

Registering For Courses

Step 1: Read the "Course Advising and Selection" section in the Registration Guide.

Step 2: Choose your courses.

Step 3: Plot your courses using the Timetable worksheet at the end of the Registration Guide.

Step 4: Register for courses in one of two ways:

CMU Student Portal

Course Change Form: go to cmu.ca/coursechange

Registering Online

Step 1: Log onto the CMU Student Portal.

Open **Mozilla Firefox**. Other internet browsers are not as compatible.

Go to **cmu.ca**.

Scroll over the "Current Students" section at the top of the page.

Choose "**Student Portal**" from the menu.

Enter your **user name and password**.

Step 2: Go to "**Registration**" then "**Enrol in Classes**."

Choose **fall** or **winter** session.

Select "**Edit Registration**."

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Schedule for 2018-2019, Fall Session

Academic Year: 2018-2019 ▾ Session: Fall ▾

Number of Requests needed: 1

Edit Registration

Enrolled Classes:

Course	Class	First Meeting	Teacher	Room	Credits
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Total Credits: 0.0000

Edit Waitlists

Waitlisted Classes:

<No class waitlisted>

Step 3: Find a Course

Click on the **binoculars**.

Course	Class	Exceptions	Credits
	FA		

A new window will pop up.

In the **Course ID Box**, type in the course prefix (e.g., BTS, PSYC, ENGL) and press **Search**.

A list of courses with the designated prefix will appear.

Choose the course you want by clicking your mouse on the Course ID.

Course ID	Course Name	School Description	Length In Terms	Course Description	Credits
BTS-1110	Introduction to Biblical Literature & Themes	Canadian Mennonite University	1	No Prerequisites.	3.0000
BTS-2000	Introduction to Christianity	Canadian Mennonite University	1	No Prerequisites.	3.0000
BTS-2260	Discipleship in the New Testament	Canadian Mennonite University	1	No Prerequisites.	3.0000
BTS-2300	Principles and Paradigms of Youth Ministry	Canadian Mennonite University	1	No Prerequisites.	3.0000
BTS-2370	The Art of Worship	Canadian Mennonite University	1	No Prerequisites.	3.0000
BTS-2560	Anabaptist Beginnings	Canadian Mennonite University	1	No Prerequisites.	3.0000

Step 4: Enrol in or delete a class

Choose the class section from the dropdown menu. The class lists the section (e.g., 1, 2, 3), the days and time that the class meets, and the instructor.

NOTE: If you do not select a class section, you will not be enrolled in the class.

1. Additional classes:

Course	Class	Exceptions	Credits
BTS-2260 - Discipleship in the New Testament	1 - WF 8:30-9:45 AM - Sheila Klassen-V		3.0000
BTS-2000 - Introduction to Christianity	2 - TR 10:05-11:20 AM - Irma Fast Duec		3.0000
PCTS-1020 - Peace and Conflict Trar	1 - MW 1:00-2:15 PM - Jarem Sawatsky		3.0000

To add additional classes, press **New** and repeat steps 3 and 4.

To **delete a class**, click on the **grey box** to the left of the course ID.

The course line will be greyed out.

Click the **Delete** button above the courses.

Course	Class	Exceptions	Credits
BTS-2260 - Discipleship in the New Testament	1 - WF 8:30-9:45 AM - Sheila Klassen-V		3.0000
ENGL-1020 - English Literature - Pot	2 - MW 4:00-5:15 PM - Sue Sorensen -		3.0000

Please refrain from using the Back, Forward, and Refresh buttons while submitting to ensure the information submits correctly.

Step 5: Calculating Conflicts

Press **Calculate Conflicts** to see if there are problems.

If an **Exception** is listed or a **course is added**, see the **Registration Exceptions** listed below.

Resolve all Conflicts before proceeding to Step 6.

Course	Class	Exceptions	Credits
BTS-2000 - Introduction to Christiani	2 - TR 10:05-11:20 AM - Irma Fast Dued		3.0000
PSYC-3800 - Psychology and Christi	1 - WF 10:05-11:20 AM - Delmar Epp -	1 exception(s) for main - You do not have the required prerequisite.	0.0000

Step 6: Submitting your Registration

Ensure all conflicts have been resolved.

Press **Submit**

A successful registration will look like this on the Registration page.

Enrolled Classes:

Course	Class	Meetings	Teacher	Room	Credits
BTS-2260 - Discipleship in the New Testament	1	WF 8:30-9:45 AM	Sheila Klassen-Wiebe	D33 (South Side)	3.0000
ENGL-1020 - English Literature - Poetry and Drama	2	MW 4:00-5:15 PM	Sue Sorensen	C344 (North Side)	3.0000

Total Credits: 6.0000

Registration Exception Messages

An unsuccessful registration may be caused by one of the exceptions listed below.

Class is Full – The maximum number of students are registered in the class. If you want to take the class, add yourself to the **waitlist**. See **Class Waitlists** section below.

Course	Class	Exceptions	Credits
POLS-4940 - Independent Study in P	1 -- Jarem Sawatsky - Full		3.0000

Course was added – If a course has a lab component, the lab will automatically be added to the registration once you press "Calculate Conflicts" or "Submit". You need to choose the lab class you want.

Enrolled Classes:

Course	Class	Meetings	Teacher	Room	Credits
MATH-1000 - Basic Statistical Analysis	1	MWF 9:00-9:50 AM	Craig Martin	D30 (South Side)	3.0000
MATH-1000L - Basic Statistical Analysis Lab					0.0000

Conflict - Two class times overlap. Choose only one class for any particular time slot.

Course	Class	Exceptions	Credits
BTS-2260 - Discipleship in the New	1 - WF 8:30-9:45 AM - Sheila Klassen	Conflict	3.0000
MATH-1000 - Basic Statistical Analys	1 - MWF 9:00-9:50 AM - Craig Martin	Conflict	0.0000

You do not have the required prerequisite – This means that completion of a previous course(s) is required to take this course. Either:

Choose another class

Contact one of the Advising Coordinators (advising@cmu.ca) to inquire whether the prerequisite can be waived.

Course	Class	Exceptions	Credits
BTS-2260 - Discipleship in the New	1 - WF 8:30-9:45 AM - Sheila Klassen-V		3.0000
PSYC-1020 - Introduction to Psychol	1 - MW 2:30-3:45 PM - Vonda Plett - D3	1 exception(s) for main - You do not have the required prerequisite.	0.0000

Course requires a year of . . . – This means that you may not have completed enough credit hours completed to take the course. Contact one of the Advising Coordinators (advising@cmu.ca) to discuss this.

Course	Class	Exceptions	Credits
BTS-5310 - Topics in Practical Theol	3 -- Irma Fast Dueck	1 exception(s) for main - Course requires a year of mast.	0.0000

Class Waitlists

When a class is full, you can add your name to a waitlist.

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Waitlist for 2018-2019, Fall Session

TO SAVE YOUR WAITLIST OPTIONS PUSH THE "SUBMIT" BUTTON AT THE TOP OF THIS SCREEN.

Class waitlist instructions: Page 11 at <http://www.cmu.ca/docs/academic/CMU_Student_Portal_Registration_Instructions.pdf> or view the instructions in your registration guide.

If a spot becomes available in the class you will automatically be enrolled in the class. An email will be sent to you confirming your registration. Check your portal to ensure your registration is correct.

Academic Year: 2018-2019 ▾ Session: Fall ▾

Current Waitlists

INTD-4000 - Interdisciplinary Studies Thesis	1	Irma Fast Dueck	<input type="checkbox"/>
Credits: 3.0000			
Status: Ready to enroll	▾	Drop if enrolled:	▾

Submit your registration with the full course selected. If there are no exceptions you will see this screen. The course that is full will appear in the top left.

Status: Choose:

Ready to Enroll – if you want to be waitlisted for the course

Dropped from Waitlist – if you do not want to be waitlisted for the course. If you change your mind, remove yourself from the waitlist so another student can have the spot.

Drop if enrolled: You can choose a course to drop if you get into the waitlisted course.

Press the **Submit** button in the top centre of the screen.

If a spot becomes available, you will be automatically enrolled in the class. An email will be sent to you confirming your registration.

Registration Troubleshooting

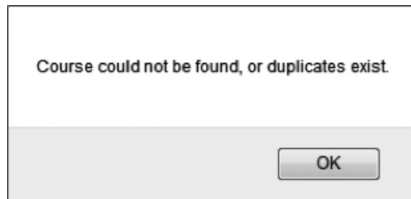
Which browsers are most compatible with the student portal?

- **Mozilla Firefox** is most compatible with the student portal.

I cannot register through the student portal because “Enroll in classes” is not an option listed under the Registration tab.

- Please contact the Registrar’s Office (registrarsoffice@cmu.ca).

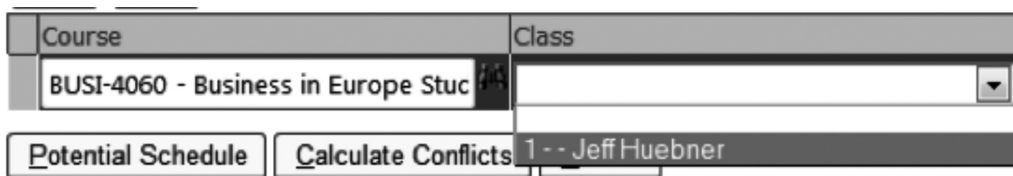
When registering for courses, I cannot find the course I’m searching for. The following message comes up:



- Check the **Session** (fall or winter) in which you are registering in. **The course may be offered in a different Session.** Return to Registration – Enroll in classes to see which term is selected in the dropdown menu.
- Use the **binoculars** (Step 3 above) to search for a course.
- You cannot register for the following courses through the Student Portal. To register for
 - » Practicum – Contact the Director of Practicum (ckampenrobinson@cmu.ca)
 - » Independent Study – Contact the Registrar (spenner@cmu.ca)
 - » Thesis – Contact the Registrar (spenner@cmu.ca)
 - » Study Tour – Website (cmu.ca/studytour)
 - » If you still can’t find the course, contact the Registrar’s Office (registrarsoffice@cmu.ca)

I registered for a course, but it is not showing up elsewhere in my portal.

- When registering, select both the **course** and the **class** using the Class dropdown menu before pressing Submit. If you do not select the class, you will not be fully registered.



I received the following message when trying to delete a course: “Enrollments with grades or attendance cannot be deleted.”

- Delete the course using the course change form: cmu.ca/coursechange

My portal shut down and I needed to log in again.

What should I do differently?

- Avoid using your internet browser’s **Back button**.
- Use a **different browser** - Mozilla Firefox.
- Remain active while logged into the Portal. The Portal will log out after 20 minutes of inactivity.

Registration Help Desk:

Call 204.594.0530

(8:30 AM-4:30 PM)

or email:

registrarsoffice@cmu.ca