

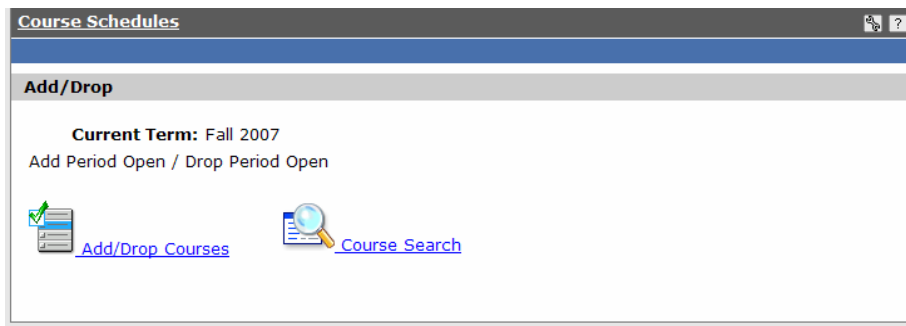


**MSOE Registrar's Office**  
**CC-365**  
**Phone: 414-277-7215**  
**Web: www.msoe.edu/registrar**

## REGISTRATION

### How do I register on the web?

Log into my.msoe.edu using your email login and password.  
 Click on the Students tab across the top of the screen.  
 Look for the Course Schedules section of the page.



**\*There are two ways to search for the sections of the classes you wish to add to your schedule.\***

### OPTION 1

If you know the course number and the section number of the courses you wish to add to your schedule, then you can just enter them in the boxes (see below). You must put a space between the course prefix and the course number (example AE 100 not AE100). Click the Add Course button or hit enter.

**Students**

Course Schedules - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

**Add/Drop**

Term:  Division:

The Add Period is open from 8:00 AM on 5/8/2007 until 4:30 PM on 9/7/2007 and the Drop Period is open from 8:00 AM on 5/2/2007 until 4:30 PM on 9/7/2007.  
 You are currently registered for **0 credits**.

**Messages**

MA 137 001 - Successfully dropped from registration record.

**Add by Course Code** | Add by Reference # | Course Search

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you don't know the course or section codes you need, use the**

Course Code:	Section:	Course Code:
1. <input type="text" value="ma 137"/>	<input type="text" value="001"/>	2. <input type="text"/>
3. <input type="text" value="en 132"/>	<input type="text" value="002"/>	4. <input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location
No Current Courses for the selected Term and Division.				

After you click the Add Courses button, the classes that are clear will move to the bottom of the screen under "Your Schedule (Registered)". If there are any full classes or other classes that you cannot register for, there will be a message indicating why you cannot add the class (see below).

**Add/Drop**

Term:  Division:

The Add Period is open from 8:00 AM on 5/8/2007 until 4:30 PM on 9/7/2007 and the Drop Period is open from 8:00 AM on 5/2/2007 until 4:30 PM on 9/7/2007.  
You are currently registered for **4 credits**.

**Messages**

MA 137 001 - Successfully added to registration record.  
✖ **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course.

**EN 132 002**

Course Info: TRF 12:00 PM-12:50 PM

Error: **Failure | Errors Causing Failure: Course Full**

Resolution: If there are other sections of the course, you can attempt to add one that is not yet full ([Check for other sections](#)) the Course Search to find a

**Add by Course Code**

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you don't know the course or section codes you need, use the**

1.	<input type="text"/>	Section:	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>		<input type="text"/>	4.	<input type="text"/>
5.	<input type="text"/>		<input type="text"/>	6.	<input type="text"/>

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location
<input type="checkbox"/>	<a href="#">MA 137 001</a>	Calc II	MTWR 10:00 - 10:50 AM	Main Campus Walter Schroeder Library L309



## OPTION 2

If you do not know the exact course number or section number, you can use the Course Search link

**Course Schedules**

**Add/Drop**

**Current Term:** Fall 2007  
Add Period Open / Drop Period Open

 [Add/Drop Courses](#)  [Course Search](#)

It is easiest to use the "Course Code: Begins With" search option. You must still put the space between the course prefix and the course number. (Example MA 137 not MA137).

# Students

## Course Schedules - Course Search

Add/Drop

### Course Search

Term:

Department:

Course Number Range:  to

Title:

Course Code:

Division:

Reference #:

Time:  To:

Meets on any day(s)  
 Meets only on the selected days

Monday  Friday  
 Tuesday  Saturday  
 Wednesday  Sunday  
 Thursday

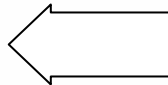
Faculty:

Campus:

Building:

Section Status:

Min/Max Hours:  to



Using the Course Search option brings up the screen below where you can view instructors and times for each section. Click the Add checkbox for the section you wish to add to your schedule. Then click "Add Courses".

# Students

[Printer Frie](#)

## Course Schedules - Results

[Add/Drop](#) > [Course Search](#) > Results

### Search Results

[Search Again](#) Term:  Division:   Other previously selected search criteria still apply.

Add	Course Code	Name	Faculty	Status	Schedule	Credits
<input type="checkbox"/>	<a href="#">MA 137 001</a>	Calc II	MA Staff,	O	MTWR 10:00 AM-10:50 AM	4.00
<input type="checkbox"/>	<a href="#">MA 137 002</a>	Calc II	Hu, Jianxun	O	TWRF 12:00 PM-12:50 PM	4.00
<input type="checkbox"/>	<a href="#">MA 137 003</a>	Calc II	Rice, Robert R	O	MTWR 2:00 PM-2:50 PM	4.00

After clicking the Add Courses button, you can check to make sure you were added to the class by looking in the "Your Schedule (Registered)" section of the screen (see below).

**Students** [Printer Friendly](#)

Course Schedules - Add/Drop Courses

Add/Drop > [Course Search](#) > [Results](#) > Add/Drop Courses

**Add/Drop**

Term:  Division:

The Add Period is open from 8:00 AM on 5/8/2007 until 4:30 PM on 9/7/2007 and the Drop Period is open from 8:00 AM on 5/2/2007 until 4:30 PM on 9/7/2007.  
You are currently registered for **4 credits**.

**Messages**

MA 137 002 - Successfully added to registration record.

**Add by Course Code**

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<a href="#">MA 137 002</a>	Calc II	TWRF 12:00 PM - 12:50	Main Campus Rosenberg H	4.00

[My Account Info](#)

### Why can't I add the class?

There are a few things that would make it impossible for you to add a class. If any of these things apply to you, please call us or come in to our office to register for that course. You can register for all of the rest of your classes on the web.

- Your course requires a permission slip. (You must bring the permission slip to our office.)
- You are a graduate student taking an undergraduate course or an undergraduate student taking a graduate course.
- You are registering for two courses that have a time conflict.
- The section of the course is full. (You must contact the correct department chairperson to obtain permission.)

### How do I know I am really registered?

Click on the *My Schedule* portlet. The courses for which you are registered will show on the screen.

**My Schedule**

**Course Schedule for David P. Scholarship**

[View Details](#)

**Fall 2007 - All Divisions**

Course	Title	Meets
<a href="#">EN 132 101</a>	Tech Comp	TR -7:00 PM - 8:15
<a href="#">HU 100 001</a>	Comtemp Iss	MTF -8:00 - 8:50 AM
<a href="#">MA 137 003</a>	Calc II	MTWR -2:00 PM - 2:50

You can also print a copy of your schedule from this screen. To see the room numbers, click the View Details button in the upper right hand corner of the portlet.

You should print a schedule right before classes start to make sure you have the most up-to-date classrooms and instructors before going to your first day of class.

**Students**

**My Schedule - Schedule Details**

**Course Schedule for David P. Scholarship**

Term Data is only available for current or pre-registered courses.

Term:  Division:

**Fall 2006 - All Divisions**

Course	Title	Credits	Grading Type	Faculty	Meets	Dates	Room
<a href="#">EN 131 001</a>	Composition	3.00	RG	Andersen, Kenneth J	MWF 8:00 - 8:50 AM	9/5/2006 - 11/18/2006	MAIN / ROSEN / R102
<a href="#">ET 351 001</a>	Comm Circuits	3.00	RG	Blank, James A	TR 4:00 PM - 4:50 W 3:00 PM - 4:50	9/5/2006 - 11/18/2006 9/5/2006 - 11/18/2006	MAIN / CC / CC43 MAIN / SCI / S312
<a href="#">MA 136 013</a>	Calc I	4.00	RG	O'Neill, Bruce	TWRF 1:00 PM - 1:50	9/5/2006 - 11/18/2006	MAIN / LIB / L310