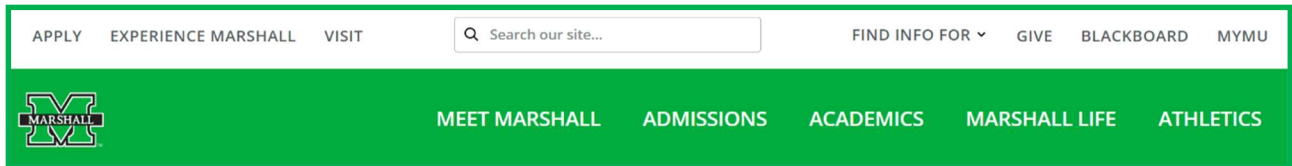


## Schedule of Courses

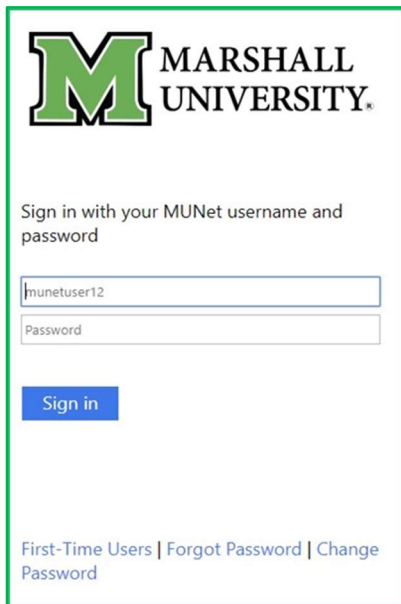
- Go to [www.marshall.edu/registrar](http://www.marshall.edu/registrar) (or go directly to <https://mubert.marshall.edu/scheduleofcourses.php>).
- Select the **Registration** tab on the menu bar.
- Select **Schedule of Courses** from drop down menu.
- Select the term for which you plan to register.
- Select the courses for which you plan to enroll and select sections that work best for you. Make a note of the Course Reference Numbers (CRN). The CRNs will be used in the registration process described below.
- Continue selection of all the courses in which you plan to enroll. *Please note that classes highlighted in red (or they may appear orange on your computer) are currently full.* Select sections that are not highlighted.

## Register for Classes Online

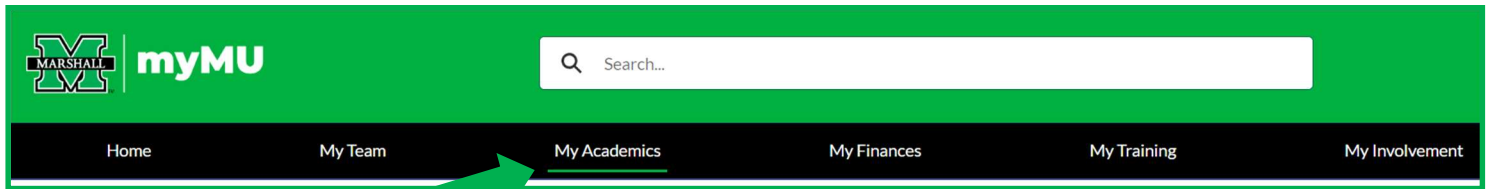
- Go to [www.marshall.edu](http://www.marshall.edu)
- Click on the MYMU link at the top right of the page:



- Or log in directly to [mymu.marshall.edu](http://mymu.marshall.edu).
- Login with the first part of your MUNet account. This is the same as the beginning of your Marshall email address, for example, smith9000@marshall.edu, just use **smith9000**. Your password is the same password that you use to login to Marshall's computers and Wi-Fi.
- If you do not have MUNet credentials, click the "First-Time Users" link at the bottom and follow the activation instructions.


A screenshot of the Marshall University login page. At the top left is the Marshall University logo. Below it, the text reads 'Sign in with your MUNet username and password'. There are two input fields: the first contains 'munetuser12' and the second is labeled 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there are links for 'First-Time Users', 'Forgot Password', and 'Change Password'.

- Once logged in, select “My Academics” from the menu bar at the top of the page.

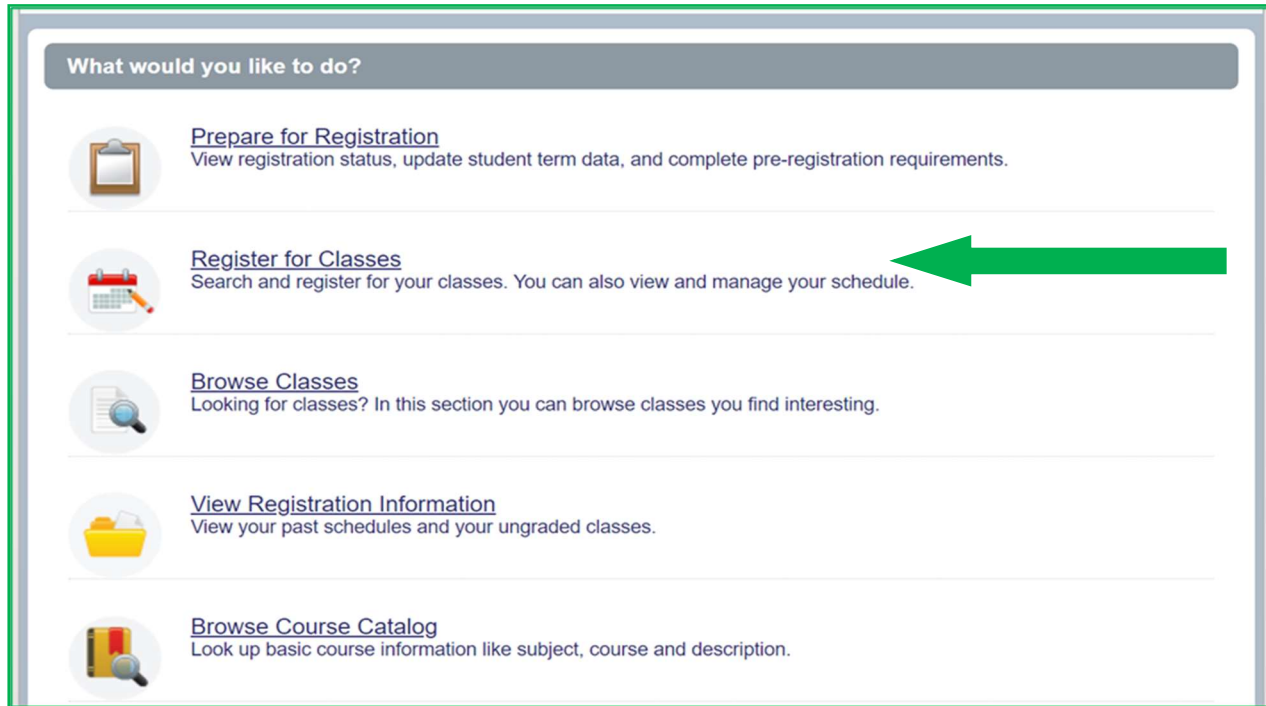


- On the right side of the page, you will find a block listing your Academic Resources.
- Select “Register for Classes” to open the Registration menu.

### Academic Resources

- Academic Calendar ★
- Academic Progress ★
- Attendance Tracking ★
- Blackboard ★
- Browse Classes ★
- Change Class Options ★
- Check Registration Status ★
- Course Evaluations ★
- Course Schedule Generator ★
- DegreeWorks ★
- Digital Measures/Faculty Success ★
- Digital Scholar ★
- Dynamic Forms ★
- Faculty Grade Entry ★
- Final Exam Schedule ★
- Final Grades ★
- General Student Information ★
- IT Software ★
- IT Support ★
- Manage Your Personal Information ★
- Midterm Grades ★
- My Schedule of Courses ★
- New myMU Feedback ★
- Official Academic Transcript Request ★
- Old MyMU ★
- Paper Grade Mailer ★
- PathwayU ★
- Register for Classes ★ 
- Schedule of Courses ★
- Student Record Forms ★
- Syllabi Repository ★
- Unofficial Academic Transcript Request ★

- Select the **Register for Classes** option in the menu and navigate as directed below:



The screenshot shows a menu titled "What would you like to do?" with five options:

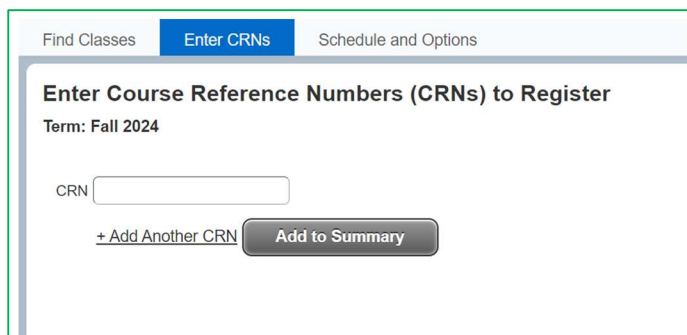
- Prepare for Registration**: View registration status, update student term data, and complete pre-registration requirements.
- Register for Classes**: Search and register for your classes. You can also view and manage your schedule. (A green arrow points to this option.)
- Browse Classes**: Looking for classes? In this section you can browse classes you find interesting.
- View Registration Information**: View your past schedules and your ungraded classes.
- Browse Course Catalog**: Look up basic course information like subject, course and description.

- Select the term for which you are registering in the drop-down menu. Select "Continue."



The form shows a dropdown menu labeled "Terms Open for Registration" with "Fall 2024" selected. Below the dropdown is a "Continue" button.

- After you have selected the Term, you are then shown the following page. If you have already reviewed the course schedule and know the CRN numbers for the courses you want, you can enter the CRNs of the classes that you wish to register for in the box, under the "Enter CRNs" tab.



The screenshot shows the "Enter Course Reference Numbers (CRNs) to Register" page. The "Enter CRNs" tab is selected. The page displays "Term: Fall 2024" and a "CRN" input field. Below the input field are two buttons: "+ Add Another CRN" and "Add to Summary".

- Enter desired CRNs one at a time and then click "Add to Summary." After you have added all CRNs for the classes you want, click the "Submit" button at the bottom right of your summary schedule. It will then tell you if you are able to register for the classes that you submitted. If, for some reason, you are unable to register for the classes that you chose, enter a new CRN or select the "Find Classes" tab to search for other classes. (NOTE: Classes will show as "Pending" until you select "Submit" to complete the registration. If you do not select the "Submit" button, you will not complete the registration.)

Summary							Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action	
Personal Health	HS 220, 103	3	2433	Internet Delivery	Pending	**Web Registered**	
Music in Society	MUS 142, 104	3	2911	Lecture	Pending	**Web Registered**	
College Algebra-Expanded	MTH 127, 104	5	2844	Lecture	Registered	None	
Freshman First Class	UNI 100, 106	0	3908	Lecture	Withdrawn	None	
Introductory Psychology (CT)	PSY 201, 105	3	3462	Lecture	Registered	None	

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 12

Submit

## Searching for Classes

- If you need to look for additional classes, you can navigate to the "Find Classes" tab using the same page.

Find Classes | Enter CRNs | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Fall 2024

Subject:

Course Number:

Keyword:

Search | Clear | [Advanced Search](#)

- From there you can look up any class that is offered by the subject, by pressing "Search."
- For a more comprehensive list of courses that are offered and to pick specific days and times, you can select the "Advanced Search" option. From there it will give you more selections to help you select the one that will fit best into your schedule.

**In the Advanced Search option, you can search by Subject, but it is not necessary to enter a subject.** For example, if you wish to select all Multicultural or Writing Intensive course, select those options in the "Attribute" box, select "Open Sections Only" at the bottom of the box, and click "Search." This will display all open courses with the Multicultural or Writing Intensive Attribute in the selected term. You may combine other attributes, times, etc. in a search. If you find a course that you want to add to your schedule, click the "Add" button included for that course. You also have the option to "Search Again."

(Please note: The image below does not include all search options.)

The screenshot shows a web interface for finding classes. At the top, there are three tabs: "Find Classes" (active), "Enter CRNs", and "Schedule and Options". Below the tabs is a section titled "Enter Your Search Criteria" with a help icon. Underneath, it says "Term: Fall 2024". The main search area contains several input fields: "Subject", "Course Number", "Keyword", "Instructor", "Subject and Course Number", "Keyword (With All Words)", "Keyword (With Any Words)", "Keyword (Exact Phrase)", and "Keyword (Without The Word)". Below these is an "Attribute" field containing two blue tags: "x Multicultural" and "x Writing Intensive". There are also fields for "Campus", "Level", "Buildings", and "College". At the bottom left, there is a checkbox labeled "Open Sections Only" which is checked. At the bottom right, there are buttons for "Search", "Clear", and a dropdown menu for "Advanced Search".

## Withdrawals

Students who wish to withdraw from an individual course should complete the electronic form available at [www.marshall.edu/registration](http://www.marshall.edu/registration). Click the link for: **Student Individual Course Withdrawal – Dynamic Form** located under the **Individual Course Withdrawal** drop-down menu on that page.

Students who wish to withdraw from all courses should use their Marshall email account to email the Office of the Registrar at [registrar@marshall.edu](mailto:registrar@marshall.edu) indicating they wish to withdraw. Students will be contacted by a Total Withdrawal Counselor before the withdrawal is completed. Information about withdrawals is available at [www.marshall.edu/registrar/registration](http://www.marshall.edu/registrar/registration) under the **Total Withdrawal** drop-down menu on that page.

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Updated:  
08/22/2024 SLS  
01/16/2020 BDL  
08/04/2015 cls  
05/05/2014 cls