

HOW TO CHANGE YOUR SCHEDULE

Students must make any schedule changes prior to the first day of the semester **online** through their CAMS student portal.

For the fall and spring semesters, access to online registration will be turned off at 8 a.m. on the Friday before the first day of the semester. After this time, students must wait until the first week of classes to make schedule changes by obtaining all instructors' signatures and bringing this form to the Office of the Registrar for processing by the published deadline. See the summer schedule of classes for registration deadlines for the summer semester.

To make changes to your schedule prior to the deadline referenced above, follow the below instructions. **If you need your CAMS username and password reset, call the Marian University Technology Office at 317.955.6057.**

Instructions for Making Schedule Changes Online

Step 1: Go to the My Marian page on the Marian University website at www.marian.edu to log into the CAMS student portal.

Step 2: Select the desired term from the drop down menu on the CAMS login page.

Term Key: (XX represents the year)

Fall = FA-SEMEST-XX Spring = SP-SEMEST-XX Summer = SU-SEMEST-XX

Step 3: Once logged in, click on "Registration."

Step 4: The list of courses for which you've already registered will be displayed at the top of the page above the beginning of the schedule of classes. Follow the below steps to change your schedule:

a) To add courses:

- Check the "Credit" box next to the course(s) you want to add, and then click on "Process Registration." *If the course is full, the "Credit" box will not show; you can add yourself to the waiting list for the course by checking the "Waitlist" box. Students who choose to add themselves to a waitlist ARE NOT guaranteed a spot in the class. The **Waiting List Policy** is located online at www.marian.edu/registrar.*

b) To drop courses:

- In your current schedule at the top of the screen, check the box in the "Drop" column for the course(s) you want to drop, then click on "Process Registration."

c) To drop and add courses at the same time:

- In your current schedule at the top of the screen, check the box in the "Drop" column for the course(s) you want to drop. Then find the course(s) you want to add and check the "Credit" box. After selecting all courses that you wish to drop/add, click on "Process Registration." This will drop the old course(s) and add the new course(s) at the same time.

d) To drop a waitlisted course:

- In your current schedule at the top of the screen, check the box in the "Remove" column, and then click on "Process Registration."

Step 5: Print a copy of your class schedule for your records.

NOTE: Courses that require an approval code (waiving prerequisite requirement, approving enrollment for "by permission" courses, overriding enrollment limits, or approving a time conflict) must be added in person at the Office of the Registrar. Courses that will exceed the maximum allowed credit hours (19 or more hours, or 16 or more hours if on academic probation) must be added in person at the Office of the Registrar. Variable credit courses will default to a set credit amount when registering for them online. If you wish to take a variable credit course for a different number of credit hours than the default, you must do so in person at the Office of the Registrar. Courses taken pass/fail or as an audit must also be processed at the Office of the Registrar.

For additional troubleshooting issues, please go to www.marian.edu/registrar for a list of solutions to possible problems.