

# myRegistration How-To Guide for Students

## Overview

myRegistration helps students efficiently navigate the complex and often-frustrating schedule planning and registration process, by allowing you to graphically view schedule options based on your personal and academic needs and advisor recommendations. You can use MSU's myRegistration system prior to scheduling begins to save potential schedules to your favorites.

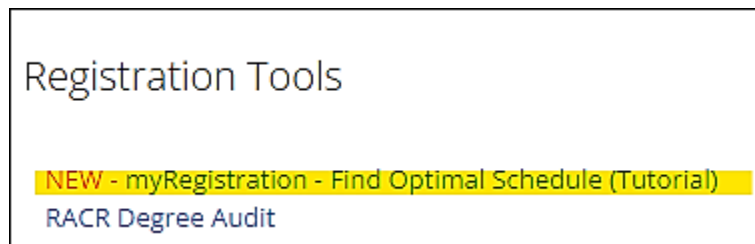
myRegistration is available on your computer desktop, tablet, or phone. Screens may appear differently on the various platforms.

## Steps

1. Select your courses
2. View your schedule results
3. Refine your search
4. Save your work
5. Proceed with Registration

## Step 1 – Select your courses

- Login to your myGate and open the Academics tab. Scroll to the Registration Tools box and select myRegistration.



- Click the CONTINUE button on the myRegistration welcome page.



Student Name



SELECT COURSES

SCHEDULE RESULTS

FAVORITES

## Welcome to myRegistration

myRegistration will help you find your optimal class schedule. All Undergraduate students must meet with their academic advisors prior to registering for classes. All holds affecting registration must also be resolved prior to registration.

CONTINUE

- Select the appropriate term.

### SELECT TERM

The following item(s) are not resolved:

If you have registration holds, they will appear in the Action Required box.

**Action Required**

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⚠ Attention: Hold present which will prevent registration: Bursar Schedule Hold - Check Money Tab - myGate

⚠ Attention: Hold present which will prevent registration: College Transcript Needed - F21 WKCTC

[How to Resolve Registration Holds](#)

Select a term:

- Spring 2022
- Summer 2022
- Fall 2022

- Each semester, students must enter and verify certain information for federal reporting. If you have not completed this step, you will see this message. Click the word “here” to complete. Once you have completed the verification process, you will be returned to the Select Term menu.

**Fall 2022**

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⚠ Registration Verification Federal mandates require students to enter and verify certain contact information each semester. Completing this form will help us comply with Federal regulation, as well as provide better service to you in the event of an emergency. Please complete [here](#) prior to proceeding.

- Once a term is selected, students may see a recommendation from an advisor. Click on the recommendation box.

### YOU HAVE A RECOMMENDATION/PLAN/ASSIGNED BLOCKS

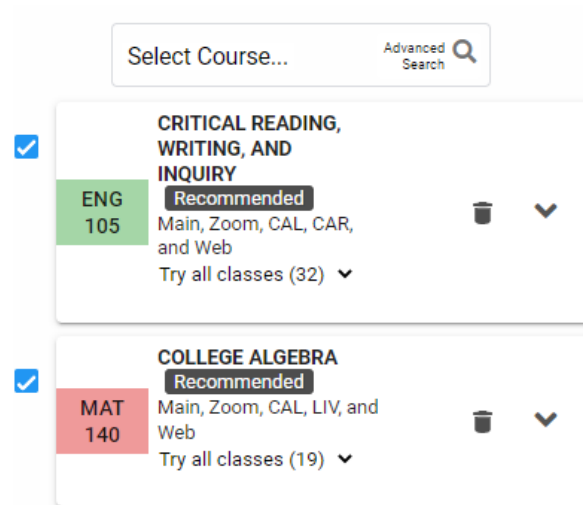
You may select one of these recommended plans or skip to view your current courses on the left.

M T W T F **Fall 2022**

2 Courses May 3, 2022  
Recommended by: \_\_\_\_\_

SKIP

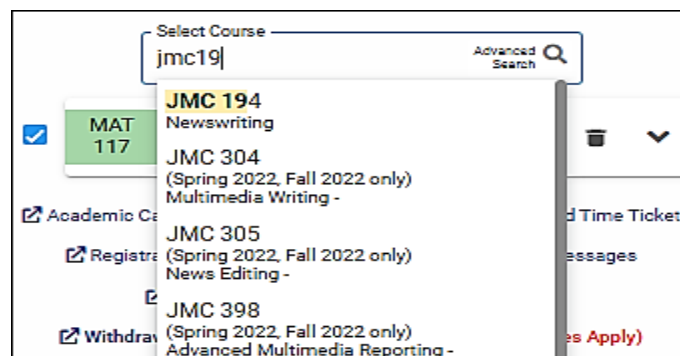
- Courses that have been recommended by an advisor will display in the Select Courses section with a **Recommended** tag.



- Begin searching for courses in the intelligent search bar.



The diagram illustrates the intelligent search bar and helpful links. A yellow callout box points to the search bar with instructions: "Begin typing a course code or name that you would like to take. Example: acc 201, or bio 101". A blue box labeled "Intelligent Search Bar" points to the search bar. A blue box labeled "Helpful Links" points to a list of links including "Academic Calendar and Registration Deadlines", "Registration Overrides and Assigned Time Ticket", "Registration Hold Information", "Registration Error Messages", "Registrar Forms", "Semester Refund Dates", "Withdraw from ALL Classes for This Semester (Deadlines)", "STOP before you DROP courses! Please Read.", "Schedule of Classes and Course Fees", and "University Directory-People Finder". A blue box labeled "Always check the calendar for deadlines" points to the "Academic Calendar and Registration Deadlines" link.

- Search by **subject code, course number, course title, instructor, or CRN.**






- To remove a course from the list, click on the **trash can**.

Select Course... Advanced Search

**JMC 168** **MEDIA LITERACY AND SOCIETY**  
Main, and Web  
Try all classes (3)  


- Expanding** the course box will display the course description and any restrictions. Be sure you meet all restrictions before attempting to register.

**INTRODUCTORY CHEMISTRY**  
**CHE 105** Main **Recommended**  

Try all classes (6) 

**Description:** CHE 105 Introductory Chemistry (4). A beginning course in general chemistry designed for students who plan to take additional chemistry courses. Three lectures and two hours of laboratory per week. Not applicable to major or minor. Prerequisites: Math ACT score of at least 20 or MAT 110 with a minimum grade of C



**Requirements:** None


**Part of Term:**  
All Part of Terms (1) 

**Classes:**  
 Lec 01  Lec 02  Lec 03  Lec 04  
 Lec 05  Lec 06



**SELECT ALL**      **SELECT NONE**


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**INTRODUCTION TO CRIMINAL JUSTICE**  
**CRJ 140** Main, and Web  



Try all classes (4) 


- Watch for error messages.

**AGR 314** **SMALL RUMINANT SCIENCE**  
Main  
Try all classes (1)  

 All classes of this course conflict with all classes of CTE 310


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**CTE 310** **DISCOVERING THE CAREER AND TECHNICAL EDUCATION PROFESSION**  
Main  
Try all classes (1)  


 All classes of this course conflict with all classes of AGR 314

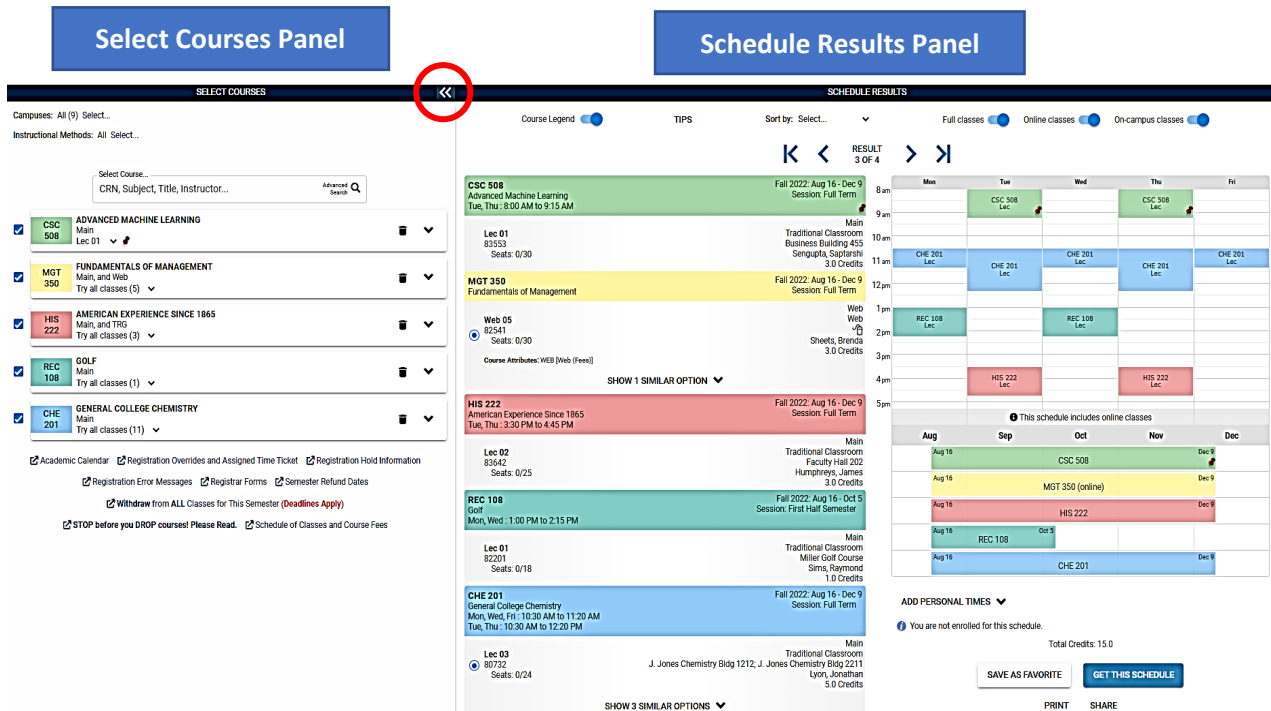
**No Results**

There are no schedule combination(s) with the selected courses.

 **Tip:** You have searched courses that are held at overlapping times during the week. Use the checkbox left of each course to toggle it on or off and explore your options.

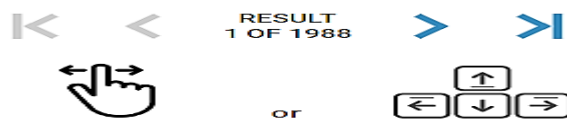
## Step 2 – View your schedule results

- The schedule results panel displays all schedule options in a list with detailed information and graphical views. The schedules displayed will have no time conflicts between courses. Once all courses have been added, the search panel can be collapsed to expand the schedule options window by clicking the collapse/expand toggle. 

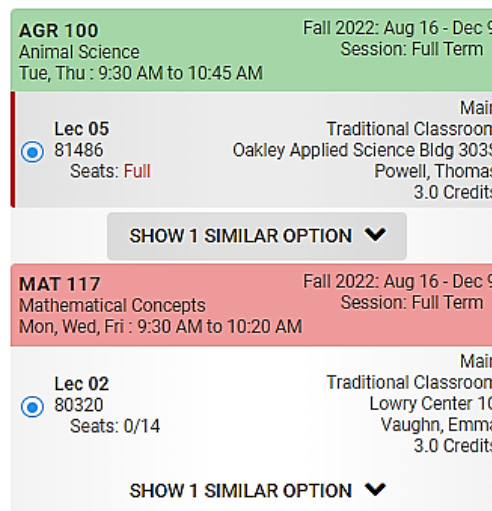


The screenshot shows a web interface with two main panels. On the left is the 'SELECT COURSES' panel, which includes a search bar and a list of course options with checkboxes. On the right is the 'SCHEDULE RESULTS' panel, which displays a grid of course sections with their respective times and days. A red circle highlights a double-left arrow icon at the top of the schedule results panel, which is used to collapse the search panel.

- Navigate through all schedule results by clicking on the left and right arrows, by swiping left and right on a mobile device or touch screen, or by scrolling using your keyboard keys.



- Course details include dates/days/times, session, location, instructor, credits, CRN, section number, and number of seats available.



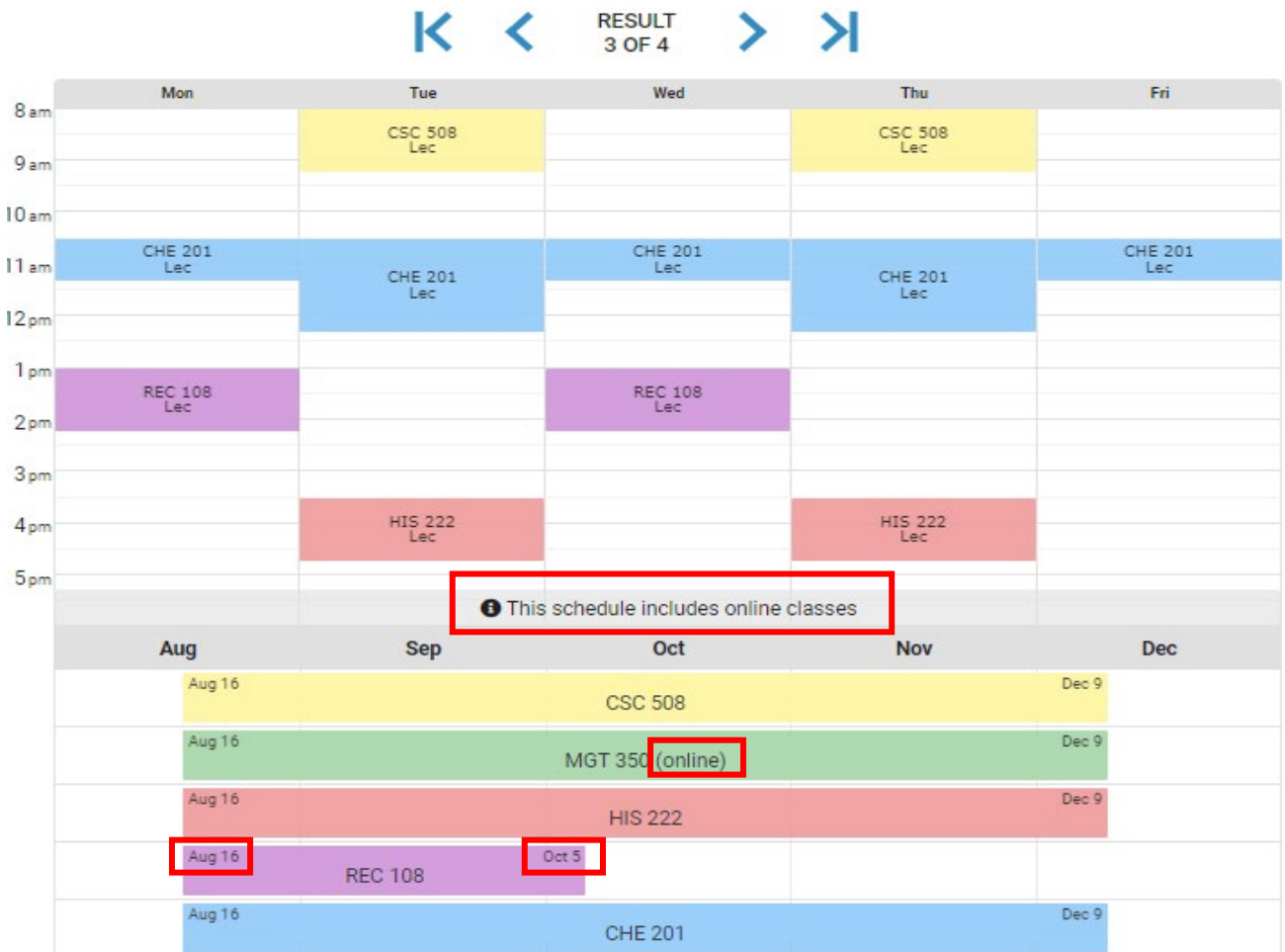
The image shows two course detail cards. The first card is for AGR 100, Animal Science, Fall 2022: Aug 16 - Dec 9, Session: Full Term, Tue, Thu : 9:30 AM to 10:45 AM. It lists Lec 05 (CRN 81486) with 0 seats available. The second card is for MAT 117, Mathematical Concepts, Fall 2022: Aug 16 - Dec 9, Session: Full Term, Mon, Wed, Fri : 9:30 AM to 10:20 AM. It lists Lec 02 (CRN 80320) with 0/14 seats available. Both cards include a 'SHOW 1 SIMILAR OPTION' button.

- Toggle the course details information on and off by selecting the Legend toggle in the upper left.

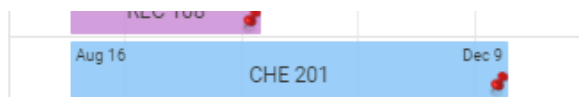
**SCHEDULE RESULTS**

Course Legend  TIPS

- The calendar view displays potential schedules in a graphical **weekly** and **monthly** format. Each course is color-coded. The monthly view includes **start and end dates** for each course and indicates if a course is **online** or doesn't have a scheduled day/time. Online or other courses without a scheduled day/time will not appear in the weekly view.



- Review total credit hours and enrollment messages under the calendar.



ADD PERSONAL TIMES ▼

ⓘ You are not enrolled for this schedule.  
 Total Credits: 15.0

### Step 3 – Refine your search

- There are several tools to narrow down search results to find an optimal schedule. Directly in the calendar or course details, **click to pin, preference sort**, and remove **full classes** or **online classes**. Students can also **click and drag to block out** personal times when classes cannot be taken.

The screenshot displays a weekly calendar interface for course selection. At the top, there are control panels for 'Course Legend', 'TIPS', and 'Sort by: Most M, W, F'. Below these are filter toggles for 'Full classes', 'Online classes', and 'On-campus classes'. A 'Sort' button and a 'Filters' button are also present. The calendar shows a grid with days of the week (Mon-Fri) and time slots (8am-4pm). Courses are represented by colored blocks: MGT 350 (green), THD 104 (purple), HIS 222 (red), and COM 161 (blue). A blue dot on the 11am slot of Thursday is labeled 'Block Times'. A blue line with a red pin icon is labeled 'Pinned Course', pointing to the COM 161 block on Tuesday. Navigation arrows and 'RESULT 1 OF 19' are visible above the calendar.

- Toggle courses on and off in the Select Courses panel on the left to see what impact your course selection has on available schedules.

The screenshot shows the 'SELECT COURSES' panel. It includes filters for 'Campuses: All (9) Select...' and 'Instructional Methods: All Select...'. A search bar labeled 'Select Course...' with an 'Advanced Search' icon is present. Below the search bar, two course entries are listed:
 

- MGT 350** FUNDAMENTALS OF MANAGEMENT (Main, and Web) Try all classes (5)
- HIS 222** AMERICAN EXPERIENCE SINCE 1865 (Main, and TRG) Try all classes (3)

 The checkbox for HIS 222 is circled in red. Each course entry has a trash icon and a dropdown arrow.

- There are additional filters for **campus** and **instructional method** in the Select Courses panel.

**SELECT COURSES** <<

**Campuses:** Main x Zoom x (2/9) Select...

Fort Campbell     Paducah  
 Henderson         Web  
 Hopkinsville        Zoom  
 Madisonville       Others  
 Main

SELECT ALL    SELECT NONE    CLOSE

Instructional Methods: All Select...

Select Course... Advanced Search 🔍

**MGT 350** FUNDAMENTALS OF MANAGEMENT  
Main  
Try all classes (3) ▾

**SELECT COURSES** <<

Campuses: Main x Zoom x (2/9) Select...

**Instructional Methods:** Hybrid Delivery x

Traditional Classroom x Vidcom - Zoom x (3/25) Select...

Applied Lesson (Music)     Elluminate/Collaborate  
 Clinical                       Hybrid Delivery  
 Collaborate                   ITV RECEIVING Site  
 Coop/Internship             ITV SENDING Site  
 Direct Study/Special Problems     Independent Study  
 Racer Academy               Internship  
 Seminar                       Laboratory  
 Service Learning             Lecture with attached lab  
 Student Teaching            Practicum  
 Study Abroad  
 Study USA  
 Thesis  
 Traditional Classroom  
 Vidcom - Zoom  
 Web  
 Workshop

SELECT ALL    SELECT NONE    CLOSE

- Review for any possible error messages received based on filter selection(s).

**PSY 180** GENERAL PSYCHOLOGY  
(No applicable classes) ▾

⚠️ No campuses are selected above. To include this course, choose a campus where the course is still offered this term.

**JMC 168** MEDIA LITERACY AND SOCIETY  
(No applicable classes) ▾

⚠️ The campuses selected above do not offer classes for this course in Fall 2022. To include this course, choose a campus where the course is still offered this term.

**CRJ 140** INTRODUCTION TO CRIMINAL JUSTICE  
(No applicable classes) ▾

⚠️ This course has no classes with the selected instructional methods.

**No Results**

There are no schedule combination(s) with the selected courses.

💡 **Tip:** One or more courses have no applicable classes. Fix the issue, toggle off, or remove the offending course(s) to get results.



- The Advanced Search allows a search for courses based on **attributes** (such as University Studies courses), **parts of term**, **days**, and **keywords**.

Select Course  Advanced Search

Advanced Course Search

Courses available online only

Selected campuses only(9)

Course Attribute Search Region:

Course Attribute:

Part of Term:

Days Permitted:  Sun  Mon  Tues  Wed  Thurs  Fri  Sat

Start After:  :

End Before:  :

Keywords:

**SEARCH**

**CNS 371**  
Diversity and Advocacy Issues

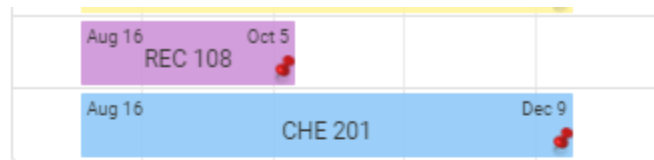
**POR 202**  
Practical Applications in Portuguese

**Search Results**

View selected only

**ADD SELECTED COURSE**

- Review total credit hours and enrollment messages under the calendar.



ADD PERSONAL TIMES

**You are not enrolled for this schedule.**  
Total Credits: 15.0

SAVE AS FAVORITE

GET THIS SCHEDULE

## Step 4 – Save your work

- Once you have found your optimal schedule and your registration time ticket has not started, there are several ways to save your work. You can **print** your schedule, create a **share** link and email/post, or **save as a favorite**. You can save up to 9 schedules as favorites and give each one a different name. Favorites can be retrieved once your registration time ticket has begun. Locate your registration time ticket on myGate, Academics tab, Registration tools box.

SAVE AS FAVORITE    GET THIS SCHEDULE

PRINT    SHARE

Load Favorite to Schedule Results

FAVORITES

1st Choice    2nd Choice

2nd Choice    DELETE

May 5, 2022, 08:52 AM

	Mon	Tue	Wed	Thu	Fri
8 am		CSC 508 Lec		CSC 508 Lec	
9 am					
10 am					
11 am	CHE 201	CHE	CHE 201	CHE	CHE 201

- The next time you login to myRegistration, you can open the Favorites panel by clicking on the collapse/expand toggle.

SELECT COURSES    SCHEDULE RESULTS

Campuses: All (9) Select...  
Instructional Methods: All Select...

Select your desired course locations.

Select Course...    Advanced Search

Course Legend    TIPS    Sort by: Select...

Full classes    Online classes    On-campus classes

RESULT 0 OF 0

FAVORITES (2)

- You can also save schedules for multiple terms. Toggle between terms using the menu.

Fall 2022

Spring 2022

Summer 2022

Fall 2022 ✓

## Step 5 – Proceed with registration

- Once you are ready to schedule your classes, click on the GET THIS SCHEDULE button at the bottom of the Schedule results panel.



- The next screen displays the actions that **will be** performed. It gives you a chance to review your selections before committing to a particular schedule. The Action column in this example indicates you are requesting to enroll in these courses. When you are ready, **click the DO ACTIONS button**.

Getting Schedule

Class	Action	Options	Result
CSC 508 Fall 2022: Aug 16 - Dec 9 Session: Full Term Advanced Machine Learning Tue, Thu : 8:00 AM to 9:15 AM		Lec 83553: Register	
Lec 01 83553 Seats: 0/30 Recommendations: 0 : 0	Enroll	Main Traditional Classroom Business Building 455 Sengupta, Saptarshi 3.0 Credits	
MGT 350 Fall 2022: Aug 16 - Dec 9		Web 82541: Register	
Lec 03 80732 Seats: 0/24 Recommendations: 1 : 0	Enroll	J. Jones Chemistry Bldg 1212; J. Jones Chemistry Bldg 2211 Lyon, Jonathan 5.0 Credits	

← CANCEL
DO ACTIONS

- Review the **Results** column for actions performed and **error messages**. Click the RETURN TO SELECT COURSES button.

Options	Result
Lec 83553: Register	Prerequisite not met; see course description in bulletin <a href="#">Click for a description of registration errors.</a>
	Registrar Permission Required <a href="#">Click for a description of registration errors.</a>
	Registered

Registration Error Messages

Successful Registration

RETURN TO 'SELECT COURSES'

Click this button to view the latest state of your courses.

- The courses you were enrolled in will now display with an **Enrolled** tag.

Courses that have been approved for AUDIT and paperwork has been submitted to the Registrar's Office for processing will display an "Audit" tag

- You can continue to add and drop classes through the [posted deadline](#). To drop a class, click on the **trash can** in the Select Courses panel. Notice the **⚠** message in red below the course. In order to finish the transaction, you will **need to click on the GET THIS SCHEDULE button**.

- Look for any error messages.

### Getting Schedule

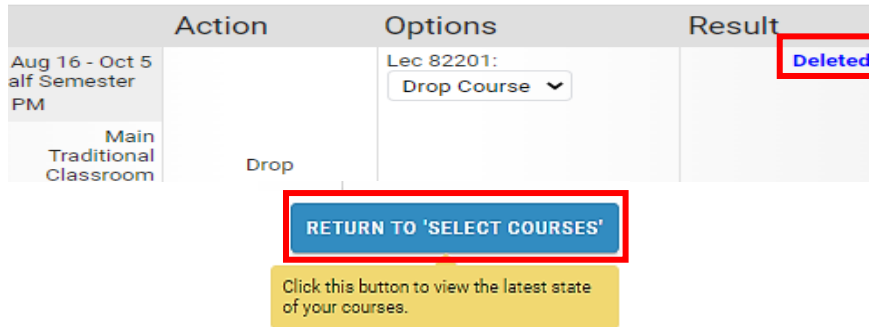
Action		Options
2022: Jan 18 - May 13 Session: Full Term M		Term not eligible for registration
Main Traditional Classroom akley Applied Science Bldg 101N	Drop	

The requested action to drop the course in this example is after the deadline to drop

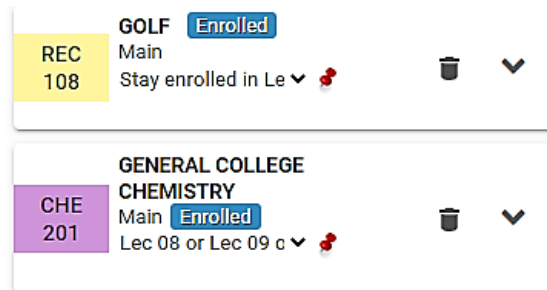
- Remember to click the DO ACTIONS button to officially drop the course.



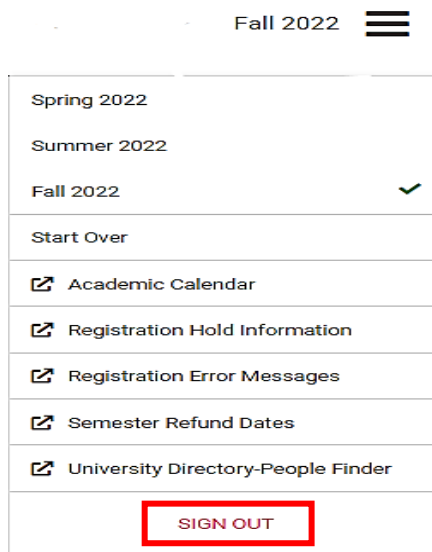
- Verify the word “deleted” appears in the Result column and then click the RETURN TO SELECT COURSES button to return to your schedule.



- Your schedule now reflects you are enrolled in the remaining courses and the course you dropped no longer appears on your schedule.



- When you are finished adding and dropping classes, be sure to sign out of myRegistration.



Questions? Contact the Office of the Registrar at (270) 809-5630 or [msu.registration@murraystate.edu](mailto:msu.registration@murraystate.edu).