

Registering for Classes Online

Beginning Tuesday, March 8th, 2016 Students with ≥ 30 earned credit hours can register online through their Student Portal. **BE PAREPARED:**

- **Clear outstanding administrative Holds:** Registration is only for students who do not have 'holds' on their account
- **Address any Academic Alerts:** outstanding Academic Alerts. Alerts will prevent you from registering
- **Remove Pop-up Blockers**
- **Review your Degree Audit, which is available on your Student Portal**

ADVISING:

- Schedule an appointment with your academic advisor prior to registering online.
 - Registration times are determined by EARNED credit hours:
Sophomore = 30.0 credit hours or more Freshmen = 29.0 or less
- Meet with your advisor to review your degree audit and discuss your course selection.

If you need your username and/or password reset, go to Manor College's homepage, www.Manor.edu, "Current Students" [top right menu] and click on "Password Resets."

The screenshot shows the Manor College website with the Student Portal Login form. A large blue arrow points from the left towards the login form. The form includes fields for Username, Password, and Term (set to SP-16), a Login button, and a Forgot Password link. The page header includes the Manor College logo and contact information, and the footer includes the date Wednesday, February 24, 2016.

Step 2: Select the correct term you wish to register for from the drop down menu on the login page.

- Term Key (xx represents the year)
Fall = FA-xx
Spring= Sp-xx
Summer = Su1-xx (for first seven weeks)
Su2-xx (for second seven weeks)

This screenshot shows the same Student Portal Login form, but with the Term dropdown menu set to FA-16. A large blue arrow points from the left towards the Term dropdown menu. The Username field is filled with 'TEST77471' and the Password field is filled with dots. The Login button and Forgot Password link are also visible.

Step 3: Click on *Registration*

MANOR COLLEGE
700 Fox Chase Road
Jenkintown, PA 19104
phone: 215.885.2560
fax: 215.376.6164
web: www.manor.edu

STUDENT PORTAL
Three Rivers Systems, Inc.

Wednesday, February 24, 2016

CAMS TEST
Current term: FA-16 (Change)

[Edit Profile](#) [Change Password](#) [Logout](#)

Student Portal

- Home
- Calendar
- Document Tracking
- Administrative Services
- Course Offering
- Degree Audit Options
- Registration**
- My Schedule
- My Ledger
- My Financial Aid
- My Grades
- Grades
- My Transcript
- Transcript
- My Activities
- Course Management
- My Courses

Student Portal News

Welcome to the Student Portal!

- Course days, times, and rooms are subject to change—check [My Schedule](#) regularly
- Verify that your attendance records are correct
- Look up your Mid-term and Final Grades
- Review your Degree Audit
- To change your classes/schedule or to withdraw from classes or school—see your Academic Advisor, who is listed on [My Grades](#)
- Edit Profile to update your Billing Address
- Check your @Manor email account regularly
- For all pertinent dates (i.e. drop/add, last date to withdraw, mid-terms, finals, etc.) see the [Manor Calendar](#)
- Click here for the final exam schedule

See the Registrar's Office if you need any help or have questions

[Click here to access Webstudy](#)

Wednesday, February 24

- Wednesday, February 24**
- MID-TERM EXAMINATIONS - DAY / EVENING / SATURDAY
- 11:30am ECE Bake Sale
- 2:00pm Student Senate Meeting
- 2:30pm Sports Management Association Meeting
- 3:00pm Campus Activity Board Meeting
- 4:30pm Campus Ministry Prayer Gathering
- 6:30pm Virtuous (Holy Hip Hop)
- Thursday, February 25**
- MID-TERM EXAMINATIONS - DAY / EVENING / SATURDAY
- 2:00pm Career Workshop
- Friday, February 26**
- MID-TERM EXAMINATIONS - DAY / EVENING / SATURDAY
- Saturday, February 27**
- MID-TERM EXAMINATIONS - DAY / EVENING / SATURDAY
- Monday, February 29**

[Google Calendar](#)

My Courses

Course Name

You have no courses this term.

My Calendar

February's Events [View](#)

Advisor: FACULTY, TEST

Step 4: Search for the courses you want to register for. There are two ways:

- Click on “Show Filter” and search by department, course number, days of week, etc.
- OR
- Scroll through each individual page to select courses

Using the Filter:

- Click on “ **Show Filter** ”
- Enter the department prefix and or the course number, or any other data such as days, times, etc.
- Click Apply filter to see the courses for which you searched

NOTE: Only courses that have all pre-requisites satisfied and apply to your degree audit will be available for you to register by having a credit box (i.e., ☐ Credit) to check on the left side.

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Wednesday, February 24, 2016

CAMS TEST
Current term: FA-16

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 99 credit hours this term.

[Cancel](#) [Show Academic Information](#) [Show Filter](#) [Show Pending Courses](#) [Process Registration](#)

This is your current schedule for the FA-16 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date

Current Offerings for Term: FA-16

1 2 3 4 5 6 7 8 9 10 Next
Viewing Page #1 (Total Pages: 26)

FINANCIAL ACCOUNTING [AC105B]
25 seats left
START-END DATES: 9/6/2016 - 12/20/2016

Instructor	Credits	Campus	Room	Days	Days	Time
Staff	3	MAIN	ACADE-35	MON-FRI	Weekly	9:00 AM - 9:50 AM

FINANCIAL ACCOUNTING [AC105HY1M6]
25 seats left
[Class is Flexibly Scheduled]
START-END DATES: 9/6/2016 - 12/20/2016

Instructor	Credits	Campus	Room	Days	Days	Time
Staff	3	MAIN	LIBRA-13	M	09/12/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	09/26/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	10/10/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	10/24/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	11/07/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	11/21/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	12/05/2016	6:30 PM - 9:30 PM
MINNICK, MARC D.	3	MAIN	LIBRA-13	M	12/19/2016	6:30 PM - 9:30 PM

FINANCIAL ACCOUNTING [AC105L]
25 seats left
START-END DATES: 9/6/2016 - 12/20/2016

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STUDENT PORTAL
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Wednesday, February 24, 2016

CAMS TEST
Current Term: FA-16

Student Portal

Process Registration or Cancel

Powered By **CAMS**

Cancel

Show Academic Information

Hide Filter

Course ID Filter

Dept: IST Course #: 105 Type: Section:

Days and Times Filter

Time From: 7am Time To: 11pm Active Filter

Add Remove

Course Access Campus

Select/Unselect All: (Limit results to selected campus)

Additional Options

Class Summary Only Completed Courses Display All Courses Per Page.

Apply Filter Clear Filter

Show Pending Courses

This is your current schedule for the FA-16 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time	Date
Current Offering for Term: FA-16								

Step 4:
Using the Filter.
Enter the desired course Dept. prefix and number (i.e., IST 105)

After entering the course info; click Apply Filter here.

Step 5: To select your courses, check the 'Credit' box, which is lined up with the grayed out course information.

Staff	3	MAIN	ACADE-23	R	Weekly	4:00 PM - 6:29 PM	
INTRO TO MICROCOMPUTER APPL [IST105R6]							
15 seats left							
START-END DATES: 9/6/2016 - 12/20/2016							
<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
	Staff	3	MAIN	ACADE-23	R	Weekly	6:30 PM - 9:30 PM
INTRO TO MICROCOMPUTER APPL [IST105X71S9]							
15 seats left							
START-END DATES: 9/10/2016 - 10/22/2016							
<input type="checkbox"/> Credit	Instructor	Credits	Campus	Room	Days	Date	Time
	Staff	3	MAIN	ACADE-28	S	Weekly	9:00 AM - 12:59 PM
INTRO TO MICROCOMPUTER APPL (Interession) [IST105AXL0L-I]							
0 seats left							
START-END DATES: 12/16/2016 - 1/6/2017							
[Class is full]							
PreReq	Instructor	Credits	Campus	Room	Days	Date	Time
	Staff	3	MAIN	-	U	Weekly	12:00 PM - 12:01 PM
INTRO TO MICROCOMPUTER APPL (HONORS) [IST105HA]							
18 seats left							
START-END DATES: 9/6/2016 - 12/20/2016							
FacAppReq	Instructor	Credits	Campus	Room	Days	Date	Time
	Staff	3	MAIN	ACADE-29	F	Weekly	8:00 AM - 10:50 AM

1
Viewing Page #1 (Total Pages: 1)

Cancel

Process Registration

Classes without check boxes are unavailable for registration for the following reasons:

- "PreReq" - Prerequisite has not been satisfied
- "FacAppReq" - Faculty or Chair approval is needed for course
- "DegAudit" - course is not part of your Major's curriculum

If you try to register for a class that is held at the same another class is scheduled you will receive the following pop-up:

The selected course MH103C Scheduled on MWF from 10:00:00 AM to 10:50:00 AM Conflicts with EN101C Scheduled on MWF from 10:00:00 AM to 10:50:00 AM

☐ Prevent this page from creating additional dialogs

OK

Click "OK" and chose another section (never check the Prevent box if it appears – it may cause a crash.)

Step 6: Click on **Process Registration** in the top right corner of the screen.

- You may select multiple courses at a time OR
 - You may select each course individually and process registration between each course selection.
- 12-18 credit hours is a full-time load.

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CAMS TEST
Current term: FA-16

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Unofficial Registration

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Process Registration

TECHNICAL MATHEMATICS [MH102P]
25 seats left
START-END DATES: 9/6/2016 - 12/14/2016

Instructor	Credits	Campus	Room	Days	Date	Time
Staff	3	MAIN	ACADE-39	T	Weekly	3:30 PM - 6:30 PM

COLLEGE ALGEBRA [MH103C]
25 seats left
START-END DATES: 9/6/2016 - 12/20/2016

Instructor	Credits	Campus	Room	Days	Date	Time
Staff	3	MAIN	ACADE-37	MWF	Weekly	10:00 AM - 10:50 AM

COLLEGE ALGEBRA [MH103M6]
25 seats left
START-END DATES: 9/6/2016 - 12/20/2016

Instructor	Credits	Campus	Room	Days	Date	Time
Staff	3	MAIN	ACADE-34	M	Weekly	6:30 PM - 9:30 PM

COLLEGE ALGEBRA [MH103OLA]
15 seats left
START-END DATES: 9/6/2016 - 12/20/2016

Instructor	Credits	Campus	Room	Days	Date	Time
Staff	3	MAIN	-	U	Weekly	12:00 PM - 1:01 PM

COLLEGE ALGEBRA [MH103P]
25 seats left
START-END DATES: 9/6/2016 - 12/20/2016

Are you sure you want to process your registration now?

OK

Cancel

Click "OK" on the confirmation box:

An unofficial schedule will appear on your screen.

You can print it up by clicking the **Printer Friendly Version** icon on the top right corner.

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Unofficial Registration Checkout

Current Schedule for the FA-16 term

Course ID	Course Name	Instructor	Days	Time	Date
EN101C	FUNDAMENTALS OF COMPOSITION I	BLYWEISS, DAVID	MWF	10:00 AM - 10:50 AM	9/6/2016 - 12/20/2016
MH103M6	COLLEGE ALGEBRA	Staff	M	06:30 PM - 09:30 PM	9/6/2016 - 12/20/2016

Printer Friendly Version

You can also click [My Schedule](#) on the left side for a weekly schedule (with a print option on the top right.)

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STUDENT PORTAL
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Wednesday, February 24, 2016

CAMS TEST
Current term: FA-16 (Change)
Edit Profile Change Password
Logout

My Schedule

☒ Show wait-listed classes?

Matrix Display

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 AM	FUNDAMENTALS OF COMPOSITION I		FUNDAMENTALS OF COMPOSITION I		FUNDAMENTALS OF COMPOSITION I
06:30 PM	COLLEGE ALGEBRA				

Student Schedule

Dept	Crs ID	Type	Section	Course Name	Instructor	Days	Room	Time	Date	Credits
EN	101		C	FUNDAMENTALS OF COMPOSITION I	BLYWEISS, DAVID	MWF	LIBRA-14	10:00 AM - 10:50 AM	Weekly	3
MH	103		M6	COLLEGE ALGEBRA	Staff	M	ACADE-34	06:30 PM - 09:30 PM	Weekly	3

Total Credits: 6

No waitlist courses were found.

Powered By

Step 6b: Check you unofficial bill by clicking [My Ledger](#) (note: this may not have pending financial aid included.)

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Edit Profile Change Password
Logout

My Billing Ledger

Billing Ledger

Term	Date	Description	Debits	Credits	Balance	Ledger/Pre-Bill
FA-16	2/18/2016	TUITION	\$3,594.00	\$0.00	\$3,594.00	PRE-Bill
FA-16	2/18/2016	GENERAL/TECHNOLOGY FEE DEF DOC	\$100.00	\$0.00	\$3,694.00	PRE-Bill
FA-16	2/24/2016	TUITION	\$0.00	\$3,594.00	\$100.00	PRE-Bill
FA-16	2/24/2016	GENERAL/TECHNOLOGY FEE DEF DOC	\$0.00	\$100.00	\$0.00	PRE-Bill
FA-16	2/24/2016	TUITION	\$3,594.00	\$0.00	\$3,594.00	PRE-Bill
FA-16	2/24/2016	GENERAL/TECHNOLOGY FEE DEF DOC	\$100.00	\$0.00	\$3,694.00	PRE-Bill

Hide Pending Financial Aid

Pending Financial Aid

Term	Date	Description	Debits	Credits	Balance
No pending Financial Aid found.					

Show Pending Housing Charges Conditions

** Previous Balance:	\$1,100.00
** Current Balance:	\$3,694.00
Pending Financial Aid:	\$0.00
Pending Housing Charges:	\$0.00
** Overall Balance:	\$4,794.00

Pay by credit card

** Balance may include Pre-Bill items.

Step 7: Check your schedule periodically as it is subject to change.

Step 8: Email your advisor to let him or her know you are registered so it can be checked.

Step 9: Visit the Financial Aid Office

Adding & Dropping Classes Online

After you register for classes, you may make changes through the Portal up until the term begins. Once the term begins, the Portal will be closed and changes must be done by your advisor or by the registrar on drop/add forms, which are available in the Registrar's Office. Advisor signature is required. Students have one week to make schedule changes.

To make changes online, click in *Registration* as shown in [Step 3](#).

To Add: Follow the same process as when registering by clicking the 'credit' box and the 'process registration'.

To Drop: At the top of the screen in your schedule, click the box under 'drop' for a course you wish to drop and click 'process registration'.

To Add and Drop at the Same Time: Check the 'drop' box for the course(s) you wish to drop and find the course(s) you wish to add and check the 'drop' and 'credit' boxes, and then click 'process registration'.

The screenshot shows the 'STUDENT PORTAL' interface for Manor College. The left sidebar contains the college logo, contact information, and navigation links like 'CAMS TEST' and 'Student Portal'. The main content area is titled 'Unofficial Registration' and includes a 'Process Registration' button. Below this is a table of the current schedule for the FA-16 term, with columns for Drop, Audit, Course ID, Course Name, Credits, Instructor, Days, Time, and Date. Two courses are listed: EN101C (FUNDAMENTALS OF COMPOSITION I) and MH103M6 (COLLEGE ALGEBRA). Below the current schedule, there is a section for 'Current Offering for Term: FA-16' with a pagination bar. Two specific course offerings are shown: 'FINANCIAL ACCOUNTING [AC105B]' and 'FINANCIAL ACCOUNTING [AC105HY1M6]'. Each offering has a table with columns for Instructor, Credits, Campus, Room, Days, Date, and Time. The 'Credit' checkbox is visible next to each offering. Blue arrows point from the instructional text to the 'Drop' checkbox in the current schedule table, the 'Process Registration' button, and the 'Credit' checkbox for the second course offering.

Enjoy the freedoms and responsibilities that come with taking ownership of your registration for classes.

If you have problems registering please visit the Registrar's Office on the ground floor of the Basileiad Library Building (Room 3 – downstairs, 4th door on the right after you pass the main counter.) We have computers here for you to use.