

Metro State Registration Worksheet

see <http://www.mscd.edu/advising/howtoreg.pdf> for more detailed instructions

REGISTER @METRO

Online Registration Made Easy

- 1: In MetroConnect My Services “Registration” menu, choose “Registration Permit-Date & Time” to see when you can begin registration and if you have any holds.

When can you begin registration? Date: _____ Time: _____ Register early to avoid late fees.
Do you have any holds? _____ The system will NOT allow you to register with holds.

- 2: Review General Studies and your degree requirements to choose courses you want for the next term.
3: Use “Class Search” in “Registration” on MetroConnect My Services to find classes.
4: Do the courses you want have available seats? Make sure “Rem” column shows a positive number.
5: Write your chosen classes below and fill in the information for every class.
6: Review this worksheet with an advisor in your major department (Academic Advising CN104 for undecided).
7: Ensure all prerequisites are satisfied for each course you want. Prerequisites can block registration.
8: After your Registration Permit Time, log in to MetroConnect My Services & go into “Registration.” In the “Add/Drop/Waitlist Courses” screen, enter the CRN for each course in the boxes at the bottom.
9: After you click “Submit Changes” be sure that all courses show as “Registered” or “Web Registered.”
IMPORTANT: Note any registration errors and search for additional classes using “Class Search” if necessary.
10: Print your schedule from the “Student Detail Schedule” screen and verify that your schedule is correct.

CRN					Course Subject and Number	M Mon	T Tue	W Wed	R Thu	F Fri	S Sat
5	1	2	3	4	ENG 1010 <i>example</i>	Start	8:30 <i>am</i>		8:30 <i>am</i>		
Seats available?		23		Credit hours:	3	Gen Studies?	Y	End	9:45 <i>am</i>		
Prerequisites?		no		Major/Minor?		Elective?					
						Start					
Seats available?				Credit hours:		Gen Studies?		End			
Prerequisites?				Major/Minor?		Elective?					
						Start					
Seats available?				Credit hours:		Gen Studies?		End			
Prerequisites?				Major/Minor?		Elective?					
						Start					
Seats available?				Credit hours:		Gen Studies?		End			
Prerequisites?				Major/Minor?		Elective?					
						Start					
Seats available?				Credit hours:		Gen Studies?		End			
Prerequisites?				Major/Minor?		Elective?					
						Start					
Seats available?				Credit hours:		Gen Studies?		End			
Prerequisites?				Major/Minor?		Elective?					

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.