

Registering for Classes

All 1st semester new students are to contact their academic advisor to register for classes.
All returning students can register online through their Student Portal.

BE PREPARED:

- 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 dates 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."

File Edit View Favorites Tools Help

MANOR COLLEGE

Student Portal Login

Step 1:
go to the Student Portal

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

Term: SP-17

Login

[Forgot Password?](#)

The login and password are the same ones you created when you used Manor's application portal

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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)

Student Portal Login

Note: Required fields are marked with an asterisk (*)

*Username:

*Password:

Term:

Login

[Forgot Password?](#)

The login and password are the same ones you created when you used Manor's application portal

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Fall = FA-xx
Spring= SP-xx
Summer = Su1-xx (for first seven weeks)
Su2-xx (for second seven weeks)

Step 3: Click on *Registration*

The screenshot shows the Manor College Student Portal. The left sidebar has a navigation menu with 'Registration' highlighted. A blue arrow points from a text box to the 'Registration' link. The main content area shows a welcome message and a list of links. A calendar for March 9-13 is displayed below the links. The right sidebar shows 'My Courses' and 'My Calendar' sections.

Step 3:
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.

CAMS TEST
Current term: FA-16

Student Portal

Process Registration or Cancel

Powered By
CAMS

Wednesday, February 24, 2016

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
Process Registration

Show Academic Information
Show 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																																				
<div>1 2 3 4 5 6 7 8 9 10 Next</div> <p>Viewing Page #1 (Total Pages: 26)</p>																																				
<p style="text-align: center;">FINANCIAL ACCOUNTING [AC105B]</p> <p style="text-align: center;">25 seats left</p> <p style="text-align: center;">START-END DATES: 9/6/2016 - 12/20/2016</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Instructor</th> <th>Credits</th> <th>Campus</th> <th>Room</th> <th>Days</th> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Staff</td> <td>3</td> <td>MAIN</td> <td>ACADE-35</td> <td>WTF</td> <td>Weekly</td> <td>9:00 AM - 9:50 AM</td> </tr> </tbody> </table>									Instructor	Credits	Campus	Room	Days	Date	Time	Staff	3	MAIN	ACADE-35	WTF	Weekly	9:00 AM - 9:50 AM														
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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																														

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.

Student Portal

Process Registration or Cancel

Powered By
CAMS

Process Registration

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
Process Registration

Show Academic Information
Show 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								

Hide Filter

Course ID Filter

Dept: IST Course #: 105 Type: Section:

Days and Times Filter

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.

The screenshot shows a web interface for selecting courses. It lists four course sections for 'INTRO TO MICROCOMPUTER APPL':

- INTRO TO MICROCOMPUTER APPL [IST105R6]**: 15 seats left, START-END DATES: 9/6/2016 - 12/20/2016. Days: R, Time: 4:00 PM - 6:29 PM.
- INTRO TO MICROCOMPUTER APPL [IST105X71S9]**: 15 seats left, START-END DATES: 9/10/2016 - 10/22/2016. Days: S, Time: 6:30 PM - 9:30 PM.
- INTRO TO MICROCOMPUTER APPL (Intersession) [IST105AXL0L-I]**: 0 seats left, START-END DATES: 12/16/2016 - 1/6/2017. Days: U, Time: 12:00 PM - 12:01 PM. Status: [Class is full].
- INTRO TO MICROCOMPUTER APPL (HONORS) [IST105HA]**: 18 seats left, START-END DATES: 9/6/2016 - 12/20/2016. Days: F, Time: 8:00 AM - 10:50 AM.

Each course entry has a table with columns: Instructor, Credits, Campus, Room, Days, Date, and Time. The 'Credit' checkbox is located to the left of each course entry. The interface also includes a 'PreReq' section and a 'FacAppReq' section. At the bottom, there is a 'Cancel' button, a page indicator 'Viewing Page #1 (Total Pages: 1)', and a 'Process Registration' button.

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 pop-up dialog box contains the following text:

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.

CAMS TEST
 Current term: FA-16

Wednesday, February 24, 2016

Student Portal
 Process Registration or Cancel
 Powered By
CAMS
 UNIVERSITY OF MARYLAND

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
 Process Registration

Show Academic Information
 Show Filter
 Show Pending Courses

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

Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/>	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

Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/>	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

<input checked="" type="checkbox"/> Credit	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

Credit	Instructor	Credits	Campus	Room	Days	Date	Time
<input type="checkbox"/>	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

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.

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

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.)

CAMS TEST
Current term: FA-16 (Change)

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

Student Portal

- Home
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- My Schedule**
- My Ledger
- My Financial Aid
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Powered By

My Schedule

Wednesday, February 24, 2016

☒ 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.

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

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

Powered By

My Billing Ledger

Wednesday, February 24, 2016

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 registering for classes, you may make changes through the Portal up until the start of the term.

Add/Drop Period:

Once the term begins, online registration through the Student Portal will be closed. All changes must be made by your Academic Advisor or in the Registrar's Office with an Add/Drop form. 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'.

CAMS TEST
Current term: FA-16

Thursday, February 25, 2016

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](#) [Process Registration](#)

[Show Academic Information](#) [Show 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
<input type="checkbox"/>	<input type="checkbox"/>	EN101C	FUNDAMENTALS OF COMPOSITION I	3	BLYWEISS, DAVID	MWF	10:00 AM - 10:50 AM	Weekly
<input type="checkbox"/>	<input type="checkbox"/>	MH103M6	COLLEGE ALGEBRA	3	Staff	M	6:30 PM - 9:30 PM	Weekly

Current Offering 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	Date	Time
Staff	3	MAIN	ACADE-35	MWF	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	Date	Time
Staff	3	MAIN	LIBRA-13	M	09/12/2016	6:30 PM - 9:30 PM
Staff	3	MAIN	LIBRA-13	M	09/28/2016	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

☐ Credit

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.