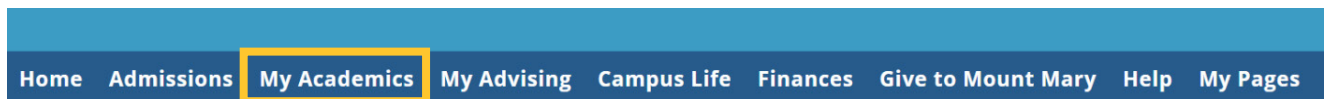




Schedule your Courses: **FOR SPRING CLASSES AT MMU**

1. Go to My Mount Mary: my.mtmary.edu and log in
2. Click on the **"My Academics"** Tab



3. There is a drop down menu for Term – select "Academic Year – SPRING"
4. Complete the [Personal Info Update](#) and [Registration Agreement](#) forms by clicking on the links provided

Student Registration

Add/Drop Courses

Academic Year - Spring ▾

Personal Info Update

You must update your contact information before registering for classes. Click the "Complete the Personal Info Update form" link to do this.


[Complete the Personal Info Update form](#)

Registration Agreement

You must agree to the Registration Agreement before registering for classes. Click the "Complete the Registration Agreement form" link to do this.

[Complete the Registration Agreement form](#)

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



Student Registration

Thank you for submitting your Registration Agreement

Academic Year - Spring

Planning now open

[Plan](#) [Course search](#) Schedule Not Available

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

[Register](#) [Course Search](#)

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

7. Go to the department search section and type the department of the course you are adding
For example: Art Therapy, Dietetics, Food Science

8. Click "**Search Courses**" at the bottom of the screen.



Academic Year - Spring [My Schedule](#)
[Degree Audit PDF](#)

☐ Show only needed courses

+ Degree Audit Summary

- Course Search

Course Code or Title

Instructor

Department

Location

Begins After Begins Before

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 - Spring

[My Schedule](#)
[Degree Audit PDF](#)

Course Search

[Back to search](#)

+

FSH107.001
Tue 8:00-9:40 AM
16 seats remaining
Ashley J Brooks

...

+

FSH115.001
Fri 10:00-11:50 AM
12 seats remaining
Elena I Pitts

...

+

FSH160.001
Mon, Wed 8:00-11:50 AM
8 seats remaining
Staff

...

+

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!

Student Registration

Thank you for submitting your Registration Agreement

Academic Year - Spring

[My Schedule](#)
[Degree Audit PDF](#)

Show only needed courses

+ Degree Audit Summary

- Course Search

Course Code or Title

Instructor

Search...

Department

Search...

Location

Search...

Mon

Tue

Wed

Thu

Fri

Sat

Sun

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

CON796.002
✓ Registered

CON720.001
✓ Registered

Registration Checkout