

A Guide to Academic Advising and Online Registration—Students

Last Updated Sept. 2011

Follow the easy steps below to complete your registration.

1 Logging in

To access the student portal, go to www.marian.edu/mymarian and click on CAMS Student Portal.

Use your CAMS username and password to log in to your portal.

NOTE: Double-check that you have selected the correct term (e.g. SP-SEMEST-12 for spring semester 2012)

MARIAN COLLEGE
INDIANAPOLIS

Powered By
CAMS

Student Portal Login

Please enter your Username, Password, and select the Term you wish to view.

Student Portal
Username *
Password *
Term: FA-SEMEST-09
Forgot Username/Password?
Login

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MARIAN COLLEGE
INDIANAPOLIS

Katie Wehner

Current term: SP-SEMEST-09
(change)

| Change Password | Logout

Student Portal

Home
Marian Calendar
Marian Webmail
Student Directory

Administrative Services

Course Offering
Registration
My Transcript
My Schedule
My Grades

Course Management

My Courses

Student Portal News



Traditional Students: The spring 2009 schedule of classes can now be **pre Change the term** to SP-SEMEST-09 and click on "Course Offering" in the left-hand to access the spring 2009 schedule of classes and registration instructions online in the Registrar's Office beginning Wednesday, October 15.

Traditional Students: **The deadline to add a class to your schedule or change section dropped between now and October 24 using a Change in Registration form signed for each Change in Registration form submitted and you will receive a "W" grade**

Traditional Students: **Foreign language placement testing will be held on Wednesday complete foreign language placement testing in French, German, or Spanish, you Hall 104.**

Letter to MAP students regarding final grade reports.doc - 33 KB

MAP Student reports must be the link to

All Students:

If you are **PLANNING TO GRADUATE** in December 2008, May 2009, or August 2009, please file a GRADUATION application. All graduation applications must be received by December 1, 2008; it is **strongly recommended** that you complete based on your application to graduate. Click here for the graduation application for the program.

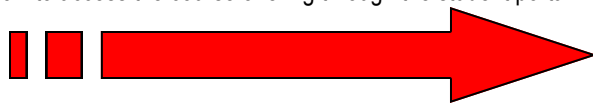
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Tip: Try not to use the back arrow button; the system sometimes gets confused. Try to select from the menu as much as possible.

2 Academic Advising

Students must sign up for an advising time with their academic advisor and meet with their academic advisor before they register online. Students should obtain a copy of the schedule of classes before the academic advising appointment and look it over to determine what classes they want to take. There are three ways to access the course schedule: 1) pick up a printed copy in the Registrar's Office 2) online PDF on the Academics page (under class schedule) or 3) through the student portal.

This details how to access the course offering through the student portal.



Double-check that you have selected the correct term (e.g. SP-SEMEST-12 for spring semester 2012), then click on "Course Offering" to view the schedule of classes.

Administrative Services

Course Offering
Registration
My Transcript
My Schedule
My Grades

You can scroll through the schedule page by page **OR** You can filter courses by day, time, and department.

Select "Show Filter" to apply filter criteria. Hit "apply filter" to display courses.

Select "Hide Filter" to search page by page.

Note: If you want to see course information for multiple departments, hold "CTRL" key and click on the departments, then click "apply filter."

Hide Filter

Schedule Filter Options

Scheduled Day(s): Start Time From: Start Time To:

Additional Filter Options

Campuses:

Departments:

Divisions:

Viewing Page #1 1 2 3 4 5 6 7 8 9 10 Next

After clicking Apply Filter, the page with course detail will pop up. If you click on the course title, a pop up screen with course description and pre-requisite info will be displayed.

Viewing Page #1 1

Course Offering List					
Course	Course Name	Credits	Start Date	End Date	
ACC211A	Principles of Accounting II	3	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Akin, Tim	Marian Hall 157	TR	11:00:00 AM	12:15:00 PM
ACC211B	Principles of Accounting II	3	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Akin, Tim	Marian Hall 157	TR	12:30:00 PM	1:45:00 PM
ACC321	Intermediate Financial Accounting II	3	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Neitzel, David	Marian Hall 313	TR	9:30:00 AM	10:45:00 AM
ACC431	Advanced Tax Accounting	3	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Akin, Tim	Marian Hall 313	TR	8:00:00 AM	9:15:00 AM
ACC450	Becker Conviser CPA Review	6	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Truesdell, Marie	Business Chair Office		1:00:00 AM	1:00:00 AM
ACC455	Cases and Problems in Accounting and Finance	3	1/12/2009	5/8/2009	
	Instructor	Room	Days	Start Time	End Time
	Akin, Tim	Marian Hall 313	TR	2:00:00 PM	3:15:00 PM

Write down the course information on your schedule planning form during your academic advising appointment. The schedule planning form is a contract between you and your advisor. In the end, you will have sole responsibility for the classes for which you decide to register. Your advisor will keep a copy of the schedule planning form in your advising file. It is suggested that you and your advisor select approved alternative courses to register for in the event that your preferred courses are closed or waitlisted.

3 Registering for Classes

Students will register for courses by college level on the assigned registration day determined by the Registrar's Office. **Your academic advisor, college level, and total earned hours are detailed in your registration e-mail, which is sent to your Marian e-mail address.** To get started, click "Registration" on the menu bar:

NOTE: Double-check that you have the correct term (e.g. SP-SEMEST-12 for spring semester 2012)

TO BEGIN, CLICK "REGISTRATION"

Administrative Services

Course Offering
Registration
My Transcript
My Schedule
My Grades

Make sure the "Current Term" is correct. To change term, simply click

Cancel

in the upper-right part of the screen. This will bring you back to the main screen. Click on "Change Term" in the upper left corner of the screen under your name.

Registration for multiple sections of the same courses is not allowed.
You are allowed to take a maximum of 16 credit hours this term.
You may add yourself to the waitlist for courses that are full or already have a waitlist.

Show Academic Information

Show Filter

Show Pending Courses

This is your current schedule for the SP-SEMEST-09 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
Current Offering for Term: SP-SEMEST-09							
Human Anatomy and Physiology I Lab [BIO223LD] 20 seats left							
<input type="checkbox"/>	Credit						
		Instructor	Credits	Campus	Room	Days	Time
		Eoff, Michael	0	MAIN	MH-252	MW	7:00 PM - 8:50 PM
Human Anatomy and Physiology I Lab [BIO223LE] 20 seats left							
<input type="checkbox"/>	Credit						
		Instructor	Credits	Campus	Room	Days	Time
		Eoff, Michael	0	MAIN	MH-252	TR	2:00 PM - 3:50 PM
Human Anatomy and Physiology I Lab [BIO223LF] 20 seats left							
<input type="checkbox"/>	Credit						
		Instructor	Credits	Campus	Room	Days	Time
		Eoff, Michael	0	MAIN	MH-252	TR	4:00 PM - 5:50 PM

Cancel Process Registration

Select Classes

To register for a class, simply check the "Credit" box. Classes are sorted by course department and course number. You can click on the numbers at the top right of the page to advance through the pages of available classes (if you click "Next," it will bring you to pages 11-19; not the next page) **OR** a simpler method is to **use the course filter** to find each of your classes.

Using the Course Filter:

- Click on **Show Filter**
- Enter the department prefix and, if desired, the course number of the course for which you want to register; it is not necessary to select anything else in the filter. (In the example to the right, the student is searching for THL 105 classes.)
- Click "apply filter" in order to see the course(s) for which you searched.

Hide Filter

Course ID Filter
Dept: Course #: Type: Section:

Days and Times Filter
Mon Tue Wed Thu Fri Sat Sun

Time From: To:

Add
Remove

Active Filter
Current Selections

Course Access Campus: Select/Unselect All: (Limit results to selected campus)
 MAIN

Additional Options
 Class Summary Only Completed Courses Display courses per page.

Apply Filter Clear Filter

- You can also filter by department prefix only; for example, if most of your courses have the BUS prefix, you can type “bus” in the dept. box, leave the course # box blank, and click “apply filter” to see a list of all BUS courses. You can then use the page numbers at the bottom of the screen to scroll through the pages of BUS courses, checking the “Credit” box beside each course for which you want to register.
- After selecting the course(s) for which you have filtered, return to the filter, search for a new course ID, apply the filter, check the “Credit” box for that course, and **repeat these steps until all desired courses have been checked.**
- **Note:** The student portal will remember the courses you’ve checked, so you do not need to hit “process registration” after every course. You can put checks beside all of the classes that you wish to take and then finalize your registration by clicking on “Process Registration” at the end as described in Step 4.

Classes without checkboxes are not available for registration for the following reasons:

- **Reg** - You have already registered for that course in that semester.
- **Prereq** - You have not met the prerequisites for the class or, in some cases, have met them through a different method (placement testing, transfer work, AP credit, etc.) that is not recognized by the online registration system.
 - Register for the rest of your classes online, then bring your schedule planning form to the Registrar’s Office during regular business hours to be administratively added into the course. (The Registrar’s Office reserves the right to require additional documentation from the advisor or instructor if deemed necessary to override the prerequisite requirement.)
- **FacAppReq** - The instructor of this course has requested students obtain approval to take this course.
 - You must obtain the instructor’s signature in the shaded “faculty/staff use” section of your form and then bring the form to the Registrar’s Office during regular business hours to be added into the course.

Other issues you may encounter:

- **Course times conflict** - Instructor approval is required to register for courses that overlap in time.
 - You will need to obtain both instructors’ signatures in the shaded “faculty/staff use” section of your form. Then bring your signed schedule planning form to the Registrar’s Office during regular business hours for an administrative override.
- **Variable credit courses** - Variable credit courses will default to a certain credit hour amount.
 - If you want to take the course for anything other than the default amount, first register for the course online, then bring your schedule planning form to the Registrar’s Office during regular business ours to have the credit hours for that course changed.

Consult the Troubleshooting Guide for further direction about these or any other issues that you may encounter during online registration. The Troubleshooting Guide is available online on the Registrar’s Office website under “Online Registration Resources.”

Waitlist

Courses with a waitlist checkbox are unavailable for registration; however, you may choose to add yourself to the waitlist by checking the waitlist box. If a course has multiple sections, you can not both register for an open section and also add yourself to the waitlist for a different section of the same course. You also can not put yourself on multiple waitlists for more than one section of the same course. **The Registrar’s Office will be monitoring all registration activity and if any of the above activity occurs, the Registrar’s Office will determine which section to enroll you in or waitlist you for and will remove you from the other sections/ waitlists.** (NURSING STUDENTS: Students are not permitted to waitlist themselves for clinicals. If you put yourself on the waiting list for a clinical, you will be dropped from the clinical by the Registrar’s Office. Clinicals will not accumulate waitlists.) If you want to know how many students are on the waitlist for a course, consult the closed class list that is available via your CAMS student portal news page. Check to see when the closed class list was last updated and how many students were waitlisted for the course at the time of the last update. If you add yourself to the waiting list for a course and process the registration, your schedule will show you what number you are on the waiting list.

You will be able to register for all of your courses online except for:

- Auditing a course
- Pass/Fail option
- Taking an independent study/tutorial course (forms available in MH 110)
- Taking a Consortium for Urban Education (CUE) course (forms available in Registrar’s Office)

4 Finalizing Registration

After all your classes have been selected, scroll back to the top of the page and click

[Process Registration](#)

Your course schedule will be displayed at the top of the screen. Click on any Course ID to display any additional information about the class including co-requisites and prerequisites.

Be sure to print and save a copy of your schedule to verify the completion of your online registration. It is not necessary to contact the Registrar's Office to confirm that you are registered. If you processed your registration and can print a schedule, you are registered.

Please remember— courses listed as closed on one day may become available at a later point in time, so continue to check for availability online during the registration period.

If you're not able to register on your assigned day, online registration for the upcoming semester will continue through 8 am the Friday before each semester begins.

5 How to Drop and Add Courses

After you register for your classes, you may make changes to your class schedule through the student portal until 8 am the Friday before classes begin. **You are strongly encouraged to consult your academic advisor before making any changes to your course schedule.** Advisors have the ability to block their advisees from accessing the online registration system without first consulting the advisor; advisors may or may not choose to exercise this ability.

After 8 am on the Friday before the semester begins, access to Registration via the student portal will be closed and changes to your schedule must be done on or after the first day of classes on drop/add forms located in the Registrar's Office. Students have the whole first week of classes to make schedule changes. Signatures from instructors and advisors are REQUIRED during this time!

To make changes to your schedule at any time prior to 8 am on the Friday before classes begin, click on 'registration'. The list of courses you've already registered for will be displayed at the top of the page above the beginning of the schedule of classes.

To add: Follow same procedure as when registering, checking 'credit' and 'process registration.'

To drop: In your current schedule at the top of the screen, check the box under 'drop' for the course you wish to drop and click process registration.

To add and drop at the same time: Place a check in the 'drop' box for the course you want to drop, find the course you want to add and check 'credit,' and then click 'process registration.' This will drop the old course and add the new course at the same time.

To drop a waitlisted class: In your current schedule at the top of the screen, check the 'remove' box and click process registration.

Unofficial Registration

Registration for multiple sections of the same courses is not allowed. You are allowed to take a maximum of 18.99 credit hours this term. You may add yourself to the waitlist for courses that are full or already have a waitlist.

[Cancel](#) [Process Registration](#)

[Show Academic Information](#)

[Show Filter](#)

[Show Pending Courses](#)

This is your current schedule for the SP-SEMEST-09 term

Drop	Audit	Course ID	Course Name	Credits	Instructor	Days	Time
<input type="checkbox"/>		COM101B	Public Speaking	3	Stillion Southard, Bjorn	MWF	10:00 AM - 10:50 AM
<input type="checkbox"/>		ENG101C	English Composition	3	Reaves, Anne	TR	12:30 PM - 1:45 PM
<input type="checkbox"/>		PSY101A	General Psychology	3	Camp, Laurel	MWF	8:00 AM - 8:50 AM
<input type="checkbox"/>		SOC101E	Introduction to Sociology	3	Hensel, Devon	TR	3:30 PM - 4:45 PM

Current waitlist courses for the SP-SEMEST-09term

Remove	Course ID	Course Name	Instructor	Days	Times
<input type="checkbox"/>	THL316	Theological Bioethics	Denz, David	TR	6:30 PM - 7:45 PM

Current Offering for Term: SP-SEMEST-09

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#)

Principles of Accounting II [ACC211A] 36 seats left

PreReq	Instructor	Credits	Campus	Room	Days	Time
	Akin, Tim	3	MAIN	MH-157	TR	11:00 AM - 12:15 PM

Principles of Accounting II [ACC211B] 40 seats left

6 FAQs (Frequently Asked Questions)

Q. I don't see any course information in the student portal.

A. Make sure the correct term is selected. The change term function is found by your name.

Q. I click on 'registration' and the message says that the registrar has not set up registration for this term.

A. Make sure the correct term is selected (e.g. SP-SEMEST-12 for spring semester 2012). If the correct term is selected, check the dates for when registration begins. It may not be time to register for classes yet.

Q. I'm off-campus and can not meet with my advisor.

A. If you are out-of-state, out-of-country, hospitalized, or otherwise have a valid reason to be unable to meet with your advisor, we suggest using email to plan out a schedule with your advisor. If you have internet access, you will be able to register online at the appropriate time.

Q. When can I register?

A. Registration dates for each semester are outlined in the course catalog and the schedule of classes packet. Graduate Students, 2nd Bachelor degree students, Licensure Only students, and Seniors can register on the Monday of the first week of registration; Juniors on the Wednesday of the first week; Sophomores on the Monday of the second week of registration; and Freshmen on the Wednesday of the second week.

Q. Who is my advisor?

A. If you do not know who your academic advisor is, stop by the Registrar's Office during posted business hours to obtain this information. If you need change your advisor, this can be done on a Change of Advisor form located in the Registrar's Office.

Q. I have been assigned two advisors, but I normally only see one advisor for registration. Does this matter?

A. Yes. If you have two advisors assigned to you in CAMS, you will be required to see both advisors to have the advisor 'hold' released for you to register online. If one advisor releases the hold but the other one does not, you will be unable to register.

Q. I have a hold on my account. What should I do?

A. It depends on the type of hold you have. After you click on 'registration,' a message will appear about the kind of hold on your account. If it's an advisor hold, you will need to contact your advisor. If it's a business hold, you will need to see the Business Office. However, you may want to contact those offices prior to the registration period to make sure you don't have any holds, so your registration is not delayed.

Q. I made a mistake and registered for the wrong class. How do I change it?

A. You will be able to add and drop courses through the portal until 8 am on the Friday before each semester begins. To drop a class, click on 'registration' and click 'drop' and then click 'process registration.' To add another course, follow the steps outlined in the academic advising/online registration guide.

Q. I can not find my registration e-mail. How can I find out the date I can begin registering online?

A. Please reference the "Online Registration Resources" page at www.marian.edu/registrar or contact the Registrar's Office to find out the date you can begin registering online.

Q. Will I be able to register for courses with conflicting/overlapping course times?

A. No, the student portal will not allow you to register for courses with overlapping times. You will need to obtain proper approval from the instructors of those courses and register for those courses in person at the Registrar's Office.

Q. I need to repeat a course; will I be able to register for the same course again?

A. Yes. Students can register online for courses taken previously. Be careful not to re-take a course if you do not need to repeat it.

Q. I am getting various error messages that I do not understand.

A. A troubleshooting guide is located on the Marian website off of the Registrar's page under Online Registration Resources. Please refer to this document for your error message or troubleshooting issue. If the error message or troubleshooting issues is not addressed on that document, please contact the Registrar's Office.

More Questions? We're happy to help. Feel free to contact a member of the Registrar's Office via:

- Telephone: 317.955.6055 or 317.955.6052 or 317.955.6056 or 317.955.6053 or 317.955.6051
- Email: czwart@marian.edu, mmueller@marian.edu, jschwartz@marian.edu, mbonner@marian.edu, or jahill@marian.edu