

# **FOLLOW THESE STEPS TO ENSURE PROPER REGISTRATION**

1. **Obtain a copy of the schedule of classes.** Printed schedules can be picked up in the Office of the Registrar beginning October 3 or can be viewed online or through the CAMS student portal once available.
2. **Make an appointment with your academic advisor** to select your classes. (You should meet with your advisor to complete a schedule planning form even if you have a financial hold and know that you will not be able to register until a later date.) At the end of your appointment, remind your advisor to “uncheck” your name in the SP-SEMEST-12 term in his/her faculty portal so that you will be released to register online, and make sure you keep the white copy of your schedule planning form. If you have more than one advisor (double majors, etc.), both advisors must electronically release you to register online, so be sure to contact both advisors.
3. **Check “My Ledger” through your student portal** or check with the Business Office to see if you have an outstanding balance. Students with an outstanding balance will not be permitted to register for classes.
4. **If you are unfamiliar with online registration, thoroughly read the Step-by-Step Guide to Online Registration and the Troubleshooting Guide.** Go to [www.marian.edu/registrar](http://www.marian.edu/registrar) and click on “Online Registration Resources” to access these documents, which provide complete instructions for registering online as well as explanations of and solutions for common problems that you may encounter during registration.
5. **Check your pop-up blocker** if you plan to register from your home computer; if you have one, it may prevent you from accessing online registration. The Troubleshooting Guide gives suggestions on how to disable your pop-up blocker or add the online registration site to your list of allowed sites. It is recommended that you address this potential problem before attempting to register so that your ability to register is not delayed. You may also choose to register from an on-campus computer in one of Marian’s computer labs, where there will be no pop-up blocker issues.
6. **Log on to your CAMS Student Portal** at any time on or after your assigned day. Change the term to SP-SEMEST-12 in your portal before attempting to register.

*The most common problem students have with online registration is forgetting to **change the term to SP-SEMEST-12 first!** Remember this important step!*

Register for the courses listed on your schedule planning form by following the instructions in the Step-by-Step Guide to Online Registration. If you encounter any problems, refer to the Troubleshooting Guide. Please contact the Office of the Registrar for assistance *only* if you still have questions or problems after consulting these online resources.

7. **After registering online**, print a copy of your schedule if desired. It is not necessary to check with the Registrar’s Office to see if your registration is complete. If you click “process registration” and are then able to print your schedule from CAMS, you are registered. Keep your schedule planning form in a secure location for your records.
8. **If you want to make changes to your schedule**, you may drop and add classes online through your CAMS student portal at any time by following the instructions in the Step-by-Step Guide to Online Registration. Please consult with your advisor before making any changes. If your advisor so chooses, he/she has the ability to block your access to drop/add online until you have consulted him/her. Access to change your schedule online will be closed at 8 a.m. on Friday, January 6. After this date, changes must be made in person in the Office of the Registrar and instructors’ and advisors’ signatures will be required. IMPORTANT: No changes may be made on Friday, January 6 after 8 a.m. The Office of the Registrar will be closed on this day to make final preparations for the semester.