




Step 1: Log into your My.MoreheadState.edu account



Select the Self-Service Link

Step 2: Select the “Student Planning” button to register for classes.



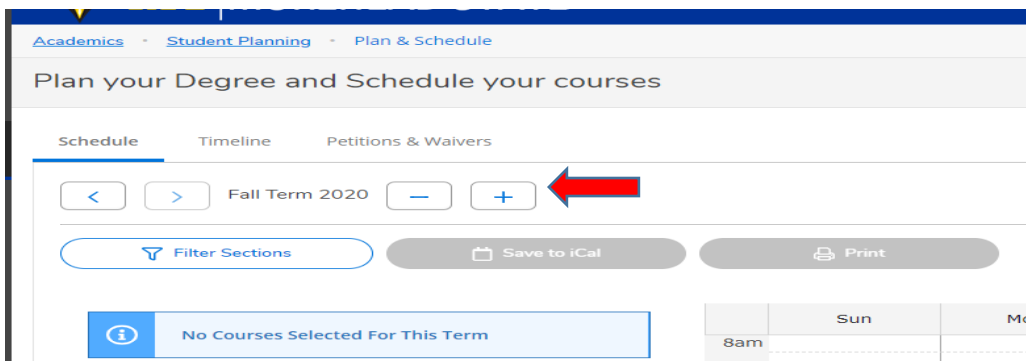
Student Planning
Here you can search for courses, plan your terms, and schedule & register your course sections.

Step 3 – Plan your courses and register for classes.

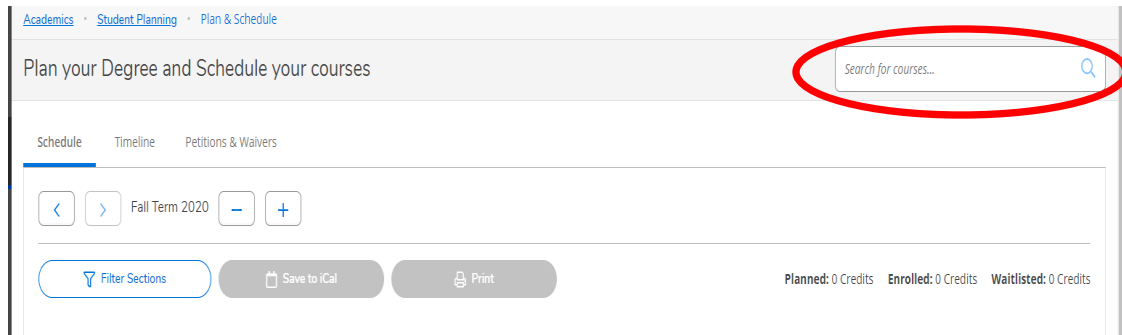
1. Select “Go to Plan & Schedule”



2. Within the **Plan your Degree and Schedule your courses** screen, under the Schedule tab, select the term for which you wish to register.

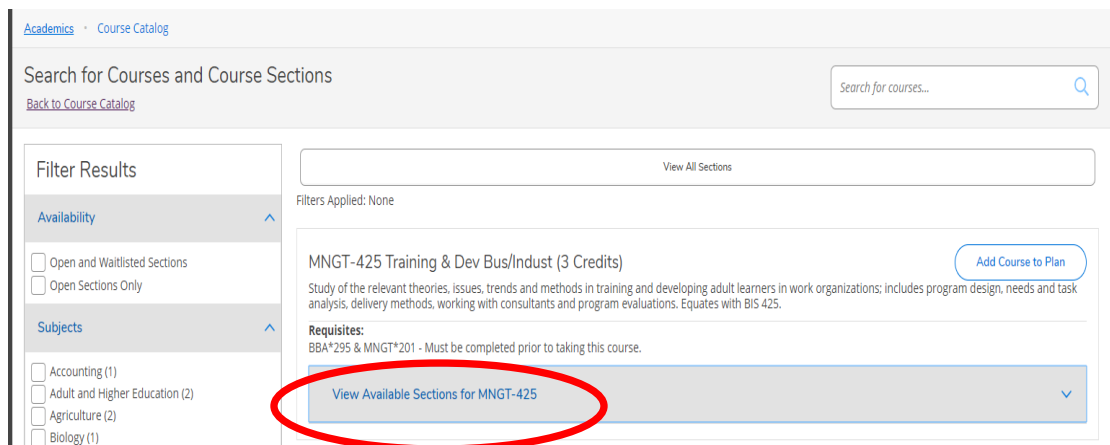


3. In the top right of the screen, use the “Search for courses...” search bar to search for courses



Tip: you can search all courses available for registration by leaving the search bar blank and clicking the search icon.

4. On the course search results page, you can build your schedule by selecting “View Available Sections...”. When you find the section you want to select, click the “Add Section to Schedule” button.



- For each course section you select, a dialog box will appear asking you to confirm the course section. Click “Add Section” to confirm your selection.

Section Details

CIS-211-001 Software Tools for Business
Fall Term 2020

Instructors Grimes, C (C.grimes@moreheadstate.edu, 606-783-5243)

Meeting Information T, Th 9:30 AM 10:45 AM
8/17/2020 - 12/11/2020
Main Campus, Bert Combs Bldg, 000302 (Lecture)

Dates 8/17/2020 - 12/11/2020

Seats Available Unlimited

Credits 3

Grading Graded

Requisites None

Course Description This course prepares students to be proficient in problem solving through the application of spreadsheet and database tools. In addition, students are introduced to other decision support tools, such as electronic presentation tools and Web editors that are used in today's global work...

Close **Add Section**

- Once you have selected all courses you would like to register, select “Academics” at the top of the screen, and then “Register for Classes” from the drop-down menu.

MY MOREHEAD STATE

Academics · Course Catalog

- Student Planning
- Register for Classes**
- Course Catalog
- Grades
- Graduation Overview
- Enrollment Verifications
- Transcript Requests
- Unofficial Transcript
- Nonacademic Attendance
- Academic Attendance
- Test Summary

7. On the Plan your Degree and Schedule your Courses screen, you will see the courses you selected on the left side of the screen next to your schedule. To register for course sections, select the “Register” button located on the course card. ***You will only see the Register button when it is your time to register for classes. You can register for classes one-at-a-time or use the “Register Now” button at the top right side of the page.***

The screenshot shows the 'Plan your Degree and Schedule your courses' interface. At the top, there is a search bar and navigation tabs for 'Schedule', 'Timeline', 'Advising', and 'Petitions & Waivers'. Below this, there are buttons for 'Remove Planned Courses' and 'Register Now' (circled in red). A status bar indicates 'Planned: 3 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 0 Credits'. A course card for 'CIS-211-001: Software Tools for Business' is displayed on the left, with a 'Register' button circled in red. The course details include: Credits: 3 Credits, Grading: Graded, Instructor: Grimes, C, 8/17/2020 to 12/11/2020, and Seats Available: Unlimited. The main schedule grid shows the course section on Tuesday and Thursday at 10am.

8. Once you have registered for classes, you will see the color will change to green and you will get a confirmation message like the one circled below.

The screenshot shows the 'Plan your Degree and Schedule your courses' interface after registration. The 'Register Now' button is now visible at the top right. The status bar indicates 'Planned: 0 Credits', 'Enrolled: 3 Credits', and 'Waitlisted: 0 Credits'. The course card for 'CIS-211-001: Software Tools for Business' now shows a status of 'Registered, but not started' (circled in red) and a 'Drop' button. The course details remain the same. The main schedule grid shows the course section on Tuesday and Thursday at 10am, with the course name in green.