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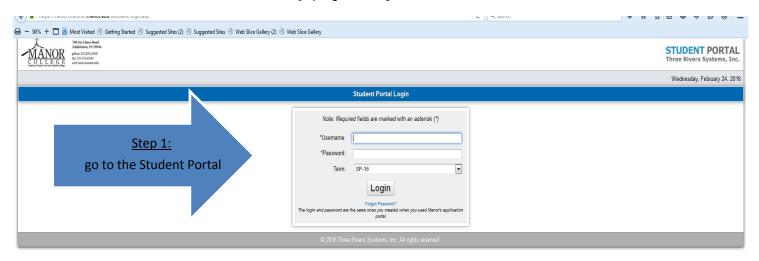
Beginning Tuesday, March 8th, 2016 Students with ≥ 30 earned credit hours can register online through their Student Portal. BE PAREPARED:

- **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**
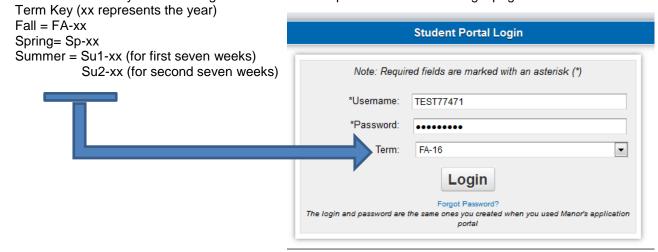- **Review your Degree Audit, which is available on your Student Portal**

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.

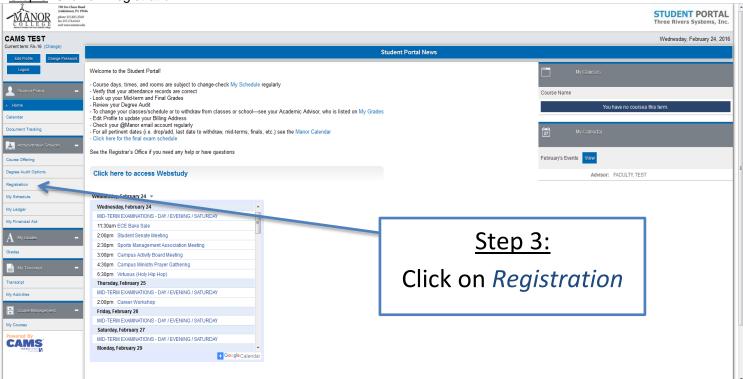*If you need your username and/or password reset, go to Manor College's homepage, www.Manor.edu,*
"Current Students" [top right menu] and click on "Password Resets."

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)

Step 3: Click on *Registration*

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Click on *Registration*

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.*

Step 4:
click

Show Filter

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.

CAMS TEST
Current term: FA-16

STUDENT PORTAL
Three Rivers Systems, Inc.

Wednesday, February 24, 2016

Student Portal
Process Registration or Cancel
Powered By
CAMS

Process Registration

Cancel

Show Academic Information

Hide Filter

Course ID Filter
Dept: IST   Course #: 105   Type: Section:

Days and Times Filter

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Time From: 7am   Active Filter
Time To: 11pm   Current Selections
Add   Remove

Course Access Campus
Select/Unselect All: ☑ (Limit results to selected campus)
☑ ☑ MAIN

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 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

Note the days and times of the classes are here.

☐ 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

☐ 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 (Intersession) [IST105AXLOL-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 (<u>never</u> check the Prevent box <u>if</u> it appears – it may cause a crash.)

Step 6: Click on **Process Registration** in the top right corner of the screen.
- o You may select multiple courses at a time OR
- o You may select each course individually and process registration between each course selection.
  12-18 credit hours is a full-time load.

Click "OK" on the confirmation box:

Are you sure you want to process your registration now?
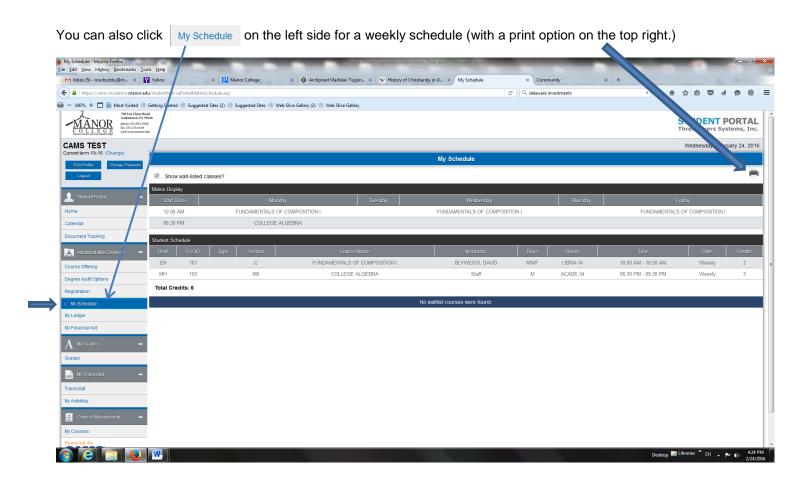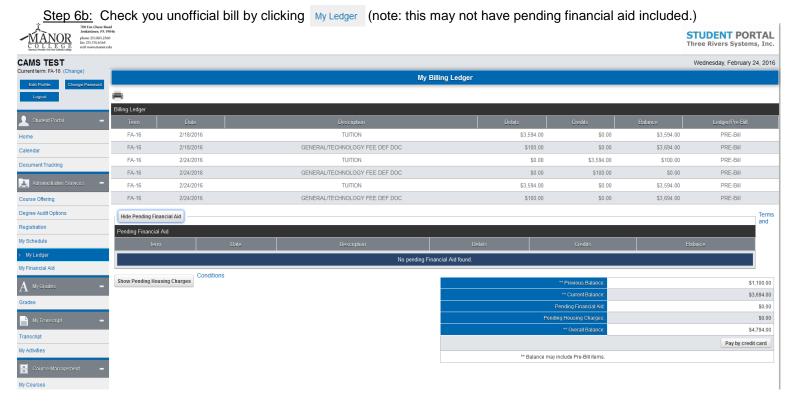
[OK] [Cancel]

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.

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

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

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.

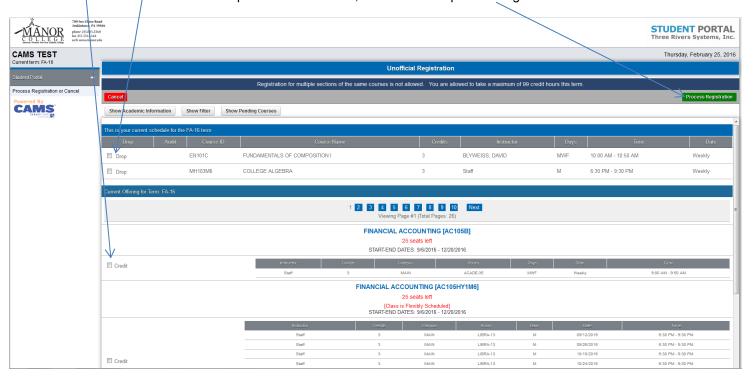Step 9: Visit the Financial Aid Office

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 <u>Step 3</u>.

<u>To Add</u>: Follow the same process as when registering by clicking the 'credit' box and the 'process registration".

<u>To Drop</u>: 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'.

<u>To Add and Drop at the Same Time</u>: 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'.

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.