

Schedule your Courses: FOR SPRING 2025 CLASSES AT MMU

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



Home Admissions **My Academics** My Advising Campus Life Finances Give to Mount Mary Help My Pages

3. There is a drop down menu for Term – select "2024-2025 Academic Year – SPRING"
4. Complete the [Personal Info Update](#) and [Registration Agreement](#) forms by clicking on the links provided

Student Registration

Add/Drop Courses

2024 - 2025 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.

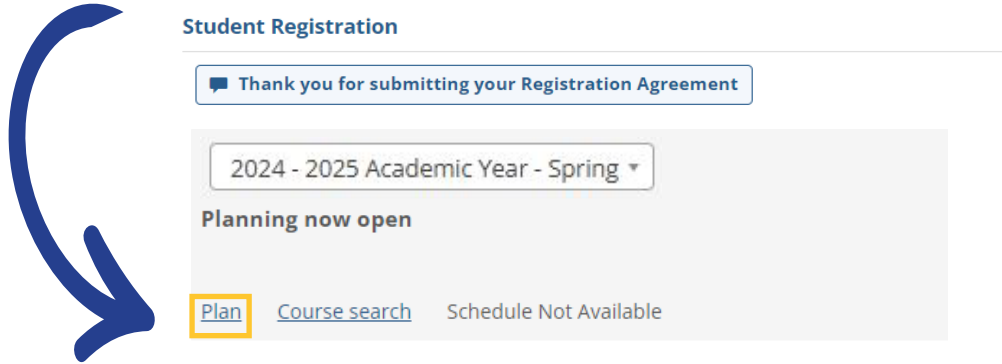
[Complete the Personal Info Update form](#)

Registration Agreement

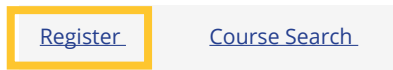
You must agree to the Registration Agreement before registering for classes. Click the "Complete the Registration Agreement form" link to do this.

[Complete the Registration Agreement form](#)

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



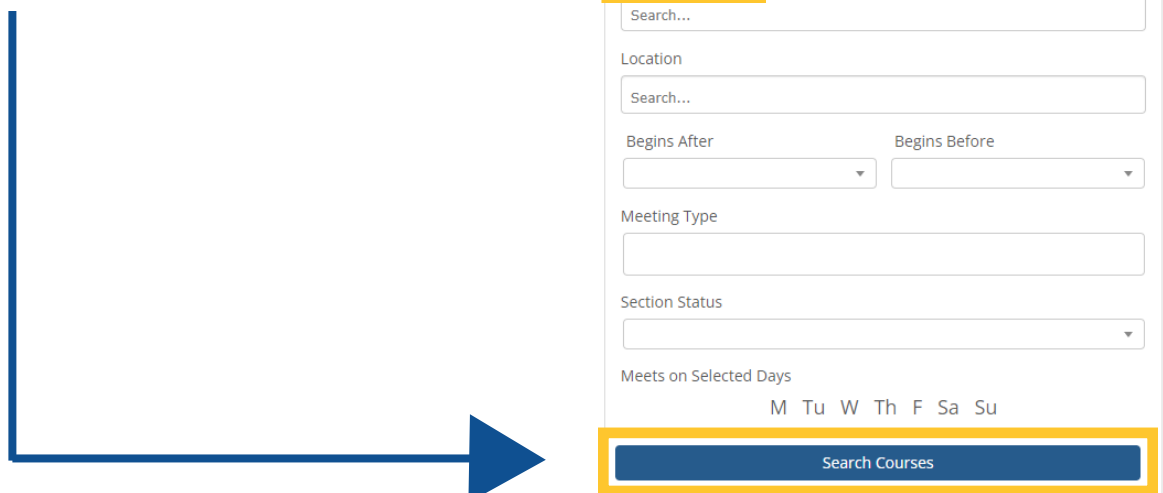
AFTER registration opens, you can search and add classes by choosing "Register."



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

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.



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

Course Code	Days	Time	Seats Remaining	Instructor
FSH107.001	Tue	8:00-9:40 AM	16	Ashley J Brooks
FSH115.001	Fri	10:00-11:50 AM	12	Elena I Pitts
FSH160.001	Mon, Wed	8:00-11:50 AM	8	Staff
FSH160.002	Tue, Thu	1:00-4:50 PM	8	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

2023 - 2024 Academic Year - Spring [My Schedule](#)
[Degree Audit PDF](#)

Show only needed courses

+ Degree Audit Summary

- Course Search

Course Code or Title

Instructor

Department

Location

Time	Mon	Tue	Wed	Thu	Fri	Sat
12pm						
1pm						
2pm						
3pm						
4pm						
5pm		CON796.002 ✓ Registered				
6pm			CON720.001 ✓ Registered			
7pm						
8pm						
9pm						

Registration Checkout