**MARY BALDWIN UNIVERSITY**

# Office of the Registrar

TO: **All students** DATE: **October 28, 2016**

SUBJECT: **Spring and May\* term REGISTRATION, 2017**

**\*Important:** Students will not register for May term at the same time as Spring term. May term registration will take place in February 2017.

Preregistration for spring 2017 will begin Monday, October 31. Students can register one of the following ways:

1. You can register yourself on-line through “MyMBU.”
2. Advisors can register you in their offices.
3. You can come to the registrar’s office on the appointed day and we will register you while you wait.

The faculty have established the following priority times. Web registration is activated at 8:30 am on the first day for each priority group.

 ***Global* Honor Scholars Oct. 31 – Nov. 4**

 **Seniors; PBTL; Grad programs Nov. 7 – 8**

 **Juniors Nov. 9 – 10**

 **Sophomores Nov. 11 & 14**

 **"Special Circumstances" – freshmen only Nov. 15**

 **Freshmen Nov. 16 - 18**

 **Open registration Nov. 19**

You may register at any time **after** your priority time begins. That is, a senior may wait until November 12th to register if he or she chooses. However, by waiting, the student will sacrifice senior priority selection. You will not be allowed to register before your priority time.

Regardless of the way you decide to register, there are certain things you should keep in mind. The following tips apply no matter how you register.

 **Tips**

1. You **must meet with your advisor**, no matter how you plan to register. Your advisor will help you plan out your schedule and make sure that you’re on track. If you are planning to register in the registrar’s office, your advisor must sign off on a registration card that you will give us when we register you (form available on MyMBU). If you intend to register yourself on the web, **you must ask your advisor to activate you for online registration.**
2. Your class is determined by the number of **completed credit hours** on your transcript as of registration. Work in progress but not completed (i.e. current semester coursework) doesn't count.

 . . .to register as a **senior**, you must have at least. . .90 credit hours complete

 . . .to register as a **junior**, you must have at least. . .58 credit hours complete

 . . .to register as a **sophomore**, you must have at least. . .27 credit hours complete

If you are unsure of your classification, consult your unofficial transcript on “MyMBU.”

3. **Plan plenty of alternates**, especially if you’re a freshman. That way, if a desired course fills, you can fill your schedule at registration without having to seek out your advisor for approval of a new selection.

4. Check course availability as your registration time approaches to make sure there is still room in the courses of interest to you. You can check real-time enrollments in MyMBU any time.

5. If you are planning to register for a course in May term that will be going abroad, you must follow the procedure for study abroad. Please see Lisa Brown or another representative in the Spencer Center for more information. A deposit is also required. May term abroad students will be registered once an approved list is received in the registrar’s office (usually in February).

 **“SPECIAL CIRCUMSTANCES”**

**Special Circumstances Registration for Freshmen**. Sometimes you absolutely, positively have to have a particular course. If so, you can use a Special Circumstances form (available on MyMBU or in the registrar’s office). You must secure your advisor's signature and bring the form to the registrar’s office on Special Circumstance day (Nov. 15). We will register the courseson the **Special Circumstance** card only; you will still need to register for the rest of your courses as normal beginning Nov. 16.

Whether or not you have "special circumstances" is up to you and your advisor. The probable reasons would be that your sequence of study requires that a course be taken this spring.

Filing a **Special Circumstances** form does not guarantee your admission to the class, because a few classes fill up with Honor Scholars and seniors and juniors. But it will put you ahead of other freshmen. Naturally, you also have to fulfill the normal prerequisite requirements for all courses.

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| COURSE OFFERINGS LISTS |

A 2016 – 2017 Spring Course Offerings List will be posted online on MyMBU. Students will be notified of updates via email, but your best source for up-to-the-minute availability of courses is MyMBU using the course search feature. The posted “list” becomes quickly outdated, so we will update as time allows.

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| REGISTRATION “HOLDS” |

If the Office of Financial Aid or Student Accounts has a “hold” on your account, you must confer with those offices and have the hold(s) lifted before you can register for classes. Students with holds will be notified by the relevant office, but you can also check your status on MyMBU.

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| COURSE SEARCH AND REGISTRATION ON MyMBU |

 Go to the MBU home page, [www.marybaldwin.edu](http://www.marybaldwin.edu). Select “MyMBU” at the top right of the home page. Use your MBU user name and PIN to log in.

 Click on the **MY ACADEMICS** tab. This is where you will find your class schedule and be able to access grades and unofficial transcript reports. Online registration also takes place here, which begins with a search for courses. To look for courses, choose **COURSE SEARCH**. You will need to click on the “**CHANGE TERM**” tab and select “2016-17 Spring” to see courses for spring semester.

 In the **COURSE SEARCH** section, you will see that you can select any subset of courses you want. You can select all courses. You can select only courses taught by a certain instructor, courses in a certain discipline, or courses taught at certain times of day. You can pick only open classes or only full classes. You can select the printable version and print it out. Explore this powerful tool. It will be a big help in your academic planning!

 After you have entered the details you want, click **SEARCH** at the bottom of the screen. The nice thing about using the **COURSE SEARCH** option is that you will always see the current status of every course, as of the moment you are looking at the screen. Again, printed/posted lists rapidly become out of date!

All students can do a course search, but in order to register online, the following criteria have to be met:

 1. Advisor activated you to register online.

 2. Your priority time has arrived.

 3. You do not have a hold on your account.

If you haven’t met all the criteria, you may see the following error messages:

**“Invalid time to register”** – advisor hasn’t activated you; or you are trying to register outside your priority time.

**“A/R hold” or “F/A hold”** – you need to see student accounts or financial aid to remedy the hold.

 You are good to go when you see a **green button** on the Log-In introductory screen showing that you are able to register. Using the course search options, select the courses of interest to you using the inquiry screen. You will see that, when you pull them up, you now have the ability to register yourself!

 When you click the “ADD” button to register, the system will take you to a **confirmation screen**. If there are no problems, you will click on a link to either return to **COURSE SEARCH** to add some more or to take a look at your schedule. You can also click on the course links to get more information. You will see how you can delete the course from your schedule if you change your mind.

 If there are problems, the **confirmation screen** will explain what they are. The system will **NOT** allow you to register for a course if…

 …the course has **prerequisites** you have not finished.

 …there is a **time conflict** with another course on your schedule.

 …the course is **full**.

 …you try to register for too many hours (over 18).

 ***There is no way to override the web registration system. If you think you should be allowed to register for a course and the web system won’t let you do it, the only way to register for that particular course is to see your advisor or the registrar’s office.***

 **IMPORTANT:** When you are finished building your schedule on the web, simply click on the **LOGOUT** button at the top right of the screen. Your schedule should be saved. However, it is very advisable for you to **sign on again** after you log off and to **check your schedule** to make sure that everything’s there the way you wanted it to be!

 ***Directed Inquiries, Teaching Assistantships, and Internships do not appear on the Course Offerings List. You must register for them individually in the registrar’s office.***

 MBCW STUDENTS CANNOT REGISTER FOR ANY COURSE WITH AN “L” AT THE END OF THE NUMBER. THOSE ARE ONLINE ADULT PROGRAM COURSES. PLEASE SEE YOUR ADVISOR OR THE REGISTRAR’S OFFICE IF YOU ARE INTERESTED. MUST BE A JUNIOR WITH A 2.5 GPA TO QUALIFY.