

Office of the Registrar

Registration Information for Summer 2024, Fall 2024 & Spring 2025

SELF-REGISTRATION

Academic advisors for undergraduate students must authorize each student's ability to self-register by setting the switch to 'Yes'. Students with more than one major require approval from **both** academic advisors.

- Self-Service: Progress—Advisement Switch
- WEBAdvisor: Switch and Approval

STUDENTS MAY:

- Plan & Schedule courses
- Register and Drop previously selected courses.
- Add/Remove themselves from a waitlist.

STUDENTS INELIGIBLE

Students on academic probation or whose current admission status is conditional, or, who are non-matriculated, are not eligible to use Self Registration and must utilize in-person registration in department.

REGISTRATION BLOCKS

Faculty advisors can view blocks (Notification) on the Advisee Details page. Some blocks are determined nightly so students should check their blocks frequently.

NEED TO APPLY TO GRADUATE

Students who have completed more than 75 undergraduate, or 18 graduate credits must apply for graduation. The application is found under "I Need to...on the myMU portal.

CLASS OFFERINGS

Self-Service: Course Catalog

AUTOMATIC STUDENT EMAIL

Changes to student registration, which can include adding, dropping or withdrawing from a class, will generate a system email sent to the student's MU email account, indicating the action taken.

DEPARTMENTAL OVERRIDES, CLOSED COURSES AND WAITLISTS

- Chairs and deans have the ability to register students into closed courses or courses for which the pre-requisites are not met.
- Access override screens with Chair/Dean login.
- All closed courses with waitlists will offer the student the ability to enter themselves on the waitlist. Students can also remove their waitlisted status.
- Departments will be requested to "clear-out" waitlists 3 weeks before start of term.

EARLY / PRIORITY TIMES for SELF-registration

Summer Registration for continuing students begins March 4
Fall/Spring Early/Priority Registration April 4—April 12

You will be notified when students' earliest registration times have been determined. At that time, please use Informer Report—X711J for a listing of the students in your major.

Once students have the ability to register based upon completed credit count, they can access Self-Registration until the conclusion of Add/Drop week for the semester.

Students will have registration activation **for initial access** in half-hour segments throughout each day during the two week Early /Priority Registration period, and will continue to have access to registration until the end of the add/drop period for the term.

From 8:00 am until 4:30 pm, each registration day will be divided into 18 activation times,. Based on completed credits, students will be randomly assigned to each time as their first opportunity to register.

Students and faculty advisors can see each student's date/time for early registration in *Self-Service*, under *Course Plan*, by toggling to the desired semester.

Terms and Dates (including adjusted week)



24/SA	First 4-week summer session:	05/13/24 to 06/10/24
24/SB	First 6-week summer session:	05/20/24 to 07/01/24
24/SC	12 week summer session:	05/16/24 to 08/12/24
24/SD	Second 4-week summer session:	06/13/24 to 07/11/24
24/SE	Second 6-week summer session:	07/08/24 to 08/15/24
24/FA	Fall 2024	09/03/24 to 12/17/24
25/SP	Spring 2025—please refer to Academic Calendar	

Important Dates and Deadlines

Please refer to the Academic Calendar located in the Calendar/Events tab of your myMU Portal.

UNDERGRADUATE STUDENTS REQUESTING TO TAKE GRADUATE COURSE WORK

- Should submit the e-FORM, Undergraduate: Request to Take a Graduate Course.
- Summer Registration, once approved, will be completed by the Registrar's Office beginning on March 4.
- Fall and Spring Registration, once approved, will be completed by the Registrar's Office during each student's earliest priority registration time.
- *Students who are completing their Bachelor's degrees in 24/SP and who have applied for a Master's program should NOT fill out the above e-FORM.* These students can be registered for Summer, Fall and Spring courses by the Office of Graduate Admissions or by the student's new graduate academic department.

Course Prerequisites, Restrictions, Maximum Credits and Course Types:

COURSE PREREQUISITES

Students attempting to register for a course that requires a prerequisite which has not been met, will be unable to register for that course.

Course Prerequisites are listed in the Self-Service Course Catalog,

If a student is registering for Summer, Fall and Spring courses, enter each term individually, with the earliest term first, and update in between terms. This allows the registration platform to 'read' the registered courses and use them to satisfy prerequisites.

SUBSTITUTED COURSES DO NOT FULFILL PREREQUISITES.

MAXIMUM CREDITS

Students will be prevented from registering for excess credits. Undergraduate students requesting more than 18 credits in a regular term require Chair approval and Dean approval for 22+ credits. Graduate students are limited to 15 credits per regular term.

Summer limits also apply:

Undergraduate students may register for no more than 12 credits total for the summer; Graduate students for a maximum of 9 credits.

SPECIAL TOPIC COURSES

Some students take more than one special topic course; the system does not recognize that they are different topics because they share the same number. Students need to register for 'duplicate' special topic courses with their department.

REPEATING A COURSE

Undergrad students cannot register for a course they have already completed unless they have received a grade of "C-" or lower. The maximum number of times to take a course is two. If a student must attempt a course for a third time, the registration needs to be approved by the school dean.

REPEATING A COURSE: GRADUATE STUDENTS

Graduate students cannot register for a course they have already completed unless they have received a grade of "B-" or lower, without appropriate chair and dean permission.

COURSE TYPES

The Self-Service Course Catalog also contains a "course-type" filter.