

## How to get the Course Schedule You Want: Your Guide to Advance Registration

**NOTE: See your advisor first for a list of required and suggested courses for registration.**

### Logging into Datatel

1. Go to homepage ([www.moreheadstate.edu](http://www.moreheadstate.edu)).
2. Hold down **Current Students** tab at top, and select **Online Services**.
3. Under **Quick Login**, select **Datatel WebAdvisor**.
4. Enter lower case “m” and 7-digit MSU ID number (example: m0123456) and password. Click **Submit**.

### Finding classes

1. Select **Students Menu**. (NOTE: Before you begin, check to make sure you do not have any current holds. Under **Academic Profile**, check **Student Holds**. You cannot register if you have a hold).
2. Under **Registration**, select **Register for Sections** (NOTE: DO NOT select **Search for Sections** because you can't build a preferred list from there).
3. Select **Search and Register for Sections**.
4. Select term (Without term, no search is possible).
5. Put in other search characteristics as desired – course number, instructor, times, days, course level, etc. To search for online courses, type 301, 302, 303, 304, and 305 in the section column. To narrow any search to undergraduate classes, choose **Undergraduate** in the **Academic Level** box near bottom.
6. Click **Submit** to find courses.

### Building Preferred List

1. From your findings, narrow choices by checking the **Select** box in front of any classes of interest. Click **Submit** at bottom of page. Now, all these classes are in your preferred list. You can put as many or as few sections as you like in your preferred list.
2. You can modify your preferred list at any time. Remove classes from it by choosing **Remove from List** in first column. To add classes, return to **Students Menu**, and search again. NOTE: Getting your preferred list ready before your date of registration is important. Registering for classes at the earliest possible time gives you a better chance of getting the schedule you want.

### Registering

1. You can review your preferred list at any time by going to **Registration** on the **Students Menu**, and clicking **Register and Drop Sections**. Here, you can remove sections, but to add sections, you'll need to go back through the **Search and Register** process above.
2. On the date you are permitted to register, get up early in the morning and get online. Go to your preferred sections list.
3. At 8 a.m., you can either: 1. Register for all classes at one time from the **Action** menu at top of page. Or 2. Register for one class at a time, using the boxes in the first column. At the bottom, note that you have a choice: You can adjust your schedule if a class is closed/full, or complete registration of whatever courses are available. Click **Submit**.
4. If there is a problem, you will get an error message in red at the top of the page. If your class is full, return to your preferred list, then **Waitlist** the course from the first-column box. Some courses permit a waiting list, and if you waitlist a course, you will be notified and invited into the class if someone drops.
5. To insure you have completed your schedule, return to **Students Menu**, choose **My Class Schedule** under **Academic Profile**, and review to make sure you have what you want.
6. To check your bill, look at **Account Summary** or **Account Summary by Term** under **Financial Information** in **Students Menu**.