

Advising Checklist for Students

Pre-Appointment

- ___ Make an appointment with your faculty advisor by contacting him/her directly or visiting your department's main office.
- ___ Access DegreeWorks (www.marshall.edu/degreeworks) and catalog for information on what you have left to complete your degree. Be certain you are looking at the requirements for your catalog year.
- ___ If you have been tracking your course work on a curriculum sheet, compare DegreeWorks to that sheet for unfulfilled requirements.
- ___ Access the course schedule to make selections (www.marshall.edu/registrar/scheduleofcourse.asp).
- ___ Have back-up selections for all courses in case a class fills before you are registered.

Appointment

- ___ Bring DegreeWorks printout or completed degree evaluation sheet to appointment.
- ___ Discuss tentative course selection (take notes!!!).
- ___ Confirm that advisor has lifted hold in Banner. If advisor hold is not lifted, you will not be able to register.

Post Appointment

- ___ Register, either online or in person (see attached).
- ___ Follow up with any advisor instructions (credit evaluations, money owed at Bursar's, etc).



Schedule of Courses

- Go to www.marshall.edu/registrar (or go directly to <https://mubert.marshall.edu/scheduleofcourses.php>)
- Select the **Registration** tab on the menu bar
- Select **Schedule of Courses** from drop down menu
- Select the term for which you plan to enroll
- Select the courses for which you plan to enroll and select sections that work best for you. Make a note of the Course Reference Numbers (CRN). The CRN numbers will be used in the registration process described below.
- Continue selection of all the courses in which you plan to enroll. *Please note that classes highlighted in red (or they may appear orange on your computer) are currently full. Select sections that are not highlighted.*

Register for Classes Online

- Go to www.marshall.edu/mymu
- Login with your student logon credentials (student ID and password)
- In the middle of the page, there is a heading bar called “Academic Services.” Under that heading, click **“Click here to:”**
- Click the text under the MILO heading.
- Select the **Student and Financial** Aid heading.
- Select the **Registration** heading. Read the Drug-Free Schools and Communities Act Notice and click continue.
- Click on **Select Term** , select the term, and submit
- Click on **Add/Drop Classes**, select term and submit
- Enter desired CRNs then click submit changes. It will then tell you if you are able to register for the classes that you submitted. If, for some reason, you are unable to register for the classes that you chose, enter a new CRN or select class search to find another class.

CRNs

<input type="text"/>									
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Searching for Classes

- If you need to look for additional classes, you may return to the Registrar's website or you may select the **Class Search** button on the **Add/Drop Classes** page and follow the instructions.

How to Fill Out the Schedule Adjustment and Class Drop Form (Add/Drop Form)

1. Fill in name and student ID number at the top of the form.
2. Transfer information from the Course Schedule onto the form for the class you wish to add or drop.
3. Sign and date the bottom of the form.
4. After the first week of class (schedule adjustment), dropping a course within the first 10-weeks of the semester requires the instructor's signature.
5. Students with advising holds will need their advisor's signature.
6. After 10 weeks, you can no longer drop an individual course. Only complete withdrawals are processed.

 MARSHALL UNIVERSITY SCHEDULE ADJUSTMENT AND CLASS DROP FORM												
Name		Student					Test		Student ID No. 901-XX-XXXX			
CLASS		Schedule Adjustment Period - No signature required, unless on academic probation. Probationary students must have Dean's approval.										
DROP		"W" Period - Instructor's signature required. Probationary students must have instructor's and Dean's signature.										
CRN CRSE/REF #	SUBJ./ DEPT.	COURSE NUMBER	SECTION	CREDIT HRS.	DAYS	BEGINNING TIME	BUILDING ROOM	CR./NC. OPTION	AUDIT OPTION	ADD	DROP	INSTRUCTOR'S SIGNATURE
2670	HST	101	101	3	TR	11:00	HH 134			X		
3844	PSY	201	101	3	MWF	9:00	HH 130				X	
ADVISOR'S APPROVAL		STUDENT'S SIGNATURE			TODAY'S DATE			DEAN'S SIGNATURE				
		Jest Student			xx/xx/xx							

DISTRIBUTION: Original-Registrar Copy-Student