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
- Click on the MyMU link at the top

- Or log in directly to mymu.marshall.edu

- Login with the first part of your MUNet account. This is the same as the beginning of your Marshall email address, for example, smith5000@marshall.edu, just use the smith5000. Your password is the same password that you use to login to Marshall’s computers and Wi-Fi.
• On the left of the screen you will see “QuickLaunch Navigation” look down that list until you see a folder that says Registration.

![QuickLaunch Navigation](image)

• Click on that and it will look like this:

```plaintext
Registration
- My Schedule of Courses
- Add/Drop Classes
- Registration Fee Assessment
- Withdrawal Information
- Check Registration Status
- MU Bookstore
- Look-up Classes To Add
```

• Click on Add/Drop Classes

• Select the term that you are registering from in the drop box.

![Select a Term: Fall 2015 ▼](image)

Submit
• After you have selected the Term, you are then shown the table below. Place the CRN numbers of the classes that you wish to register for in the boxes.

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.

**Searching for Classes**

• If you need to look for additional classes, you can go back to the Registration Menu under “QuickLaunch Navigation.” There is a link to “Look-up Classes To Add”

From there you can look up any class that is offered by the subject

In order to get a better look at the courses that are offered and to pick specific days and times you go to “Advanced Search”

From there it will give you more selections to choose from that will better help you select the one that will fit best into your schedule.
Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

**Subject:** Accountancy, Adult & Technical Education, Anatomy & Cell Biology, Anthropology, Art, Arts & Society-humanities, Biochemistry, Biological Science, Biomedical Science, Chemistry

| Course Number: |  
| Title: |  
| Schedule Type: |  
| Instructional Method: |  
| Credit Range: |  
| Campus: | Electronic Courses, Marshall Conn. and Tech College, Student off campus, Student on campus
| Part of Term: | All, First 8 weeks regular sem., Full Term, Second 8 weeks regular sem.,  
| Duration: |  
| Instructor: | Adams, David Lee, Adams, Deborah, Adams, Laura Lynn,  
| Attribute Type: | All, Capstone Course, Critical Thinking, Developmental Course,  
| Start Time: |  
| End Time: |  
| Days: | Mon, Tue, Wed, Thu, Fri, Sat, Sun

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Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but **you must select at least one Subject.**

**To allow “ALL” subject codes to be used during your search:** Select the first subject code, hold the Shift key, click on the down arrow key and scroll to the bottom of the list, then click on Class Search to perform the search.

If you wish to select all Multicultural courses, follow the "ALL" instructions and also click on the Multicultural attribute. This will display all Multicultural courses for the selected term. You may combine other attributes, times, etc. in a search.
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 (add/drop week), 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.