

Scheduling Form

Office of the Registrar • 3200 Cold Spring Rd., Indianapolis, IN 46222 • Phone: 317.955.6050 • regis@marian.edu

Semester	Year	Student Type
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	20__	<input type="checkbox"/> Undergrad <input type="checkbox"/> Graduate <input type="checkbox"/> Doctorate

Last Name	First Name	Student ID #

Course scheduling must be completed online through MUHUB. The Office of the Registrar requires this form, signed by you, your advisor, and instructor(s), if applicable, to make schedule changes or process any sort of manual override.

Course Action – Add / Drop / Override Waitlist or Capacity / Time Conflict / Prerequisite Override / Faculty Approval							
Add (A) or Drop (D)	Dept. (ie. BIO)	Number (ie. 150)	Section (ie.MM01)	Credits (#, AU or P/FL)	Override Action – the instructor must fill in the action they are approving	Instructor Signature	Date

This form must be submitted by the published deadline date in order to be processed. By signing this form, you acknowledge that you and your advisor agree to the courses listed above. The student assumes financial responsibility for all courses listed. This scheduling form does not guarantee seat availability in classes. You must process your own registration through your MUHUB by the published registration period.

Required Signatures	
Student Signature:	Date
Advisor Printed Name:	
Advisor Signature:	Date

Semester Overload – Requires Signed Approval	
Undergraduate Students: Semester hours totaling 19 or more require approval from Dr. Alan Silva, Provost, in Marian Hall Room 111.	
Graduate Students: Semester hours totaling 16 or more require approval from the appropriate program director.	
The student must return the approved form to The Office of the Registrar in Marian Hall Room 104 for override input.	
Final registration is the responsibility of the student.	
Provost Signature:	Date:

Registrar's Office Use Only		
Total Credits Enrolled		Notes:
Processed by Initials		
Today's Date		
RGSD/time machine date (if needed)		
Semester overload input in COL UI		Athlete: Yes No International: Yes No

How to guide for Registration

How to add a course after the start date:

Students can add courses through MUHUB the first Monday and Tuesday after the course start date. Instructor approval is not needed if the course has open seats. Starting the first Wednesday students must request permission to add the course by emailing the instructor. The student must initiate this - in person or via email to the instructor - and have the course preplanned in MUHUB. If the instructor grants permission, the student will see the "approved" status on the planned course in MUHUB. The student must go in the MUHUB and click the "register" button to officially add the course before the first Sunday at midnight.

How to drop a course after the start date:

Students can freely drop courses during the first week of classes – through Sunday at midnight - using MUHUB. After the First Week, undergraduate students cannot drop courses using MUHUB. They must complete the front of the form with required signatures and submit the completed form to The Office of the Registrar. A "W" grade will be applied to courses that are dropped after the first week. Please view the Academic Calendar for the last date to drop courses. Graduate students have extended capabilities to drop courses via MUHUB until six business days prior to the last published date for the course. A "W" grade may apply - please see the University Withdrawal Refund Schedule for details.

How to get approval for a course the requires permission **OR** prerequisite:

Student should be seeking approval to register in courses that do not allow registration in MUHUB by emailing the instructor listed on the course. The instructor will grant permission via the MUHUB and the student will see an "approved" status on the planned course in the MUHUB. The student is responsible for registering for the course through the MUHUB once approval is granted by the faculty member. This must be done before the first Sunday at midnight. If the course does not have faculty member listed you can seek approval from the appropriate department chair via a signed scheduling form. Chairs do not have the ability to override through MUHUB unless it is a course they teach or a student they advise.

How to add a course that you are wait listed for:

Students may opt to put themselves on a wait list for a course that is closed. Wait listing for a course **DOES NOT** guarantee a spot in the class. Students can be added off a waitlist and into the course by completing the scheduling form with the instructor signature and returning it to the Office of the Registrar for manual override and registration. This action cannot be done through the MUHUB.

How to override a time conflict between two or more courses:

A time conflict cannot be overridden in MUHUB. You must obtain the required signatures on your schedule planning form and bring the form to the Office of the Registrar for override. Course time conflicts require instructor signatures from each course in conflict.

How to register for a course as Pass/Fail or Audit:

Restrictions on pass/fail and audit options are detailed in the Catalog of Programs. To take a course pass/fail, enter "P/FL" in the credits box. To audit a course, enter "AU" in the credits box . You must bring this form to the Registrar's Office for in-person processing with all required signatures.

Visit our Registration Resources page to locate more detailed information about registration processes and instructional videos on using MUHUB.