

Summer and/or Fall 2009 Choosing Classes & Registering

See <http://www.mscd.edu/advising/reg-worksheet.pdf> for additional tips

REGISTER @METRO

Online Registration Made Easy

Advising:

- Undecided students are advised by Academic Advising in Central Classroom room 104.
- Students with majors are advised in academic departments. See <http://www.mscd.edu/advising/Departadvisors2007.htm>

Major Program worksheets:

<http://www.mscd.edu/~advising/ProgramSheets2008.htm> - see academic departments for more detailed information.

Catalog and General Studies Guide:

<http://www.mscd.edu/academic/catalog>

<http://www.mscd.edu/academic/catalog/assets/pdf/Addendum.pdf>

When can I register? **Register early to avoid late registration fees!**

1. Log in to MetroConnect at <http://metroconnect.mscd.edu/>
 2. Click on the My Services/Registration tab and log in again
 3. Click "Registration, Credit Card Payment, Insurance Waiver, Student Records & Financial Aid Menu"
 4. Click "Registration"
 5. Click "Registration permit – Date and Time"
 6. Choose appropriate term and click "Submit"
- **While in this screen, be sure you do not have any holds and that your major and minor are correct. You must clear all holds *before* you will be able to register. See Academic Advising in CN104 if you need to change major or minor**

Searching for classes and registering:

1. Log in to MetroConnect at <http://metroconnect.mscd.edu/>
2. Click on "My Services/Registration" tab and log in again
3. Click "Registration, Credit Card Payment, Insurance Waiver, Student Records & Financial Aid Menu"
4. Click "Registration"
5. Click "Add/Drop/Waitlist Classes," choose appropriate term and click "Submit" if prompted
6. Scroll all the way to the bottom and click the "Class Search" button
7. In the Class Search screen, select one subject in the Subject box (such as English or Philosophy). If you know the course number you are looking for (such as 1010 for ENG 1010) enter it into the Course Number field
8. In order to see a list of all courses offered, do not select any additional options
9. Scroll to the bottom and click "Class Search"
10. From this list, choose the course you would like to register for and check the box on the left. If there is no check box, you are not able to register for that particular class. Choose a different section.
11. Once you choose a class from the list, scroll to the bottom and click "Register"
12. Verify that the class is showing as "Web Registered". If you receive an error, make note of the error and continue with registration. You can later ask an academic advisor to assist you with any registration errors.
13. To choose the rest of your classes, click the "Class Search" button at bottom of the screen & follow steps 7-11 again.

Print your schedule:

1. Go back to the "Registration, Credit Card Payment, Student Records & Financial Aid" menu
2. Click "Registration"
3. Choose "Student Detail Schedule" to print your schedule - read it to verify that you registered correctly
4. Use this schedule to find your books in the bookstore & to get a student ID or a current semester sticker for your ID.

Important Dates

See <http://www.mscd.edu/MetroCal/> for Metro calendar info

Summer 2009		Fall 2009	
Registration Begins	March 30	Registration begins	March 30
Full Term Classes Begin*	May 26	Full Term Classes Begin*	August 17
Summer Classes End	August 1	Fall Classes End	December 5

*Please see course schedule for start/end dates for specific classes

You, the student, are responsible for selecting your classes & making sure they apply toward your degree program.
Consult your major advising department and the Metro Catalog for information.