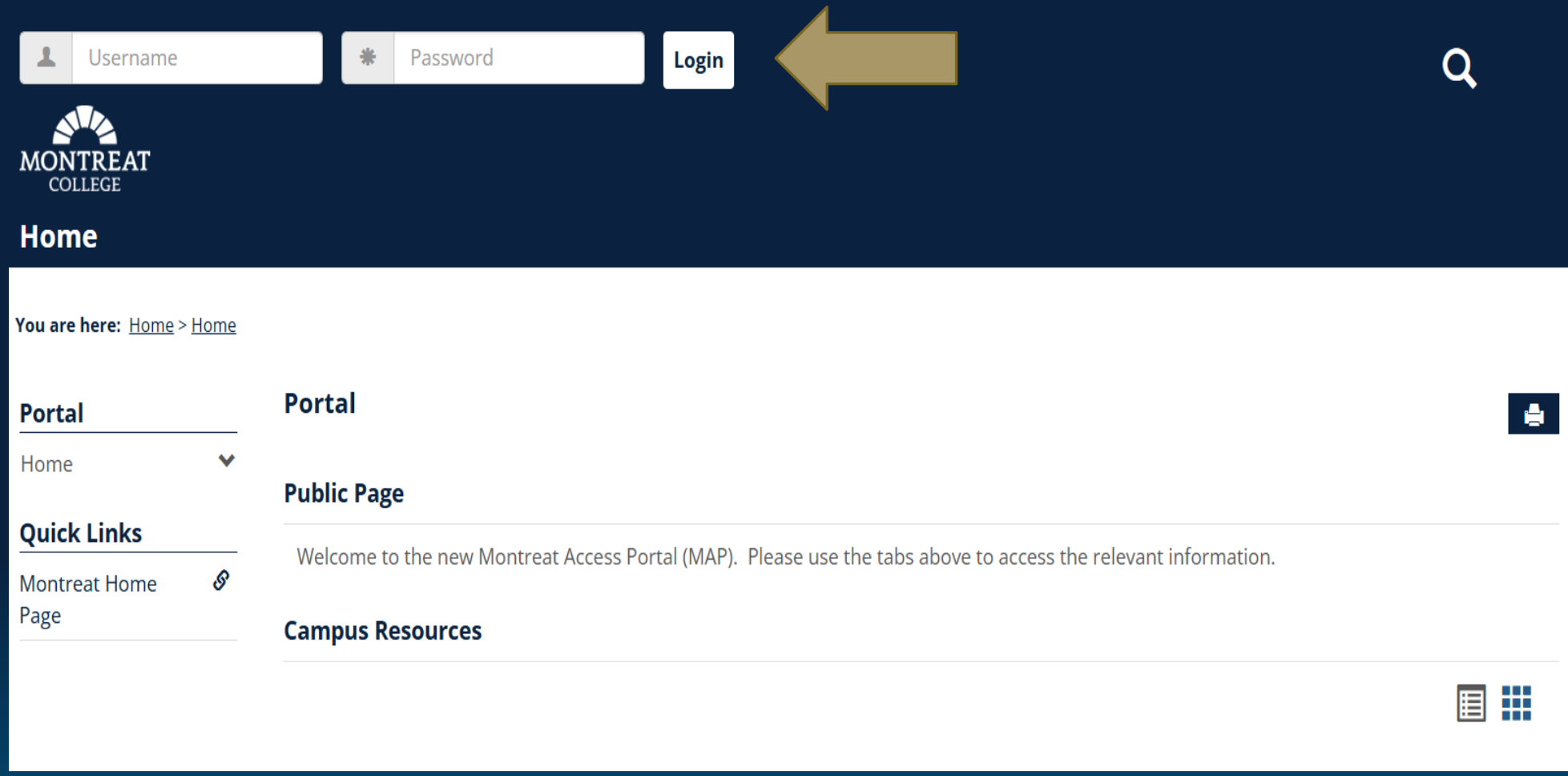
# How to Register for Classes

MONTREAT COLLEGE

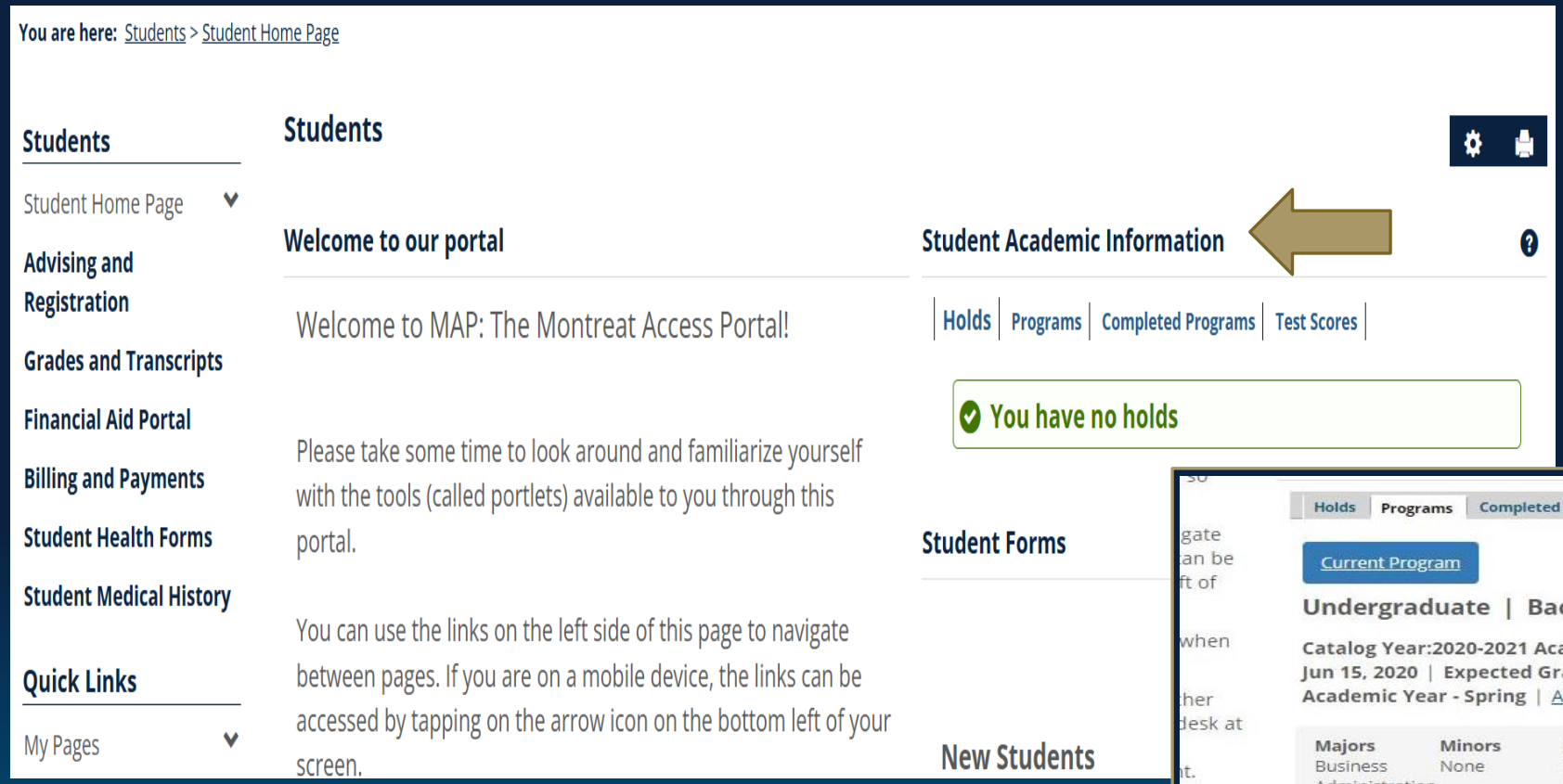
# How to Register: Getting Started

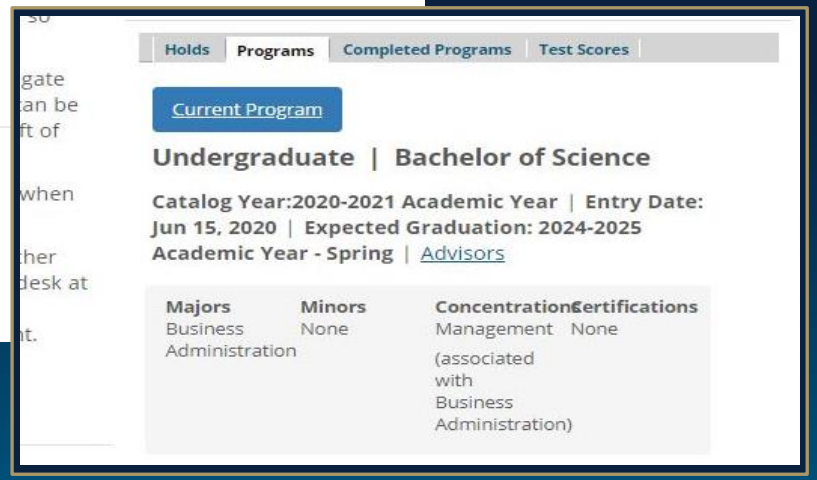
- Log into **MAP** **(Montreat Access Portal).**



# How to Register: Preparations

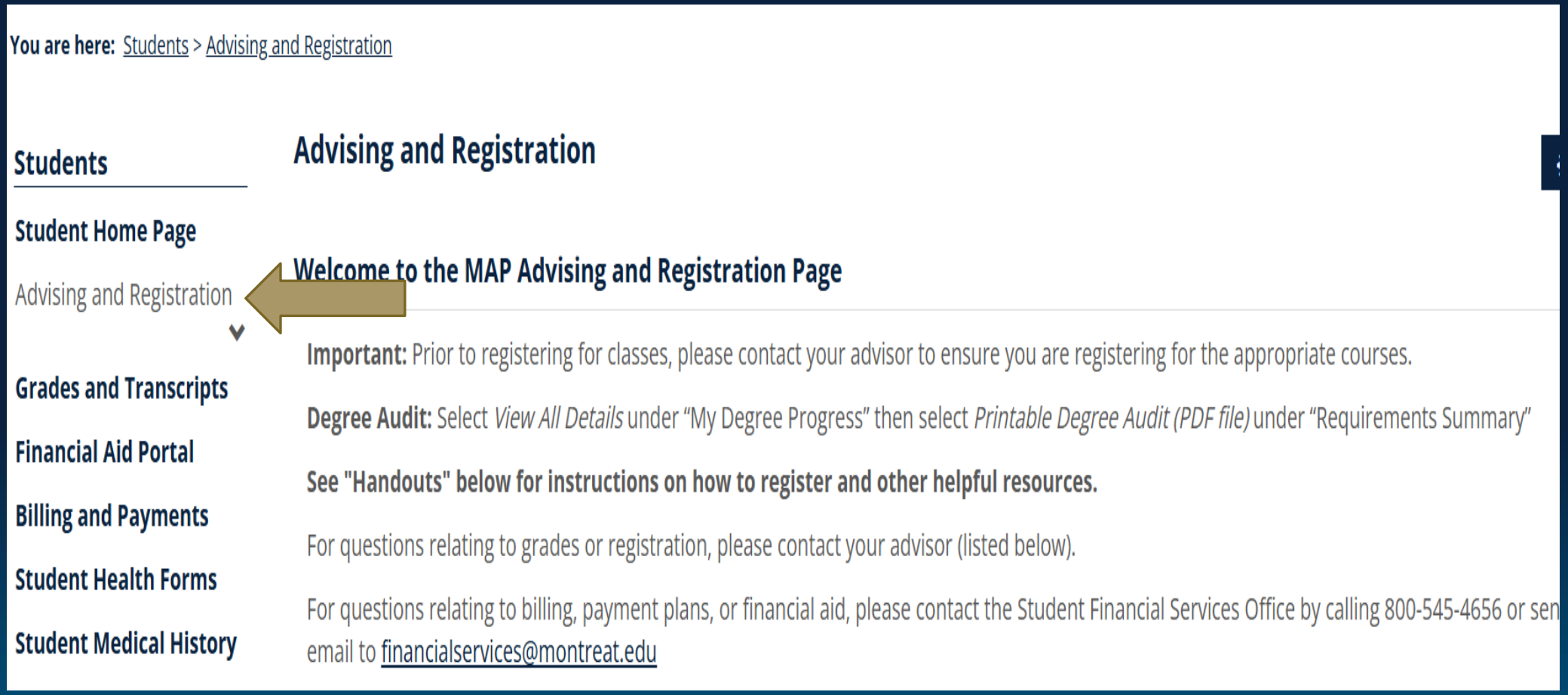
- On the Student Home Page, you will see the **Student Academic Information** portlet in the top right. This will show you if you have a hold on your account and your current declared major under the *Holds* & *Programs* tabs. If you have a hold, please contact the identified office to resolve the hold on your account.



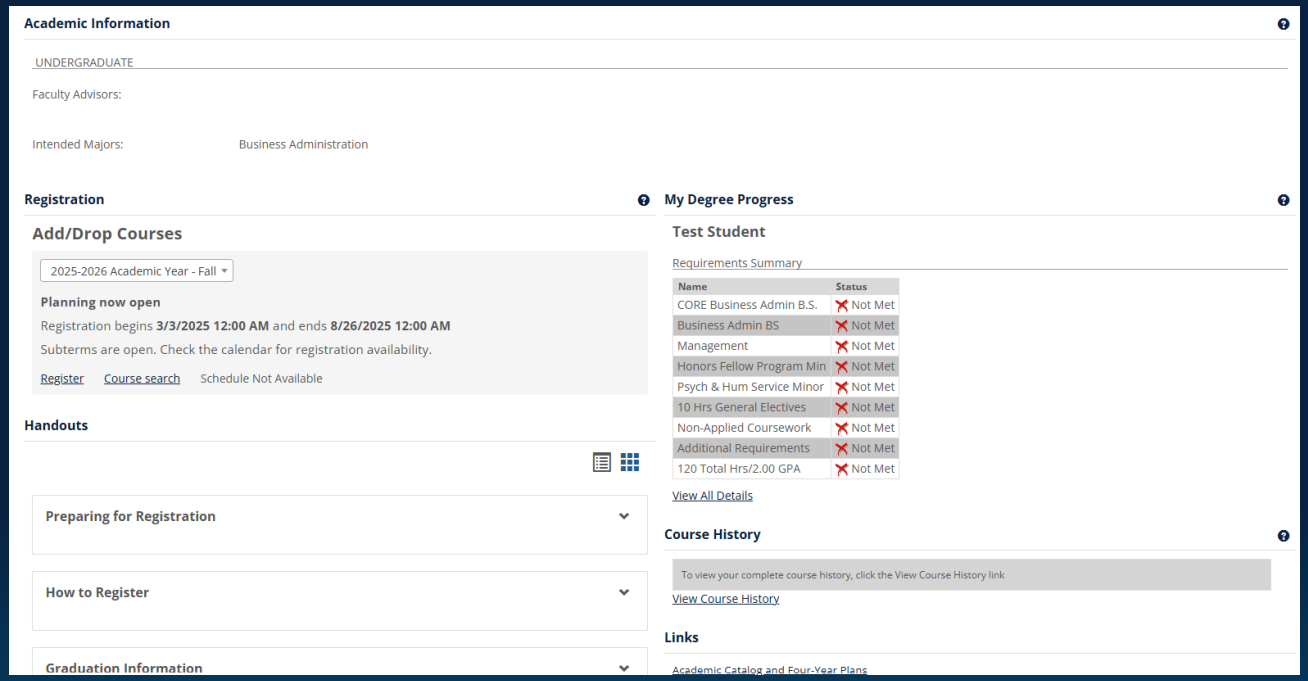
# How to Register: Preparations

- If you do not have a hold, select the **Advising & Registration** page on the left side of the page. **You can still access the Advising & Registration page if the have a hold, but you may not be able to Register depending on the hold.*



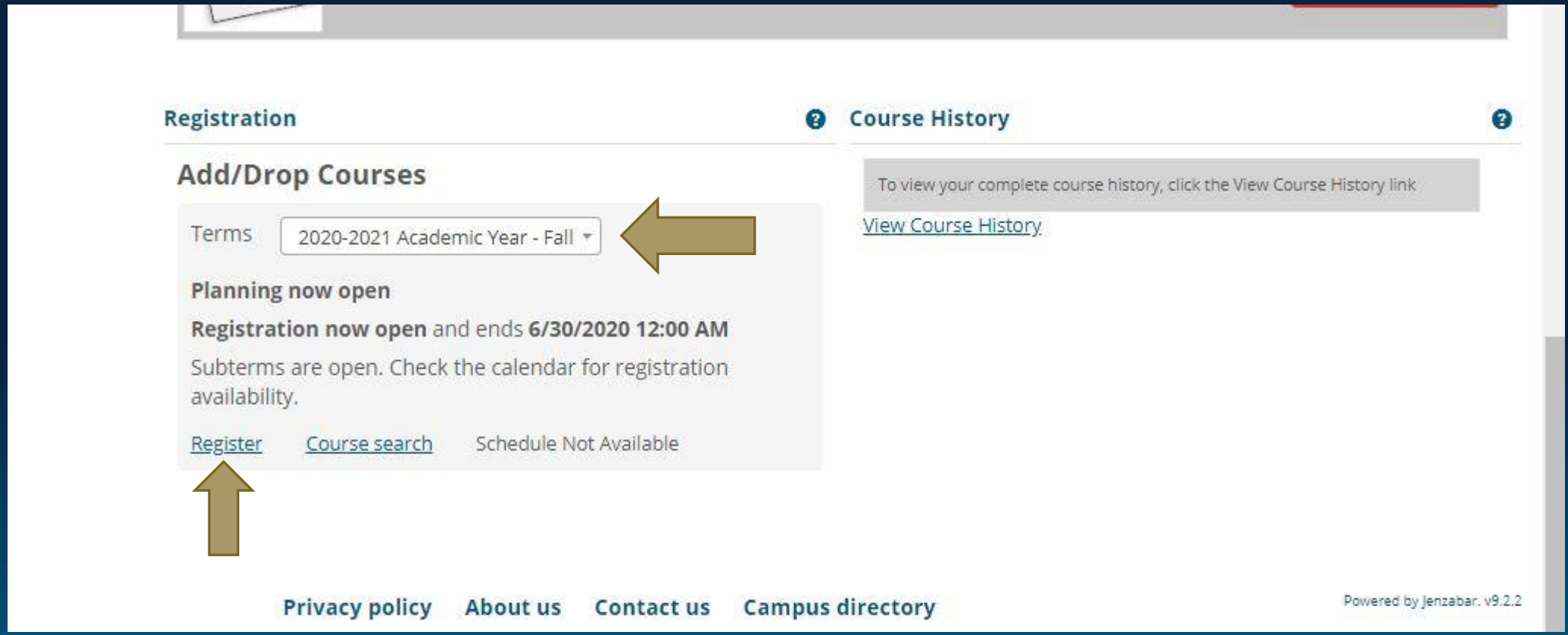
# How to Register: Preparations

- If you do not have a hold, select the **Advising & Registration** page on the left side of the page. **You can still access the Advising & Registration page if the have a hold.*
- Here you will find resources to help you navigate MAP, Advising, and Registration such as:
  - Your Advisor(s)
  - Your Degree Audit (*My Degree Progress*)
  - Handouts
  - Important Links
  - Your Course History
  - Registration Portlet



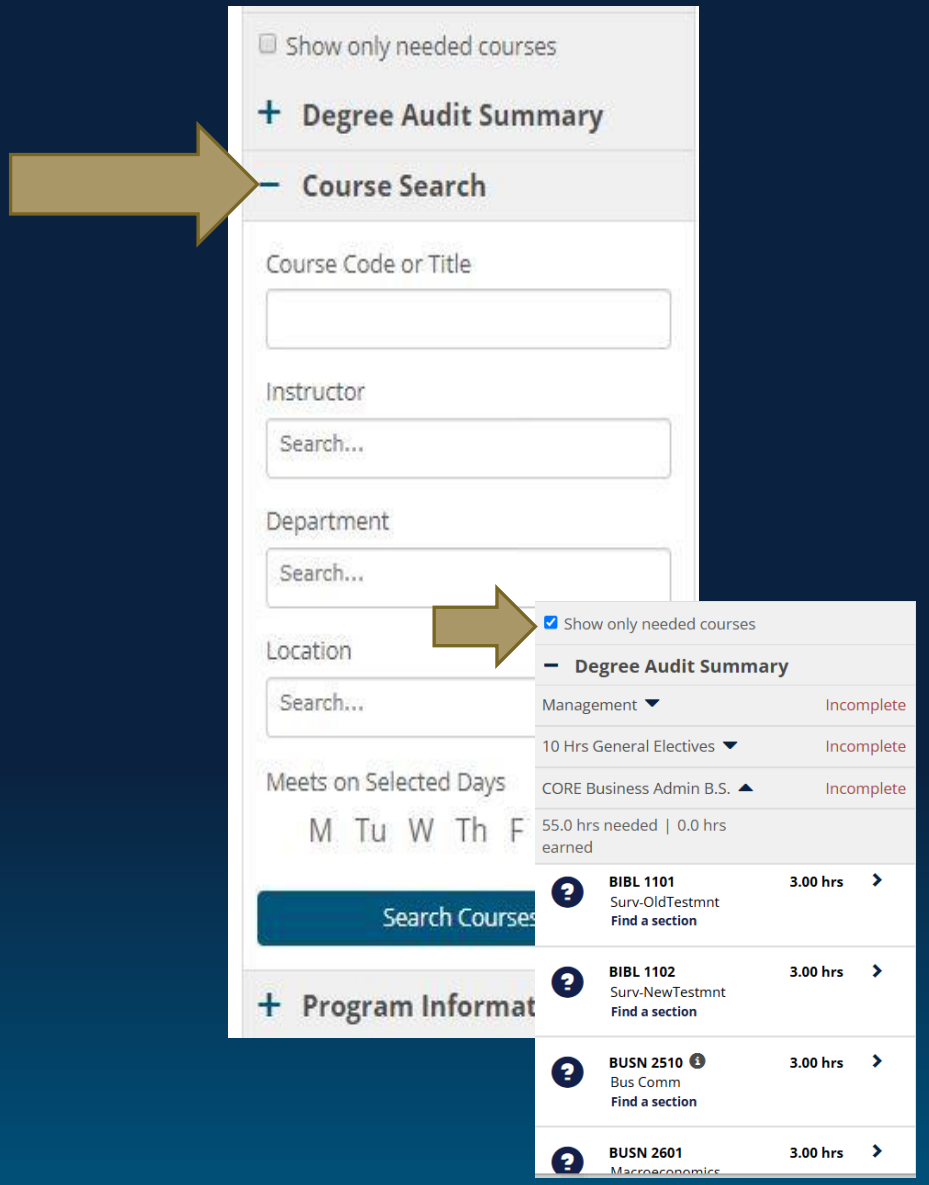
# How to Register: Select Your Term

- In **Advising and Registration**, scroll down to the *Registration* portlet and make sure your term is set to the correct *Year/Term.*
- Select **Register.**



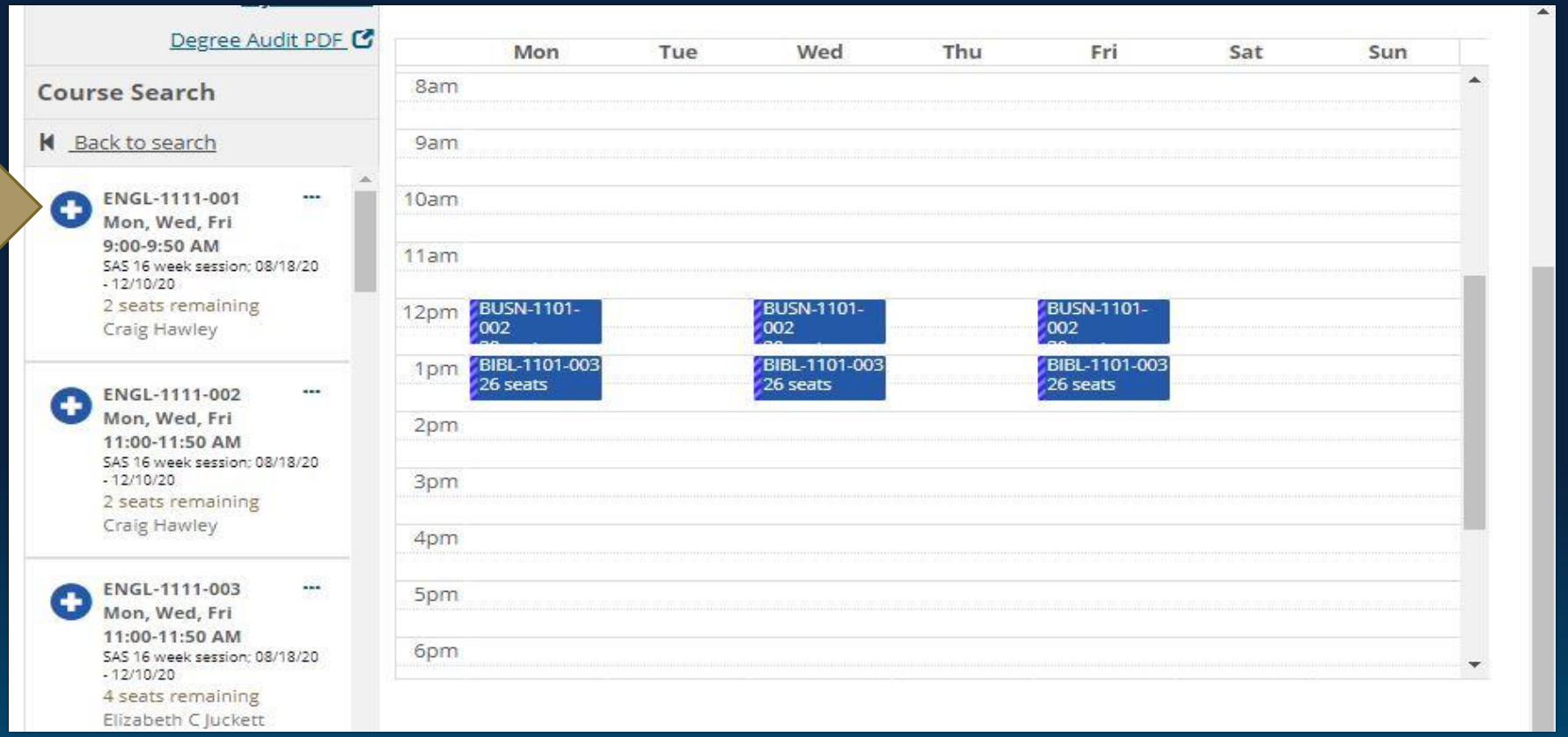
# How to Register: Finding Courses

- You can search for courses either by **Course Search** or **Degree Audit Summary**
  - **Degree Audit Summary** will show you what courses you need to complete your specific degree requirements. Please be sure to check the “Show only needed courses” checkbox when using this method of registration. *This option is recommended for all students.*
  - **Course Search –**will allow you to search for courses being offered by a variety of search options. *This is recommended for students who know a specific class they need to add.*



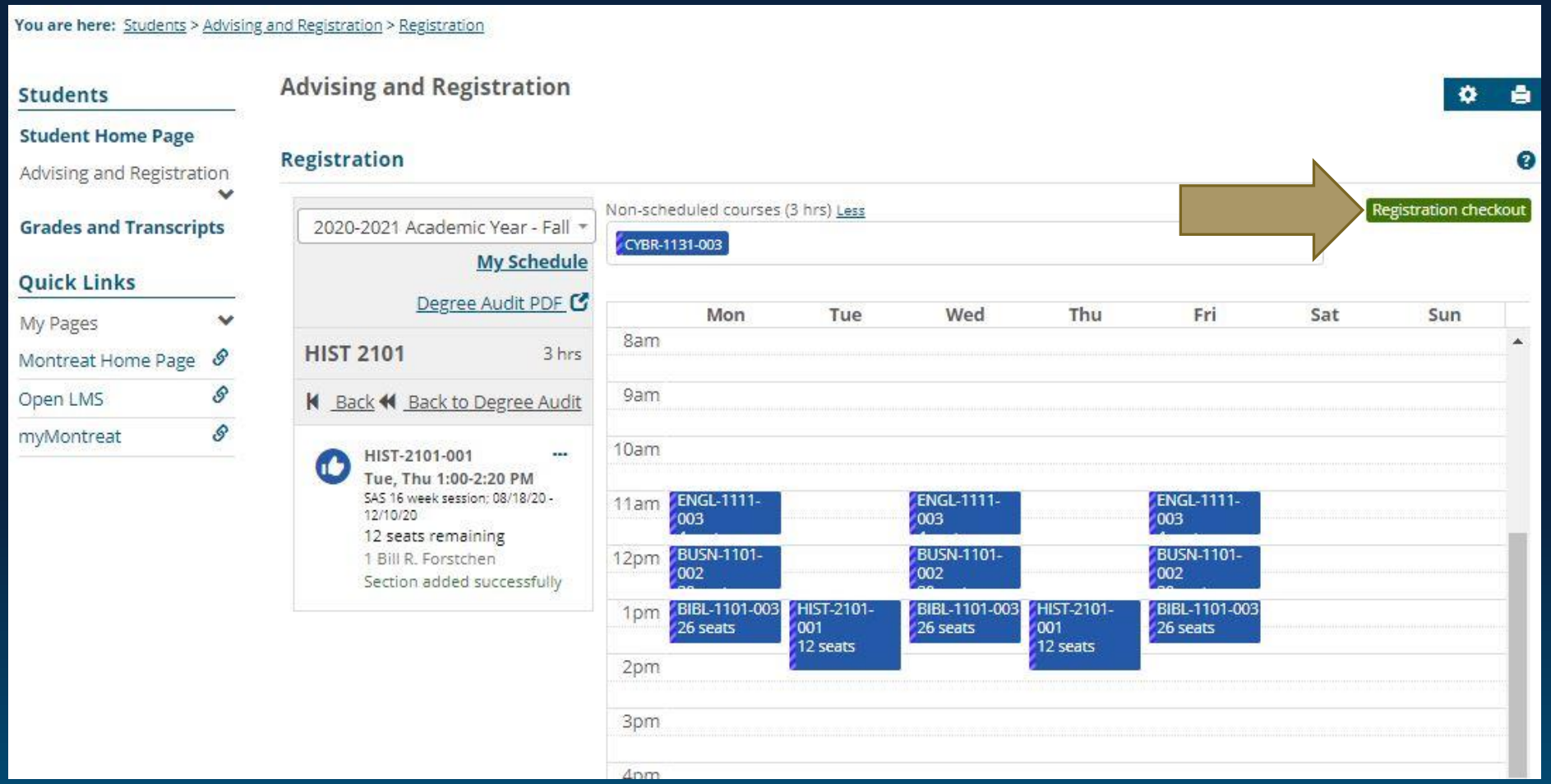
# How to Register: Finding Courses

- To add a course to your schedule, click on the **plus-sign** next to the section you want. The course will then appear in blue on the day and time grid to the right.
  - **Note: Online sections will appear at the top of your schedule.**

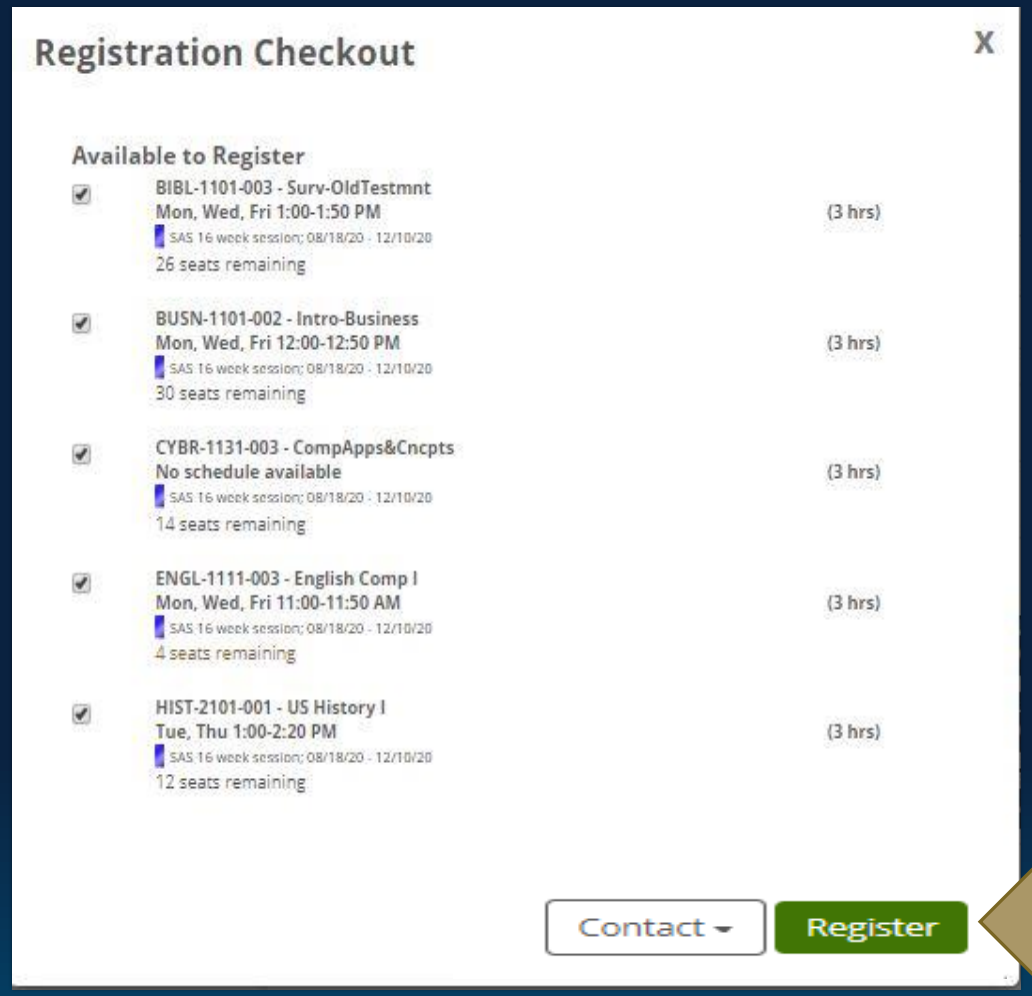


# How to Register: Registering

- When your schedule shows all of the courses you want to register for, click on **Registration Checkout.**



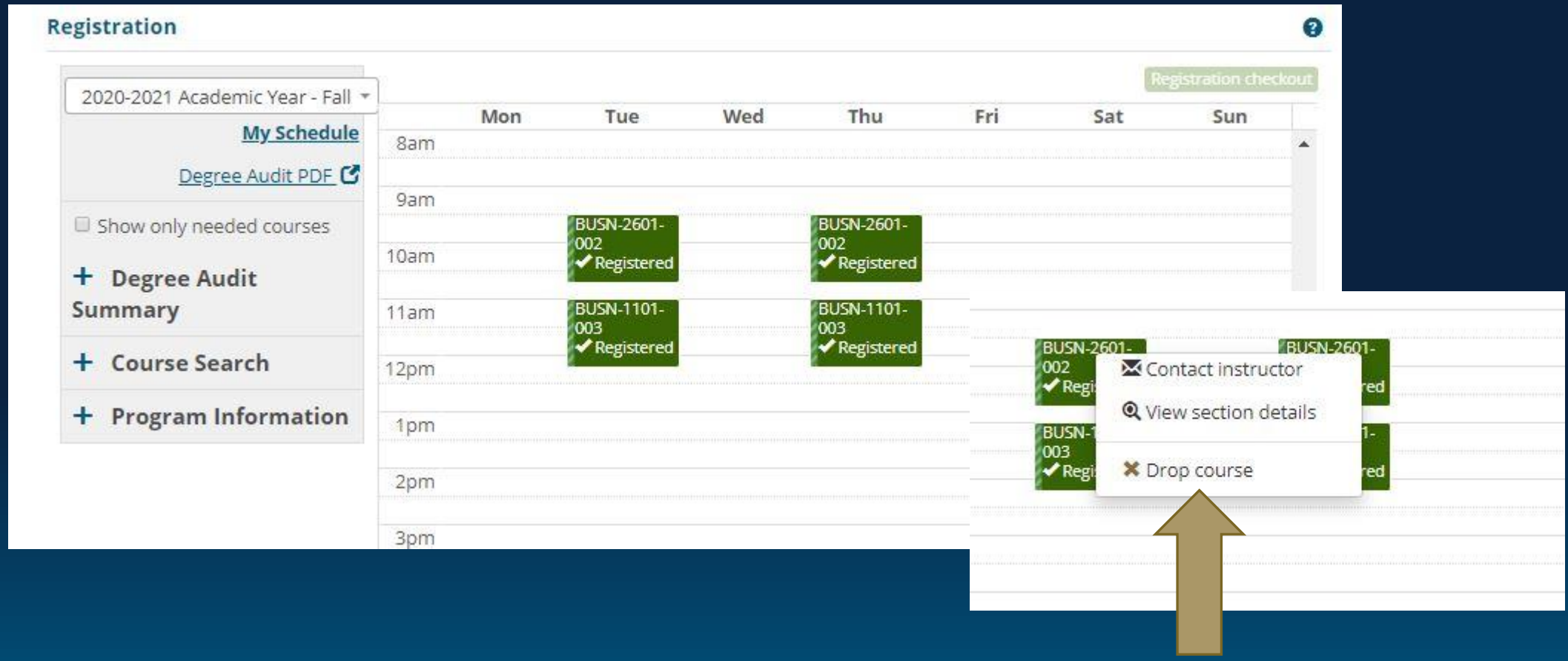
# How to Register: Final Steps




- In the pop-up window, use the checkboxes to confirm the courses you want to register for then hit **Register** at the bottom of your screen.
- You will receive a message stating you have successfully registered!
- Tip: If your courses are still blue on your schedule grid, you are *not* registered. Green means you are registered.

# How to Register: Dropping a Course

- To remove a course from your schedule, simply click on the course you wish to remove and click **drop course** from the pop-up menu



# How to Register: Other Details

- If you receive an error, remove the course(s) listed in the error and try to register for the remaining courses again. *Refer to the "Error Messages" handout on the Advising and Registration page for more details about the error if needed.*
- Email **registrar@montreat.edu** to ask for assistance in adding/dropping the course(s) you could not register for.
- Internships/Practicums/Directed Studies/Course by Arrangements all require additional consent forms for registration. Contact your academic advisor for assistance.
- The registrar's page on the Montreat website **montreat.edu/mymontreat/registrar** includes additional resources and access to commonly requested forms.