Self-registration is now available to all undergraduates on the Fayette campus.

This guide will ease self-registration.

If ever in doubt, contact your academic advisor.
Don’t know who your advisor is?

1. Log onto myCMU. (Your myCMU login is your STUDENT ID number. If you do not know your myCMU login and password, contact the CMU Helpdesk at 660.248.6197 (off campus) or 56197 (on campus), or visit the Helpdesk office on the 1st floor of the library.)

2. Select the STUDENT tab (top of the page).

3. Select the REGISTER FOR CLASSES link (left-hand side of the page).

4. Your advisor’s name should appear in the middle section of the page.
Getting help

If you need help, contact (in this order)

1. Your academic advisor
2. Your advisor’s division chair
3. Registrar’s Office
4. CMU Helpdesk (phone 561977 on campus)
Step 1: Review course offerings.

Review course offerings for Fall 2017:

http://www.centralmethodist.edu/academics/schedule.php

you will need to be sure that these options are “active”

Location: Fayette (Main Campus)
Session: Fayette Campus – Fall Semester
Term: All
Year: 2017
Step 2: Meet with your advisor.

Meet with your academic advisor as part of the pre-registration process. Set up an appointment today, if you haven’t already done so.

Meet with your academic advisor prior to the start of your window of opportunity to pre-register (in an upcoming slide).
Step 3: When do you pre-register?

Whether you or your advisor enrolls you, your pre-registration time is determined by the number of hours you have earned/completed as of the start of the Spring 2017 semester. Those who have earned more hours (including transfer hours) have earlier pre-registration times.

How many hours have you earned?

1. Log onto myCMU.
2. Select the Student tab (top of the page).
3. Select Transcripts (left-hand side of the page).
4. Select View Unofficial Transcript (middle of the page).
5. When the unofficial transcript appears, scroll to the bottom.
6. The career total hours Earned (not the career total attempted) is the number you need to know.

Hours in which you are currently enrolled do not count towards your current total hours completed.

For help, contact your academic advisor.
Step 4: Are hours missing from your transcript?

Think you’ve earned more hours than appear on your transcript?

1. Review the unofficial transcript to see whether any transfer hours are missing.
2. If earned transfer hours do not appear on your transcript, contact the Office of the Registrar (1st floor of Brannock Hall) to see whether transfer transcripts have arrived from a previous institution.

Hours in which you are currently enrolled do not count towards your current total hours completed.

For help, contact your academic advisor.
Step 5: Review the registration schedule.

Once you know the number of hours you’ve earned, you’re ready to self-register. See the schedule below for your registration time.

<table>
<thead>
<tr>
<th>Hours earned as of 1/19/2017</th>
<th>Pre-registration Begins . . .</th>
</tr>
</thead>
<tbody>
<tr>
<td>90+ hours completed</td>
<td>6 a.m. Mon., March 27, 2017</td>
</tr>
<tr>
<td>60-89.9 hours completed</td>
<td>6 a.m. Wed., March 29, 2017</td>
</tr>
<tr>
<td>30-59.9 hours completed</td>
<td>6 a.m. Mon., April 3, 2017</td>
</tr>
<tr>
<td>0-29.9 hours completed</td>
<td>6 a.m. Wed., April 5, 2017</td>
</tr>
</tbody>
</table>

Hours in which you are currently enrolled do not count towards your current total hours completed.

For help, contact your academic advisor.
A Cautionary Note

If you intend to repeat a course, beware!

1. Students may repeat any course in which they received a grade of A, B, C, or D one time and receive financial aid for the course. If the course was taken as dual credit the student may repeat it twice while receiving financial aid because they did not receive financial aid for taking it in high school. If a student receives a grade of F in a course, the student may repeat that course as often as necessary to achieve a passing grade.

2. If students meet condition #1 and if they are athletes, they must enroll in 12 hours beyond the course being repeated if they earned a D in the course the first time. Doing otherwise jeopardizes athletic eligibility.

3. If students meet condition #1 and if they are veterans or recipients of veterans’ benefits, they must enroll in 12 hours beyond the course being repeated if they earned a D in the course the first time. Doing otherwise jeopardizes veterans’ benefits.

For help, contact your academic advisor.
Step 6a: Starting self-registration

1. In your web browser, turn off any Pop-Up Blockers.
2. Log onto myCMU. (Your myCMU login is your STUDENT ID number. If you do not know your myCMU login and password, contact the CMU Helpdesk at 660.248.6197 (off campus) or 56197 (on campus), or visit the Helpdesk office on the 1st floor of the library.)
3. In myCMU, select the Student tab.
4. Select Register for Class (left-hand side of the page).
5. Below the dark blue line, underneath the Register for Class header, verify the CURRENT TERM is set up correctly.

For help, contact your academic advisor.
Step 6b: Starting self-registration

1. For session/term, you want Fall 2017. If you need to change the CURRENT TERM, click on the ADD/DROP COURSES link.

For help, contact your academic advisor.
Step 6c: Adding a course

• Follow instructions on-screen for self-registration.
Step 6d: Not everything goes as planned!

Here are some common pre-registration challenges covered in the next few slides:

- Closed classes
- Pre-requisites
- Co-requisites
- Wait lists
- Time conflicts
- Approval to enroll in more than 18 hours
- Approval to enroll in ONLINE courses

For help, contact your academic advisor.
Closed Classes

When registration for a course/section reaches its maximum pre-determined capacity (cap), the course/section closes. This means that no more official seats are available for that section.

When some courses/sections close, you may be offered the opportunity to be on the wait list. (See a later slide for information about wait lists.)

Otherwise, try registering for another section of that course.

For help, contact your academic advisor.
PRE-requisites

Many courses have pre-requisites—courses that you must have completed (or be in the process of completing) in order to pre-register for them. You may not be enrolled in a course and in its pre-requisites at the same time.

If the computer indicates that you haven’t fulfilled the pre-requisites, check the CLAS catalog course listings for course descriptions and any possible pre-requisites.

If you have fulfilled or are fulfilling the pre-requisite but are unable to pre-register for a course, contact your advisor.
Many courses have co-requisites—courses that you must take at the same time as another course. That is, you must be concurrently (simultaneously) enrolled in the courses.

- Co-requisites often appear for courses with a required lab or with a required practicum. For example, if you want to register for BI102 General Biology, you must register for a lab with that course. Whether you register for the lab or for the course first, you must also register for the other.

- Co-requisites also appear when a division requires that multiple classes (such as in Education or Nursing) be taken during the same semester.

For help, contact your academic advisor.
Wait Lists

When registration for a class reaches its maximum capacity (cap), the class closes and usually (not always) you will be offered the opportunity to be on a wait list. What can you do?

1. If possible, register for another section of the course.
2. Or put your name on the wait list for that course/section.

What is a “wait list”? This is a list of students who are “next in line” behind all the officially enrolled students. If one of the officially enrolled students disenrolls, the first on the wait list (based on when that person enrolled) is eligible for official enrollment.

Putting yourself on a wait list does not mean you are officially enrolled.

If you put yourself on a wait list, contact your advisor to review your options.

For help, contact your academic advisor.
Time conflicts

If you attempt to enroll in courses whose meeting times overlap or conflict, the computer won’t allow that.

For example, if you want to register for a class that ends at 12:15 on Tues./Thurs. and you want to register for a class that starts at noon on Tuesdays and Thursdays, the computer won’t allow that.

The Office of the Provost approves such conflicts only in exceptionally rare cases. If you believe your situation warrants such approval, visit the Office of the Provost on the 2nd floor of Brannock.

For help, contact your academic advisor.
Approval for more than 18 hours

If you wish to register for more than 18 hours in a semester, you need approval from the Office of the Provost (208 Brannock Hall).

• While awaiting approval, make sure that the course for which you want overload permission is not one that will close during the wait. For example, if you want to take EN305 (which will fill quickly), enroll in that course but hold for your overload a course that will not close quickly, just in case you are denied overload permission. Discuss this with your advisor in case you need both courses.

• To get overload approval, you must have earned a GPA of at least 3.2 in the previous semester. Other restrictions may apply.

• You will be able to register in more than 18 hours only after you get approval from the Office of the Provost.

• Your semester’s tuition will not cover hours beyond the 18-hour limit (you will be charged an additional fee).

For help, contact your academic advisor.
Approval for ONLINE courses

If you wish to register for online courses and wish to have those courses counted in your course load (and covered by your semester’s tuition), consult with your advisor.

• You need to submit a completed registration form for ONLINE courses.
• You must provide a legitimate reason that you need this ONLINE course and why you will not take the course on the Fayette campus.
• This form requires signatures from (in this order) you, your advisor, the Office of the Provost (208 Brannock Hall), the Business Office, and the Office of the Registrar.
• A $50 service fee per course will apply for CLAS students with 12-18 CLAS hours.

If you do not submit the appropriate paperwork, your semester’s tuition will not cover those online courses.

For help, contact your academic advisor.
Print your schedule. You can do this from the registration window, or in myCMU you can select the Student tab and then select the Print Schedule link on the left-hand side.

Remember: schedules are subject to change:

- Classes may be cancelled (for example, because of low enrollment or because of faculty illness or departure).
- Class meeting days/times and classroom assignments may change.

Because schedules might change, the most accurate schedule will be the one that you print immediately before Fall classes begin.
One last cautionary note.

Student financial aid eligibility and athletic eligibility require that you enroll (officially enroll—wait listings don’t count) in a minimum number of credit hours for a term.

If you haven’t enrolled in the appropriate minimum credit hours, you may lose financial aid or athletic eligibility.

Your schedule is your responsibility. Carefully review your printed schedule.

For help, contact your academic advisor.