

FALL 2009 REGISTRATION - STUDENT INSTRUCTIONS

ENTERING REGISTRATION:

Log into MCSquare.

Click on the **Academic Life** tab.

Select **Registration Menu** within the Registrar Channel.

Click on **Add or Drop Classes**.

Select **Fall 2009** Term.

Click on **Submit**.

HOW TO ADD CLASSES:

There are two ways to add classes to your schedule:

- (1) By Course Reference Number or CRN (computer # associated with course):
 - a. At the bottom of the page, where it says **Add Classes Worksheet**, enter the CRNs, one in each box, from the list of courses approved by your advisor.
 - b. Then click on **Submit Changes**. Note: you are not officially registered for the CRNs until the courses appear with a "Registered" status on the screen.
- (2) By Class Search:
 - a. Click on **Class Search** (or **Look Up Classes** from the **Registration Menu**).
 - b. Select a subject (or highlight all subjects by pressing CTRL and scrolling down).
 - c. Choose specific classes by time, instructor and/or attribute.
 - d. Add to your schedule by checking the box on the far left of the corresponding class.
 - e. Scroll down to click on **Register** (or **Add to Worksheet** and then **Submit Changes**).

(For example: To search for classes that meet the general education Christian Beliefs requirement, highlight all subjects by pressing CTRL and scrolling down; then click on *Gen Ed: Christian Beliefs* in the Attributes section; then click on **Class Search**.)

HOW TO DROP CLASSES:

- (1) Click on the **Drop (Web)** option, available in the **Action** pull-down list next to each class.
- (2) Click on **Submit Changes**. Note: you have not officially dropped the CRNs until the classes are not listed with a "Registered" status on the screen.

CONFIRMATION OF REGISTRATION:

- (1) Once you submit changes, view the classes for which you are now registered in **Active Registration**.
- (2) Again, scroll the entire way down the page to see if there are any errors, and to confirm the number of credits for which you are registered.
- (3) Print this screen (CTRL P or click on the printer in the toolbar) for confirmation of your schedule.
- (4) Other views of your schedule are found in **Week at a Glance** or **Student Detail Schedule** in the **Registration Menu**.

CLOSED CLASSES: Though not obligated to do so, instructors have the ability to grant you permission to enroll in a closed class online. If you require a closed class, contact the instructor to inquire about either of these options:

- (1) The instructor overrides the closed status of the class for your enrollment. THEN you must add the class in MCSquare. **IMPORTANT: The instructor's approval DOES NOT register you for the class – YOU must then register for the class online yourself.**
- (2) The instructor signs a drop/add form that you bring to the Registrar's Office to be processed.

IMPORTANT ERROR MESSAGES: Scroll down to the bottom of the screen for possible error messages. Here are common error messages you might receive:

- (1) **CLASS RESTRICTION** ... *You must be a certain class level (ie. junior, senior) to register for this course.*
- (2) **CLOSED SECTION – X** ... *This class section is at full enrollment and is closed.*
- (3) **CORQ_(BIOL 382 OR BIOL 382L) REQ** ... *This class requires a co-requisite to be taken at the same time (ie. BIOL 382 lecture AND BIOL 382 lab).*
- (4) **COURSE RESTRICTION** ... *You must have the instructor's approval to take this class.*
- (5) **DUPL EQUIV WITH SEC-(1803)** ... *You have registered for two sections of the same course (ie. cross-listed classes or possibly two different class sections of the same course).*
- (6) **DUPLICATE CRN (1658)** ... *You have attempted to register for the same section of a class more than once.*
- (7) **MAJOR RESTRICTION** ... *This class is restricted to students within certain majors.*
- (8) **MAXIMUM HOURS EXCEEDED** ... *You have attempted to register for more than 18 credits and must register for any additional classes in the Registrar's Office.*
- (9) **PREQ and TEST SCORE – ERROR** ... *There are prerequisites (ie. other courses or tests) for this class which you have not yet completed.*
- (10) **REPEAT COUNT EXCEEDS (0,1, 2 ...)** or **RPT HRS EXCEED (1,2 ...)** ... *You have already earned credit for this course.*
- (11) **TIME CONFLICT WITH (1698)** ... *You have already registered for a class which meets at the same time.*

If you feel you have received one of these messages in error, please contact the Registrar's Office at registr@messiah.edu and specify your name, ID#, the class for which you're attempting to register, and the error message you received.

GEN ED/WRITING ENRICHED: You should take advantage of the Registration Menu's search capabilities & look for specific gen ed, writing enriched, College Honors, or service learning sections in **TheView – Gen Ed & Beyond** by clicking under the attribute type. A pdf format of the General Education list of classes is also provided on the Academic Life Tab.

SERVICE-LEARNING COURSES: These credit-bearing courses intentionally integrate academic learning with community service. Students participate in an authentic service activity which meets needs identified by the community (designed within the framework of a mutually beneficial relationship) and critically reflect on that activity. Thus, students gain a deep understanding of course content, a commitment to socially responsible citizenship, and develop skills and understanding needed to contribute to civic well-being. Search for available sections within the Registration Menu under **TheView – Gen Ed & Beyond**.

PASS/FAIL OR AUDIT CLASSES: You will also be able to register for pass/fail or audit classes by clicking on **Change Course Options** (or **Letter Grade** in blue under **Grade Mode**) and adjusting the grade mode. The Registrar's Office will review your request and send you a confirmation email indicating whether or not you have been approved to audit the class or take it pass/fail. Requests must be made by posted deadline.

LABS/SEMINARS: A number of sections within the Biology, Chemistry & History departments list the time of lecture and lab/seminar as separate CRN#s. You will need to register for a section of a lecture and a section of a lab/seminar at the same time in order to not receive an error message.

VARIABLE CREDIT CLASSES: You may select the number of credits for which you want to enroll in variable credit classes – ie. MUAP Applied Music Lessons. You will automatically be registered for a default number of credits, but you may click on the credit value (in blue) on the **Add or Drop Classes** screen to adjust the number of credits. When you have submitted the changes, click on **Add or Drop Classes** at the bottom of your screen to return and see your registration. (Do not click on **Return to Previous** or your changes may not save.)

TO GO BACK: To return to a previous menu, you can click on **Return to Main Menu**, and continue clicking until you arrive at the menu you want. When you are finished, click on **Exit**.

REGISTRATION TIPS

- ✓ Advising begins Monday, March 30. Registration for the Fall semester begins Friday, April 3. Contact your academic advisor to schedule an advising meeting. Your advisor's name is listed under **View Student Information** in the **Student Records Menu**.
- ✓ Prepare a [tentative class schedule](#) PRIOR to meeting with your advisor. With his/her assistance, prepare a list of alternate courses for which you can register should your first choice(s) be closed. *Concentrate on a list of courses, not specific sections.*
- ✓ List your course selections on the registration request form. You and your advisor should retain a copy.
- ✓ At the end of your advising meeting, your advisor can release your record for registration at your appointed time. You may register for classes at the priority time given to you or any time thereafter. If you forget your time to register, you can check online under **Registration Status** in the **Registration Menu**.
- ✓ **You may want to log into the Registrar Channel on MCSquare at least two days before you are scheduled to register.** If your username and/or password do not work, immediately contact your desktop support person.
- ✓ **The schedule of classes on the Registrar Channel in MCSquare is the up-to-date version.** Adjustments may have been made which are not reflected in the printed course schedule. (You can also view these changes in the Schedule Addendum on the Registrar Channel.)
- ✓ **Check the [list of approved general education courses](#)** for the Spring semester to ensure that the gen ed classes you've selected fulfill the appropriate requirements. Specific class descriptions are available by searching under **TheView – Gen Ed & Beyond**, and then clicking on the blue course links.
- ✓ **Registration Restrictions:** Students will need to visit the Registrar's Office to process overload credits (>18 credits). You may be blocked from registration if you have not completed the Advisor Evaluation, or if you have outstanding obligations with the Business Office, Engle Health Center or College Ministries. These can be seen in **Registration Status** at the Registration menu or in **View Holds** at the Student Record menu. You may also be restricted to maximum credit load of 14 credits if currently on academic probation. (If your academic standing improves sufficiently, your maximum credit load may be increased to 18 credits following the end of the Spring 2009 semester.)
- ✓ **[Drop/Add & Final Exam Dates](#)** are also available on the Registrar channel on MCSquare. You are responsible for submitting all changes within these deadlines.

Remember, your advisor's assistance is valuable, however the responsibility for following major and general education requirements lies with you.