# 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.

Registration Tools

NEW - myRegistration - Find Optimal Schedule (Tutorial)
RACR Degree Audit
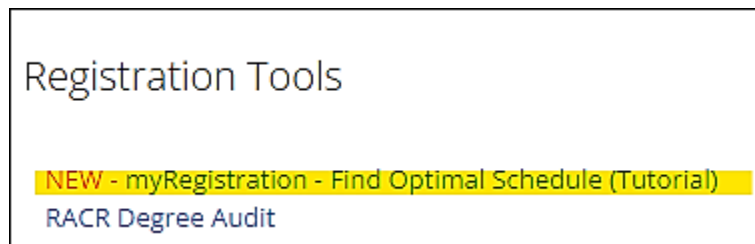
- Click the CONTINUE button on the myRegistration welcome page.

**MURRAY STATE**
UNIVERSITY

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 items(s) are not resolved:

| **Action Required** |
| --- |

⚠ 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

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

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**

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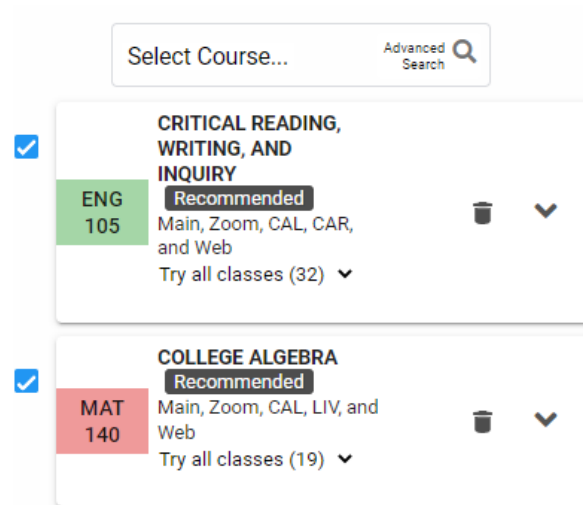
You may select one of these recommended plans or skip to view your current courses on the left.

| M T W T F | **Fall 2022** |
| --- | --- |
| **2 Courses** | May 3, 2022 *Recommended by:* |

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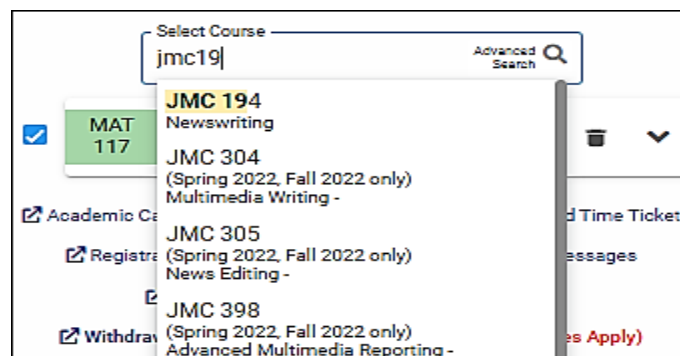
- Courses that have been recommended by an advisor will display in the Select Courses section with a `Recommended` tag.

Select Course...  Advanced Search

☑ ENG 105 — CRITICAL READING, WRITING, AND INQUIRY `Recommended`
Main, Zoom, CAL, CAR, and Web
Try all classes (32) ⌄

☑ MAT 140 — COLLEGE ALGEBRA `Recommended`
Main, Zoom, CAL, LIV, and Web
Try all classes (19) ⌄

- Begin searching for courses in the intelligent search bar.

Begin typing a course code or name that you would like to take.

Example: **acc 201**, or **bio 101**

Select Course
CRN, Subject, Title, Instr  Advanced Search

**Intelligent Search Bar**

**Helpful Links**

📅 Academic Calendar and Registration Deadlines

✔ Registration Overrides and Assigned Time Ticket

❓ Registration Hold Information  ℹ Registration Error Messages

✏ Registrar Forms  💰 Semester Refund Dates

🏛 **Withdraw** from **ALL** Classes for This Semester (**Deadlines**

**Apply)**

⏸ **STOP before you DROP courses! Please Read.**

🔍 Schedule of Classes and Course Fees

📞 University Directory-People Finder

**Always check the calendar for deadlines**

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

Select Course
jmc19

**JMC 194**
Newswriting

JMC 304
(Spring 2022, Fall 2022 only)
Multimedia Writing -

JMC 305
(Spring 2022, Fall 2022 only)
News Editing -

JMC 398
(Spring 2022, Fall 2022 only)
Advanced Multimedia Reporting -

☑ MAT 117

📷 Academic Ca
📷 Registr
📷 Withdraw

d Time Ticket
essages
es Apply)

- 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.

CHE 105 | **INTRODUCTORY CHEMISTRY**
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

CRJ 140 | **INTRODUCTION TO CRIMINAL JUSTICE**
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

☑ | CTE 310 | **DISCOVERING THE CAREER AND TECHNICAL EDUCATION PROFESSION**
Main
Try all classes (1) ⌄ | 🗑 | ⌄
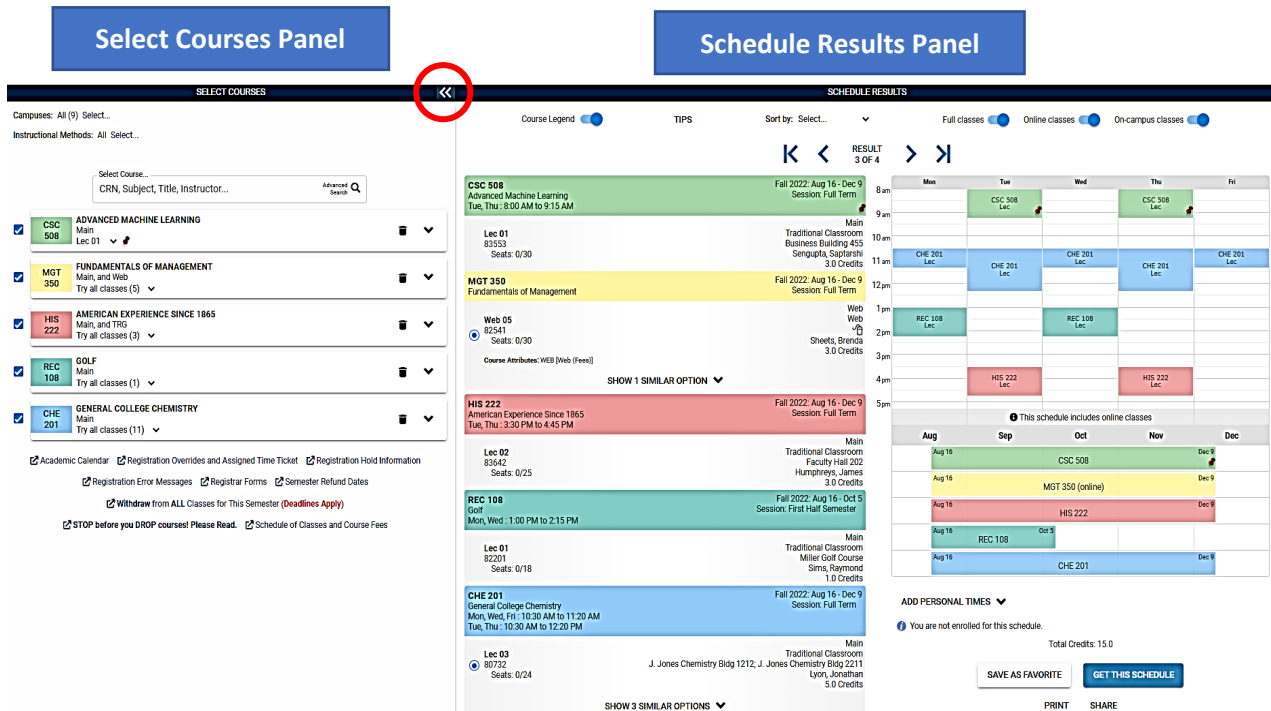⚠ All classes of this course conflict with all classes of AGR 314

**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.  
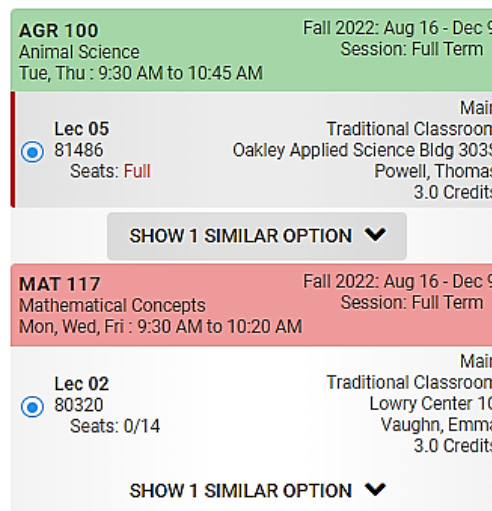


- Navigate through all schedule results by clicking on the left and right arrows, by swiping left and right on a mobile device or touch screen, or by scrolling using your keyboard keys.
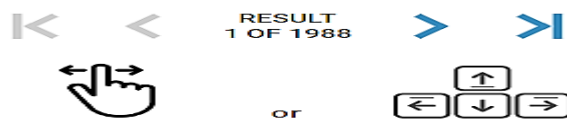


- Course details include dates/days/times, session, location, instructor, credits, CRN, section number, and number of seats available.

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



- 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.
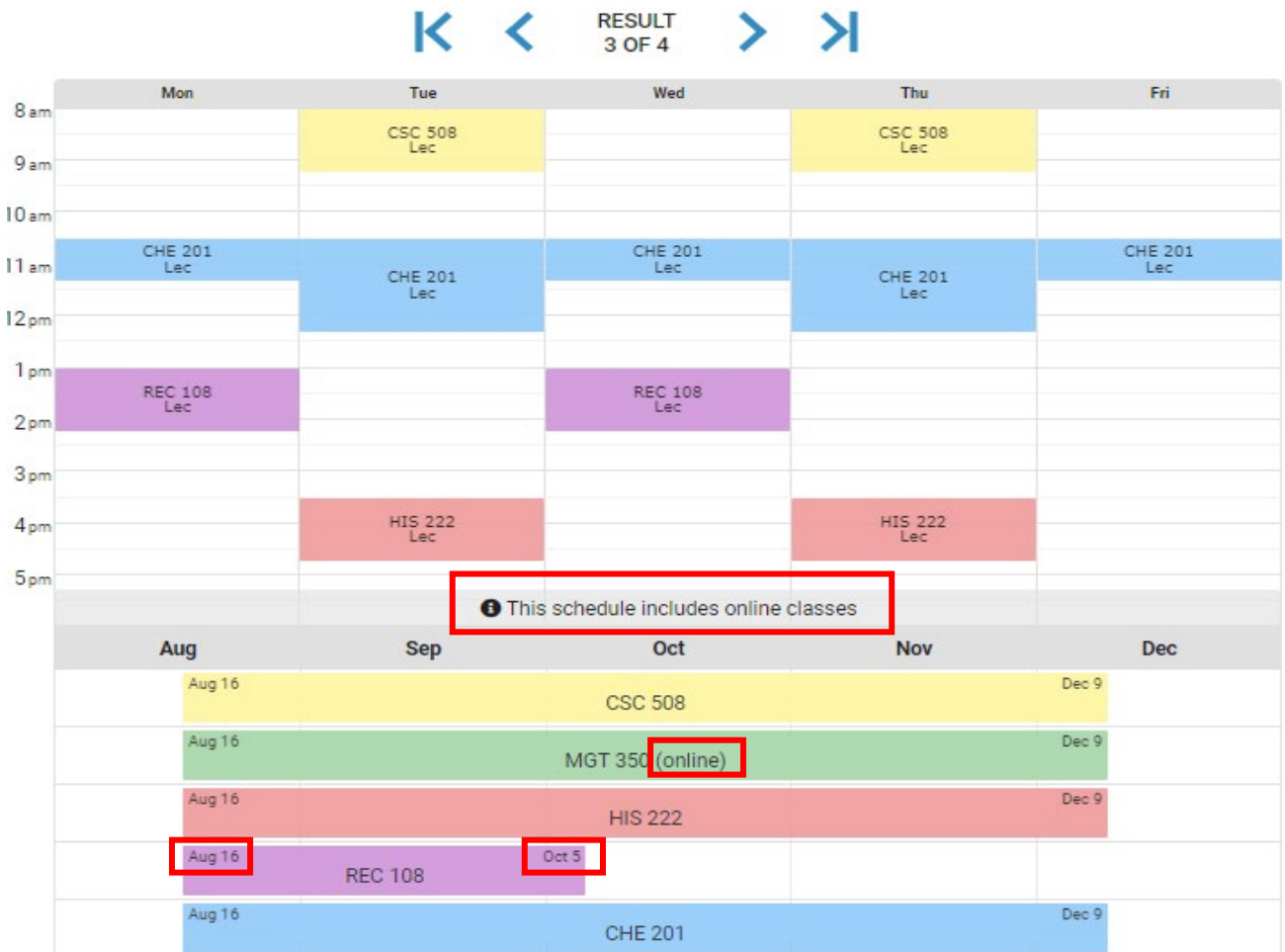


- Review total credit hours and enrollment messages under the calendar.
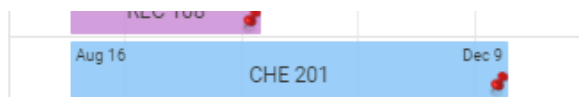
## Step 3 – Refine your search

- 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.



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

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





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

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



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

## 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.



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



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

## 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**.



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

- 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](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.



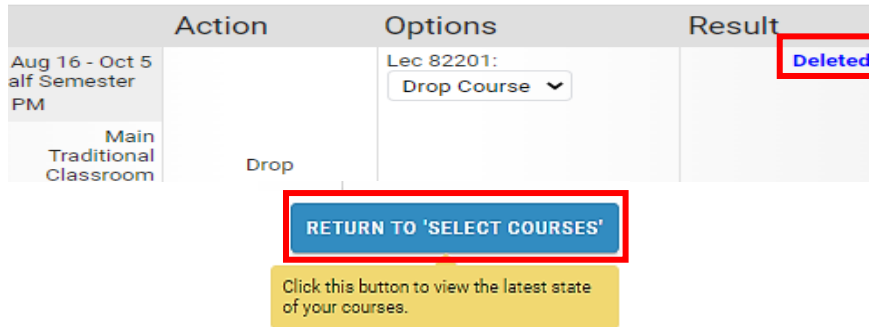The requested action to drop the course in this example is after the deadline to drop

- Remember to click the DO ACTIONS button to officially drop the course.
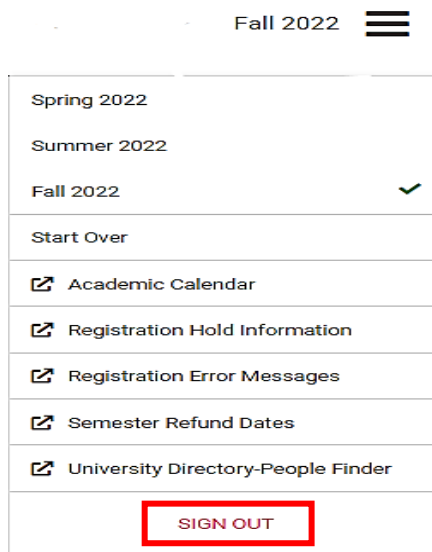
Sims, Raymond
1.0 Credit

◄ CANCEL          DO ACTIONS

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

| Action | | Options | Result |
|---|---|---|---|
| Aug 16 - Oct 5 alf Semester PM | | Lec 82201: Drop Course ⌄ | Deleted |
| Main Traditional Classroom | Drop | | |

RETURN TO 'SELECT COURSES'

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

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

REC 108   GOLF  Enrolled
Main
Stay enrolled in Le ⌄ 🧷          🗑  ⌄

CHE 201   GENERAL COLLEGE CHEMISTRY
Main  Enrolled
Lec 08 or Lec 09 o ⌄ 🧷          🗑  ⌄
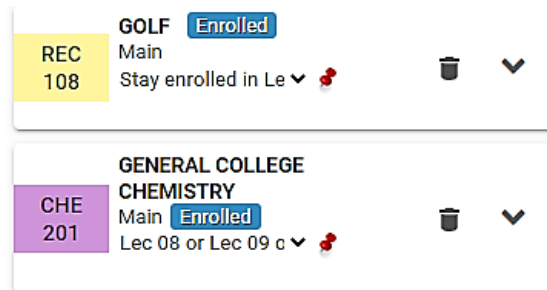
- When you are finished adding and dropping classes, be sure to sign out of myRegistration.

Fall 2022  ☰

Spring 2022

Summer 2022

Fall 2022                              ✓

Start Over

↗ Academic Calendar

↗ Registration Hold Information

↗ Registration Error Messages

↗ Semester Refund Dates

↗ University Directory-People Finder

SIGN OUT

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