



**Academic Services
214 Allie Young Hall
Morehead State University
606-783-2084**

Registration Procedures

Registration for **Summer** and **Fall 2008** classes is open to students by classification beginning April 7. You have two options to register for classes:

I. On-Line Web Registration

Take advantage of the opportunity to process your schedule in the convenience of your residence hall, at home, or in on-campus computer labs through Datatel On-Line Web Registration that will be available from 8:00am, April 7 through 4:30pm, April 11, 2008. Late Registration for each term begins according to the following schedule and requires a \$75.00 late registration fee:

Summer Intersession - May 13, 2008
8 week Summer Term - May 28, 2008
Summer I - May 28, 2008
Summer II - July 1, 2008
Fall 2008 - August 12, 2008

Web Registration is an option if you:

1. Have cleared all holds,
2. Have an approved schedule from your adviser, and
3. Have a personal PIN.

How to Register On-line:

4. Clear all holds prior to Registration.
5. Schedule an advising session with your academic adviser. If you do not know how to locate your academic adviser, contact the department of your major.
6. Verify with your adviser that you are approved to register.
7. Register on-line according to the Registration Schedule below.
8. Input your schedule by doing the following:
 - a. Login to your [web account](#).
 - i. Access MSU's website at www.moreheadstate.edu.
 - ii. Click on **Current Students**.
 - iii. Click on **On-line Services**.
 - iv. Select Datatel WebAdvisor from the Quick Login menu.
 - v. Enter your 7-digit MSU ID number and your PIN and click **Submit**. (If you do not have a PIN, click "I need to create a Web account".)
 - b. Select the **Students** Menu. Be sure to read any information at the top of the page.
 - c. From the Registration Menu, select **Register for Sections***.

- d. Select **Search and Register for Sections** if you need to look for days and times. Select the Term plus at least one other search criterion to narrow down your choices.
- e. Once you have selected your choices, select **Submit**. Your schedule will be in your Preferred Sections list. (If you have added classes to your preferred list prior to registration, you should select Register for previously selected sections from the Registration menu when you register.)
- f. You are not registered for the classes until you choose the action Register for your classes. To register for the classes in your preferred list, select one action to apply to all classes or select an action for each individual class. Select **PART -- Complete Only Available** to register for any open classes. If you select **ALL -- Allow me to Adjust All**, you will not be registered for any classes until all classes with conflicts have been adjusted.

* You can choose **Express registration** from the Registration menu if you have a planned list of classes. Enter each course prefix, number, section number, and term and then submit. The classes will be in your preferred list. You are not registered until you select an action (Register) for all sections. Choose PART from the menu at the bottom of the page to register for any classes that are available.

If you encounter closed classes or course restrictions, contact your adviser or the department of your major. If you encounter technical difficulties, call 606-783-2008 or 783-5000.

You may continue to register or adjust your schedule through the Web for any classes that remain open.

II. In Your Academic Department

Undergraduates and Graduate Students who encounter problems registering on-line may register for classes in the department of their major

1. Clear all holds prior to Registration.
2. Schedule an advising session with your academic adviser. If you do not know how to locate your academic adviser, contact the department of your major.
3. Currently enrolled students may Register in their academic departments from 8:00am to 4:30pm according to the schedule below.

REGISTRATION SCHEDULE

Monday, April 7, 2008

Graduate Students, Post Baccalaureate

Tuesday, April 8, 2008

Seniors

Wednesday, April 9, 2008

Juniors

Thursday, April 10, 2008

Sophomores

Friday, April 11, 2008

Freshmen and New Transfer Students