

HOW TO REGISTER FOR CLASSES

IMPORTANT INFORMATION

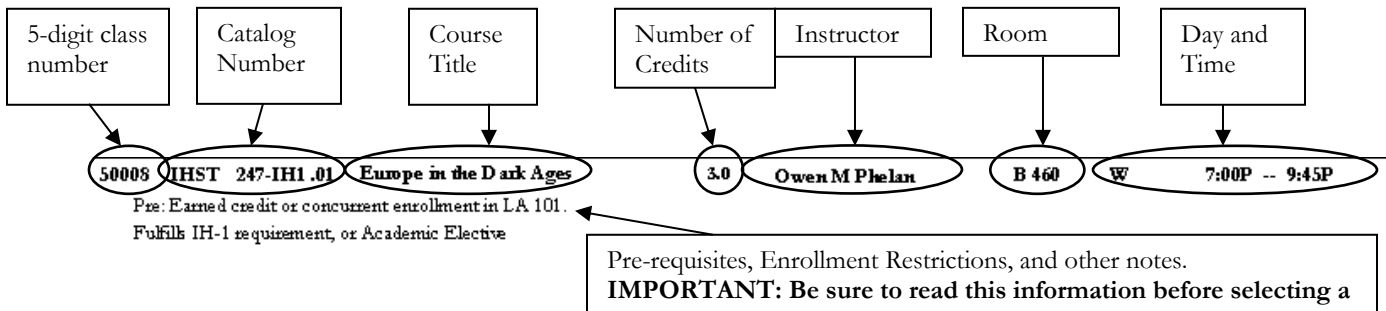
- Full-time students may register for a maximum of 18 credits without incurring additional tuition charges.
- Independent Study contracts and Course Substitutions/Waivers must be submitted to Enrollment Services.
- Register for classes in the Baltimore Student Exchange Program (BSEP) by obtaining scheduling information and a special Registration form in MICA's Office of Enrollment Services. Bring your scheduling information to your advising appointment so that you can make sure that the course will satisfy requirements of your major or minor. A *Course Substitution Form* must also be completed.
- If you are a Veteran and/or are entitled to VA benefits and you wish to use these benefits while enrolled, please contact the Registrar in the Office of Enrollment Services. You will need to provide documentation of your benefits.

BEFORE YOU REGISTER

- Meet with your advisor to review your academic standing, progress toward degree completion, and to plan for course choices for the upcoming semester. Your advisor's name and number is shown in the box entitled Advisor Information located in the column on the right-hand side of the **Student Services Center** screen.
- Log-on to your **Student Service Center** through the Portal.
 - ✓ To log-on to Portal, go to www.mica.edu, click on **Students**, then click on **Portal**.
 - ✓ In Portal, Click on **Enrollment & Planning** and then **Student Service Center**.
- Make sure you have no "hold flags" placed on your account. Having a flag on your account will prevent you from registering.
 - ✓ On the **Student Services Center** screen, check the box entitled Holds in the column on right-hand side of the screen.
- Check your registration appointment
 - ✓ Your assigned registration appointment is shown in the box entitled Enrollment Dates located on the right-hand side of the **Student Services Center** screen.

REGISTRATION INSTRUCTIONS

How to read the *Schedule of Classes*



To Enroll in (Add) Classes

- Click on **Enroll** located on the **Student Services Center** screen. Select the upcoming term (Fall 2013) and click the **Continue** button. This brings you to the **Add/Shopping Cart** screen.
- If you know the 5-digit course number, enter it in the box located under Enter Class Nbr and click the **Enter** button.
 - ✓ This will bring up the **Class Description/Preference** screen information about the class number you entered.
 - ✓ If this is the class you intended to select, click the **Next** button, otherwise click **Cancel** and try another number or manually searching for the class.
 - ✓ If you click **Next**, the class you chose will appear in your **Shopping Cart**.
- If you do not know the 5-digit class number.
 - ✓ Click on the **Search** button located under "Find Classes." This will bring up the class search screen.
 - ✓ Use the drop-down menu to choose a course subject (ex. Course Subject = Art History). This will enable you to search all of the classes in this subject area.
 - Fill in the course number if you know it and you will see all of the sections for that specific course (ex. Course Number = 100).
 - You may also choose to search only for "open" classes by checking the box next to "Show Open Classes Only."
 - Click **Search**.
 - ✓ This shows you all the classes that meet your search criteria and their status. Choose the class and section you wish to enroll in by clicking **Select Class**.

- You will not be able to enroll in a closed class.
- ✓ After selecting a class, you will be returned to the **Class Description/Preference** screen. Click the **Next** button to add the class to your **Shopping Cart**.
- Repeat Step 2 and/or Step 3 until you have selected all of your classes.
- When you are finished filling your **Shopping Cart** with classes, click on the **Proceed to Step 2 of 3** button located directly under the **Shopping Cart**.
- When the next screen appears, click on the **Finish Enrolling** button.
- The next screen shows your results. You will receive 1 of 2 messages next to each class you attempt to register for:
 - ✓ √ “Success” = you are now enrolled in this class.
 - ✓ X “Error” = you are not enrolled in this class. Read the error message and then check the following information:
 - Do you meet the Pre-Requisites for this class? (You must meet all of the pre-requisites.)
 - Are there Enrollment Restrictions for this class? (You must meet the criteria.). If the seats are being held for specific groups of students until the open enrollment date, you may try to register for this class if there are any open seats after that date.
 - Are you already enrolled in a class that meets at the same time as the class you are trying to register for? (You can not take two classes at the same time.)
 - Is the class closed (i.e. full or no seats available)?

Viewing your Schedule

- Your class schedule will automatically appear on the first page of the **Student Services Center** screen.
- Your class schedule will also appear on the first page of the **Add** screen. Your schedule is located in the My (term) Schedule section located below the **Shopping Cart**.
- Your class schedule is also located under the **My Class Schedule** tab, the first tab under the **Enrollment** tab.

Swapping a Class:

- If you want to change one class for another class after you have registered, you must use the swap feature.
 - ✓ DO NOT use drop and add to exchange classes. **Swap** prevents you from losing your seat in the original class if the newly desired class is unavailable.
- After clicking on **Enroll**, click on the **Swap** tab located directly under the **Enroll** tab.
- The next screen contains two sections you need to complete:
 - ✓ Select the class you are presently enrolled in and wish to switch using the drop-down menu.
 - ✓ Select the class you wish to take using one of the following options:
 - Class search (browse the catalog)
 - From your **Shopping Cart**
 - Entering the 5-digit Class Number in the Enter Class Nbr box.
- When there is one class in each of the completed sections, the **Finish Swapping** button will appear, click it.
- The next screen shows your results. You will receive 1 of 2 messages next to each class you attempt to register for:
 - ✓ √ “Success” = You have replaced your class.
 - ✓ X “Error” = You have not replaced your class. (Check pre-requisites, enrollment restrictions, and if the class is open.)

Dropping a Class:

- Click on **Enroll**, and then click on the **Drop** tab.
- From your schedule of classes, check the box next to the class you wish to drop.
- Click the **Drop Selected Classes** button.
- Review your class choice and click the **Finish Dropping** button.
- The next screen shows your results. You will receive 1 of 2 messages next to each class you attempt to register for:
 - ✓ √ “Success” = You have dropped your class(es).
 - ✓ X “Error” = You have not dropped your class(es).
 - Remember, you will not be able to drop your entire schedule. If you only have one class left or wish to drop all of your classes, you must go to Enrollment Services to officially withdraw from the term

OFFICE HOURS

MICA Office of Enrollment Services is open from 8:30am to 5:30pm Monday through Friday.

Summer hours are 8:30am to 4:30pm Monday through Friday.

Bunting 2nd floor

410-225-2234

enrollmentservices@mica.edu