a href="#">View Regional and Online (CGES) Course Schedules</a>	Click on this link to see a complete listing of courses offered by Central Methodist University, College of Graduate and Extended Studies.
<a href="#">Contact the Office of the Registrar</a>	Visit the web site for the Office of the Registrar for questions related to course schedules, change of advisor, transcript requests, etc.
<a href="#">CMU Course Catalog</a>	Complete CMU course catalog

### Withdrawal

**FAYETTE CAMPUS** (Undergraduate)  
Need to withdraw from your **Fayette on-campus** course? - Contact your academic adviser or visit the Center for Learning and Teaching.

**ONLINE, GRADUATE, OR SATELLITE LOCATION**  
Need to withdraw from your **online, graduate, or satellite location** course? - Click Here

### Digital Forms

Title	Description
<a href="#">Request for Withdrawal from Classes (College of Graduate and Extended Studies)</a>	

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Make sure the TERM is set to the correct one. This will vary for each student based on whether the course is on campus or online, what time of year it is, and how many credit hours the student has accrued. (Freshman, Sophomore, Junior, Senior, Graduate etc.)

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**You are here:**  
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**STUDENT**

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- My Course Schedule
- Register for Class - Add/Drop Courses
- Financial Aid
- Billing and Payments
- Housing and Meal Plan
- Parking Registration
- Transcripts & Grade Reports
- Enrollment Verification
- My Enrollment Checklist
- My Degree Progress
- Graduation
- Eagle Connect
- 1098 Information
- Password Management

## Register for C

**Register or Add/Drop Course**

**Add/Drop**

**Term:**  Fall Session 2021  
 Graduate Spring Session 2021  
 Graduate Fall Session 2021  
 Extended Studies Fall 2021  
 Extended Studies Fall 2021 14 (14 week session)  
 Extended Studies Fall 2021 T1 (Fall First 8 Week)  
 Extended Studies Fall 2021 T2 (Fall Second 8 Week)  
 Extended Studies Spring 2021 T4 (Spring Second 8 Week)  
 Fall Session 2022  
 Spring Session 2022  
 Graduate Spring Session 2022  
 Graduate Fall Session 2022  
 Graduate Fall Session 2022 G1 (Fall First 8 Week)  
 Graduate Fall Session 2022 G2 (Fall Second 8 Week)  
 **Extended Studies Fall 2022**  
 Extended Studies Fall 2022 T1 (Fall First 8 Week)  
 Extended Studies Fall 2022 T2 (Fall Second 8 Week)  
 Extended Studies Spring 2022  
 Year Long Session 2022  
 EC Fall Session 2022

**Student Program:**

**Registration is CLOSED.** Registration is not open at this time for this section. Please contact your advisor currently closed.

You are currently registered for **0 credits**.

**Course Program:**

Select which courses will be displayed in the schedule & searches below.

The Add/Drop period must say "Open" to register for a course. Note the message in the yellow box. If you have not been assigned a registration time you must contact the Registrar. (or your advisor) so they can verify your group code, like Sophomore or Senior etc.

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**QUICK LINKS**

## Register for Class - Add/Drop Courses

**Register or Add/Drop Courses - Add/Drop Courses**

**Add/Drop**

**Term:** Extended Studies ▾

**Student Program:** Undergraduate Program  
Select the Student Program for this registration and then select the Course Program

**Add/Drop course period is OPEN.** You have not been given an assigned time to register. Please contact the Registrar. Registration is open from 09/15/2022 to 10/24/2022.

You are currently registered for **0 credits.**

**Course Program:** All  
Select which courses will be displayed in the schedule & searches below.

Choose the program you are registering for... Dual-Credit (for High school students taking college courses), Undergrad or Graduate (Masters) courses.

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**QUICK LINKS**  
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My Groups

## Register for Class - Add/Drop Courses

Register or Add/Drop Courses - Add/Drop Courses

### Add/Drop

**Choose your program**

Term: Extended Studies

Student Program: Undergraduate Program  
Select the Student Program for this registration and then select the Course Program

**Add/Drop course period is OPEN.** You have not been given an assigned time to register. Please contact Registration is open from 03/15/2022 to 10/24/2022.

You are currently registered for **0 credits.**

Course Program:  
✓ All  
Dual-Credit Undergrad  
Graduate Program  
**Undergraduate Program**

Add by Course Code Course Search

Pick the Department you are interested in...

Parking Registration  
Transcripts & Grade Reports  
Enrollment Verification  
My Enrollment Checklist  
My Degree Progress  
Graduation  
Eagle Connect  
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**QUICK LINKS**  
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**PROXY LOGIN TOOLS**  
Re-Login As Current User  
Log Back Into Original User  
Show Replacement Values

**Student Program:** Undergraduate Program  
Select the Student Program for this registration and then select the Cou

**Add/Drop course period is OPEN.** You have not been given an assigned time to register. Please Registration is open from 03/15/2022 to 10/24/2022.

You are currently registered for **0 credits.**

**Course Program:** All  
Select which courses will be displayed in the schedule & searches below

**Pick the Department you are interested in...**

Add by Course Code **Course Search**

**Title:** Begins With  
**Course Code:** Begins With  
**Term:** Extended Studies Fall 2022 T2 (Fall Second

**Department:** All  
Accounting  
Allied Health  
Applied Music  
Art  
Astronomy  
Athletic Training  
**Biology**  
Business  
Campus Computing  
Central Methodist Univ  
Chemistry  
Clinical Counseling  
Communications  
Computer Science  
Convocation Symposium  
Criminal Justice  
Cybersecurity  
Economics  
Education

**Your Schedule (Registered)**  
**Drop** **Swap**  
No Current Courses for the

ts found.

Click [Search] to find the courses offered...

Add by Course Code

Course Search

Title: Begins With

Course Code: Begins With

Term: Extended Studies Fall 2022 T2 (Fall Second

Department: Biology

Course Program: All

Search

[More Search Options](#)

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule
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Select the check-boxes of the desired courses and click the [Add Courses] button.

## Register for Class - Add/Drop Courses



### Register or Add/Drop Courses - Results

#### Search Results

Search Options Other previously selected search criteria still apply.

Term: Extended Studies Fall 2022 T2 (Fall Second 8 Week) Course Program: All Update Results

[Search Again](#)

Student Program: Undergraduate Program **Click the box to choose the course**

#### Courses

Add	Course code	Name	Req	Note	Seats Open	Status	Faculty / Schedule	Credits	Term	Begin Date	End Date
+ <input checked="" type="checkbox"/>	BI105-OK	Intro Environmental Science			15/20	Open	Scheiner, Steven Arthur / 00:00-00:00AM; ONLI Campus, Online, Online Classroom	3.0	EXFA 2022	10/24/2022	12/16/2022
+ <input type="checkbox"/>	BI105L-OK	Environ.Sci.Lab.			14/20	Open	Scheiner, Steven Arthur / 00:00-00:00AM; ONLI Campus, Online, Online Classroom	1.0	EXFA 2022	10/24/2022	12/16/2022

Add Courses

**Click [Add Courses]**

You'll be returned to the Search page and the courses will now show up on your schedule. Note the "Messages" area which will tell you if the course was successfully added or if there was a problem.

**Messages**  
BI105-OK Added for EXFA 2022

Add by Course Code

**Title:** Begins With

**Course Code:** Begins With

**Term:** Extended Studies Fall 2022 T2 (Fall Second

**Department:** Biology

**Course Program:** All

[More Search Options](#)

**You'll be taken back to the search page. There will be a message showing the course was added, and it will show up on the schedule list. If you change your mind you can select it and choose [Drop selected Courses]**

**Your Schedule (Registered)**

Drop	Swap	Title	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="radio"/>	BI105-OK	Intro Environmental Science	00:00-00:00AM	ONLI Campus Online	3.0
<input type="checkbox"/>	<input type="radio"/>	CS480-OK	Senior Thesis (Capstone)	00:00-00:00AM	ONLI Campus Online	3.0

There is no further "Submit" or "Save". Once the course is selected and shows in the schedule you are successfully registered. If it does not show up, check the "message" at the top of the Search area to make sure there was no prerequisite or condition that you did not meet for it to allow registration.

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