

Schedule your Courses: FOR FALL CLASSES AT MMU

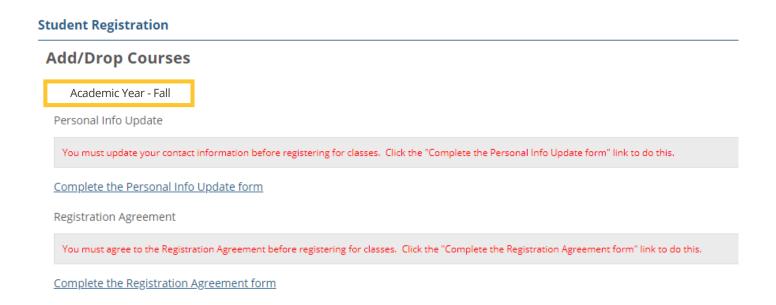
## 1. Go to My Mount Mary: my.mtmary.edu and log in

## 2. Click on the <u>"My Academics"</u> Tab



3. There is a drop down menu for Term – select "Academic Year – FALL"

4. Complete the <u>Personal Info Update</u> and <u>Registration Agreement</u> forms by clicking on the links provided



5. **BEFORE** registration opens for you, you can search & add classes to your schedule by choosing "Plan"

Thank you for submitting your Registration Agreement				
Acar Planning I	demic Year - Fall			
	ion open			
<u>Plan</u> <u>Cou</u>	<u>irse search</u>	Schedule Not Available		

**AFTER** registration opens, you can search and add classes by choosing "Register."



6. A new screen will appear. Click on "Course Search" to search and select your intended courses.

My Schodulo

	Academic Year - Fall			
	Degree Audit PDF 🕑			
	□ Show only needed courses			
	+ Degree Audit Summary			
7. Go to the department search section and type the	<ul> <li>Course Search</li> </ul>			
department of the course you are adding For example: Art Therapy, Dietetics, Food Science	Course Code or Title			
8. Click " <b>Search Courses</b> " at the bottom of the	Instructor			
screen.	Search			
	Department			
	Search			
	Location			
	Search			
	Begins After Begins Before			
	<b>•</b>			
	Meeting Type			
	Section Status			
	Meets on Selected Days			
	M Tu W Th F Sa Su			
	Search Courses			

9. On the left-hand side of the screen, all of the courses that are offered in that department will appear. Look for the course you are adding.
Click the large 
 next to the course. You should see it appear on the schedule on the left-hand side of your screen.

10. When you have added all of the courses you need, check that they appear on the schedule. Online/asynchronous courses will be listed above the schedule

[	Academic Year - Fall	My Schedule
		Degree Audit PDF
Course	Search	
K _Back t	o search	
0	FSH107.001 Tue 8:00-9:40 AM 16 seats remaining Ashley J Brooks	*
0	FSH115.001 Fri 10:00-11:50 AM 12 seats remaining Elena I Pitts	
0	FSH160.001 Mon, Wed 8:00-11:50 AM 8 seats remaining Staff	
0	FSH160.002 Tue, Thu 1:00-4:50 PM 8 seats remaining Elena I Pitts	

11. Finally, click the green "**Registration Checkout**" button in the top right-hand corner of the screen once registration is open. Your registration will not be complete until you check out!!! Double check your schedule through MyMountMary to make sure your registration went through correctly!

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Thank you for submitting your Registration Agreement							
Academic Year - Fall My_Schedule	Mon	Tue	Wed	Thu	Fri	Sat	Registration Checkout
Degree Audit PDF 🕑							······
Show only needed courses	12pm						
+ Degree Audit Summary	1pm						
- Course Search	2pm						
Course Code or Title	3pm						
	4pm						
Instructor							
Search	5pm CON796.002 Registered						
Department	6pm		CON720.001 Registered				
Search	7pm						
Location	8pm						
Search	9pm						