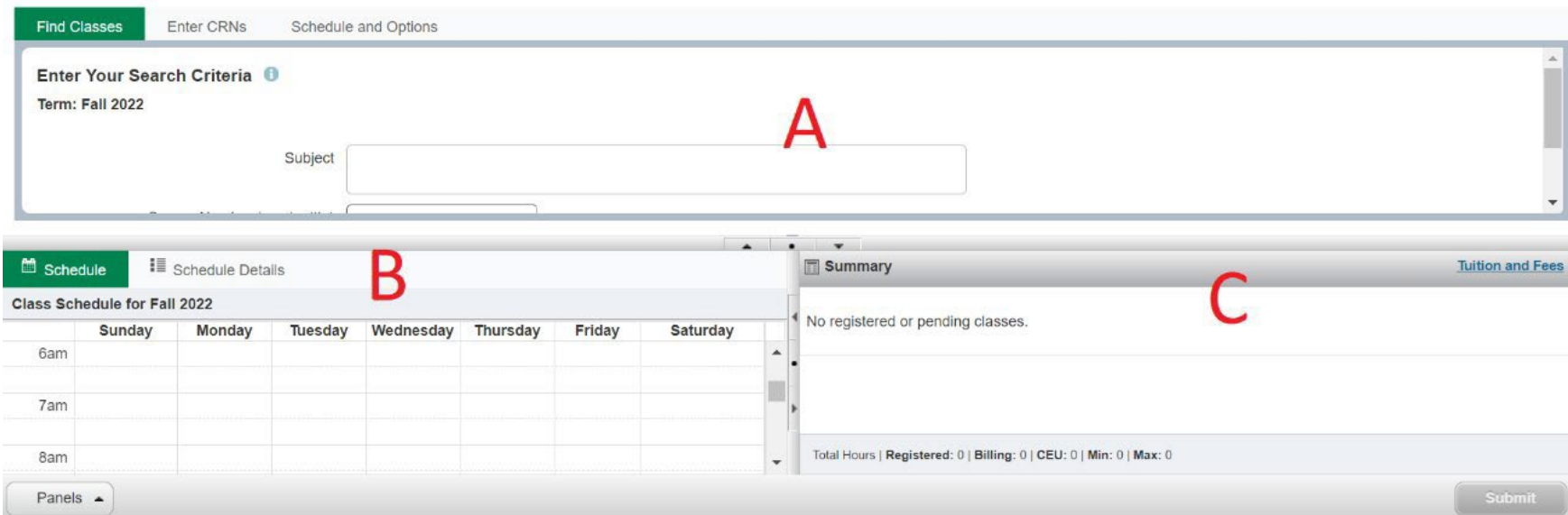# Using the MyNMU registration system

1. Log in to MyNMU (http://mynmu.nmu.edu)
2. Click on the **Registration** tile

3. The registration screen has four links:
   a. Prepare for Registration: View your registration status, hold information, earned hours, and assigned registration time.
   b. Register for Classes: Use this link when it is your assigned day and time to register.
   c. Browse Classes: Use this link to prepare for registration by browsing the course listings.
   d. View Registration Information: View your past registration information and schedule.

4. To register for classes, click the **Register for Classes** link (you may be asked to sign in again through the single sign on)
5. Select the term you are registering for, and click continue.
6. The new registration screen is divided into three panels.

   a. In section (A) there are three tabs, "Find Classes", "Enter CRNS", and "Schedule and Options"
   b. In section (B) you will find schedule information. You can view your schedule in either a calendar or list view.
   c. In section (C) is a summary of your registration. Here you can submit and register for courses you've selected and also waitlist, or drop courses.

7. To Register for a course either perform a search or enter the course CRN.
   a. To perform a search, in section (A) select a single subject or multiple subjects to search for all courses offered by those subjects. If you have a specific course in mind, you can type in the course number. Once you have the information entered, click the search button.

   b. After a search you can review all of the available options. You can adjust the filter options by clicking on the categories in the first row (1), or by clicking on the gear icon (2). You will not be able to "Add" a course that is full, or only has reserved seats available. If you want new results, click on the **Search Again** button (3).

c. Once you find a class that works, click **ADD**. It will then be added to your summary (section C)

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
WEB:Fund. of Manage Accounting	*ACT 240, 50*	*4*	*81108*	*Lecture*	*Pending*	**Web Registered** ▲	
						Web Registered	
						Remove	

Total Hours | **Registered:** 0 | **Billing:** 0 | **CEU:** 0 | **Min:** 0 | **Max:** 0

Panels ▼   **Submit**

d. Your classes will remain "*Pending*" until you click **Submit**. All classes with the action "**Web Registered**´that are submitted will attempt to register. There are a few other options you will find here, remember you have to submit for the decision to be official. If you leave this page without submitting, your work is lost.
    i. *Remove* will remove the course from the summary
    ii. *Waitlist* will waitlist the course (if you are invited to register for a waitlisted course return to this screen and change Waitlist to Web Register)
    iii. *Drop Using Web* will drop you for the course.
    iv. You will not see a withdraw option, you must visit the Registrar's Office or Student Service Center to withdraw from a course. Check online for the add/drop/withdraw schedule.

e. After you click **Submit** for a new course it will either Register or show that there are errors. Errors pop up bright red.

Student · Registration · Select a Term · Register for Classes   🛇 ACT 240 CRN 81108: Prerequisite and Test Score error

Register for Classes

Find Classes	Enter CRNs	Schedule and Options

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
WEB:Fund. of Manage Accounting	ACT 240, 50	4	81108	Lecture	Errors Preventing Registration	Remove ▼	

    i. If you have an error, the notification on the top right will tell you the issue. You will not be able to register for the course until you resolve the error.

ii. Work with your adviser if you need help working through errors.
   f. You will see the status *"Registered"* if you have successfully registered for the course. If you need to later drop the course, you would take the action "Drop Using Web" and click submit.
   g. Repeat these steps until you have created your schedule.

Registration Tip

Want more course information? All of the course titles are hyperlinks with additional course information. Included important notes about the class.

Common Errors:

Prerequisite: A prerequisite course is a course that is required prior to taking a course. If you receive that error, you are missing a prior course. You can view course requirements by viewing courses in the bulletin. www.nmu.edu/bulletin

Class Level: The course likely requires Junior or Senior status, this is measured in credits not years. Junior status begins at 56, and Senior status at 88.

Link Course: Some courses are "linked" together. A lab section is often linked to a lecture course. To successfully register, you will need to register for **both** linked sections.

FAQ:

I think my registration date/time is wrong? Your registration date/time is based on your earned hours. Earned hours does not include the courses you are currently registered in.

I can't view the future semester? Access to a new semester begins shortly before the registration period (1-2 weeks).

I can't add or drop a course? Review the add/drop/withdraw schedule https://nmu.edu/registrar/adddropprocedure