

## Using the new MyNMU registration system

1. Log in to MyNMU <https://mynmu.nmu.edu/home>
2. Click on the **Student Service** tab
3. In the **Student Self Service** block, click on **Registration**

The screenshot shows the MyNMU website interface. At the top, there is a dark green header with the MyNMU logo and the tagline "A link to your NMU information". Below the header is a navigation bar with three tabs: "Home", "Admitted to NMU", and "Student Services". A red arrow points to the "Student Services" tab. Below the navigation bar, the "Student Services" section is visible, containing a "Main Menu" with links for "Academic & Career Planning Checklist", "Addresses & Phone Numbers - view/update", "Class Schedule - detail", "Transcript Ordering/tracking", "SSN - access information about changing SSN", "Tax Notification - 1098-T", and "Tax Notification - W-2 Wage Statement". Below this is the "Student Self Service" section, which has a "NEW:" notice and links for "Student Profile", "Registration", and "Grades". A red arrow points to the "Registration" link. To the right of the "Student Services" section, there are several other service links, including "Housing and Resi", "NMU Bookstore", and "Police Department".

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

## Register for Classes

The screenshot shows the 'Register for Classes' interface. At the top, there are three tabs: 'Find Classes' (active), 'Enter CRNs', and 'Schedule and Options'. Below the tabs is a search criteria section with the text 'Enter Your Search Criteria' and 'Term: Fall 2022'. A 'Subject' input field is present, marked with a red 'A'. Below this is a 'Class Schedule for Fall 2022' section, marked with a red 'B', which is a calendar grid with columns for days of the week and rows for times (6am, 7am, 8am). To the right of the calendar is a 'Summary' section, marked with a red 'C', which contains the text 'No registered or pending classes.' and a 'Submit' button. At the bottom of the summary section, there is a status bar: 'Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0'.

- 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.
8. 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.

This screenshot shows the search criteria section of the 'Register for Classes' interface. It features three tabs: 'Find Classes' (active), 'Enter CRNs', and 'Schedule and Options'. Below the tabs is the text 'Enter Your Search Criteria' and 'Term: Fall 2022'. The 'Subject' input field contains three selected subjects: 'Accounting', 'Anthropology', and 'Art and Design', each in a green pill-shaped button with a red 'x' icon. Below the subject field is a 'Course Number (see tooltip)' input field. At the bottom, there are three buttons: 'Search', 'Clear', and 'Advanced Search'.

- 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).

**Register for Classes**

Find Classes | Enter CRNs | Schedule and Options

**Search Results — 99 Classes**  
Term: Fall 2022 | Subject: Accounting, Anthropology, Art and Design

**1**

Title	Subject D	Subje	Coûrs	Se&ct	Hours	CRN	Term	Instructor	Meeting Times	Camp	Status	Attribute	Reserved	Linked Sections	Add <b>2</b>
Fund. of Financ... Lecture	Acco...	A...	230	02	4	8...	F...	Byrnes, Pa...	U M T W R F S   06:00 PM	N...	4 of 35 ...				Add
Fund. of Financ... Lecture	Acco...	A...	230	03	4	8...	F...	Frazier, Kat...	U M T W R F S   12:00 PM	N...	<b>1</b> FU...				Add
WEB:Fund. of... Lecture	Acco...	A...	240	50	4	8...	F...	Hunter, Jod...	U M T W R F S - Type: C	W...	19 of 3...				Add

**3** Search Again

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

**Summary** Tuition and Fees

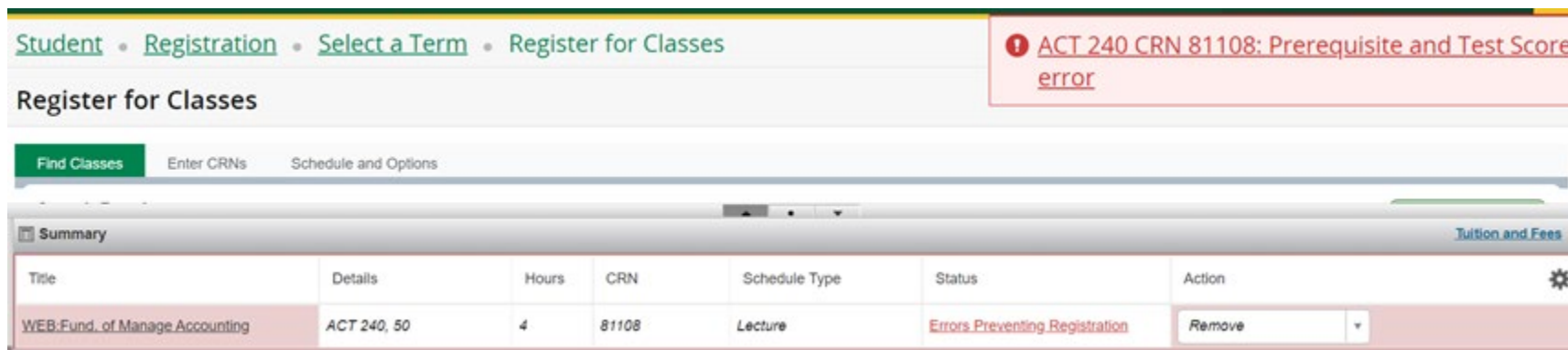
Title	Details	Hours	CRN	Schedule Type	Status	Action
WEB:Fund. of Manage Accounting	ACT 240, 50	4	81108	Lecture	Pending	<div style="border: 1px solid gray; padding: 5px;"> <p>**Web Registered**</p> <p><b>**Web Registered**</b></p> <p>Remove</p> </div>

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.



- 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](http://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>