

## Schedule of Courses

- Go to [www.marshall.edu/registrar](http://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.*

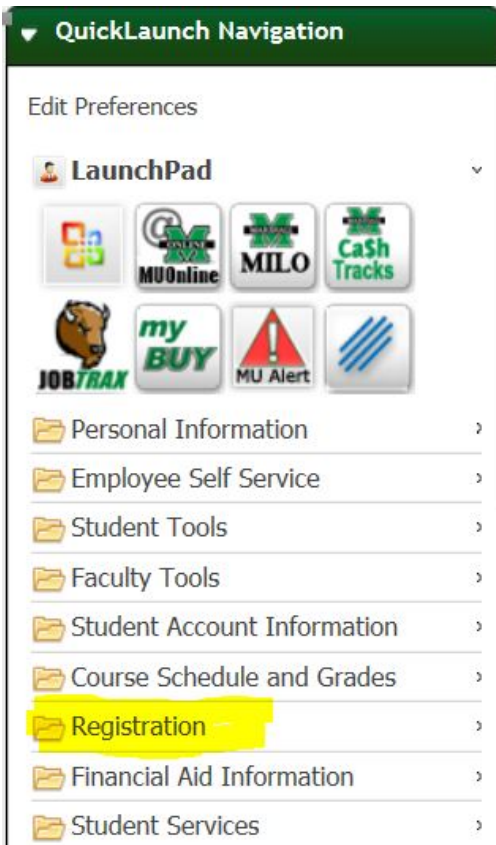
## Register for Classes Online

- Go to [www.marshall.edu](http://www.marshall.edu)
- Click on the MyMU link at the top



- Or log in directly to [mymu.marshall.edu](http://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.



- Click on that and it will look like this:



- Click on Add/Drop Classes
- Select the term that you are registering from in the drop box.

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**Select a Term:**  ▼

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- 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.

#### Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Submit Changes   Class Search   Reset

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”

#### Look-Up Classes to Add:

Fall 2014  
May 05, 2014 03:14 pm

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.

Subject:

- Accountancy
- Adult & Technical Education
- Anatomy & Cell Biology
- Anthropology
- Art
- Arts & Society-Humanities
- Biochemistry
- Biological Science
- Biomedical Science
- Chemistry

Course Search   Advanced Search

- 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 to search the class schedule. 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:**  hours to  hours

**Campus:**   
 Electronic Courses  
 Marshall Comm and Tech College  
 Student off campus  
 Student on campus

**Part of Term:**   
 Non-date based courses only  
 All  
 First 8 weeks regular sem.  
 Full Term  
 Second 8 weeks regular sem.

**Duration:**  Months


**Instructor:**   
 All  
 Adkins, David Lee  
 Adkins, Deborah  
 Adkins, Laura Lynn

**Attribute Type:**   
 All  
 Capstone Course  
 Critical Thinking  
 Developmental Course

**Start Time:** Hour  Minute  am/pm

**End Time:** Hour  Minute  am/pm

**Days:**  Mon  Tue  Wed  Thur  Fri  Sat  Sun


 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.

 <b>MARSHALL UNIVERSITY</b> <b>SCHEDULE ADJUSTMENT AND CLASS DROP FORM</b>												
Name		Student <sup>(Last)</sup> Test <sup>(First)</sup>						Student ID No. 901-XX-XXXX				
<b>CLASS</b> Schedule Adjustment Period - No signature required, unless on academic probation. Probationary students must have Dean's approval. <b>DROP</b> "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	HH134			X		
3844	PSY	201	101	3	MWF	9:00	HH130				X	
ADVISOR'S APPROVAL		STUDENT'S SIGNATURE				TODAY'S DATE		DEAN'S SIGNATURE				
		Jest Student				xx/xx/xx						

DISTRIBUTION: Original-Registrar Copy-Student