



FINDING AND REGISTERING FOR CLASSES

1 Visit www.mtroyal.ca

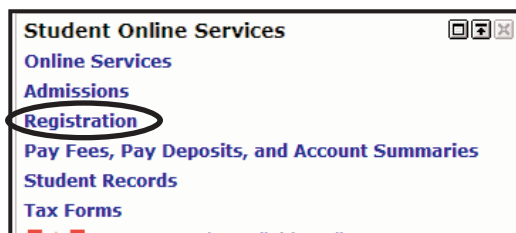
2 Click on [MyMRC](#)
Note: if you haven't activated your account yet and don't know how, please see the [Activating Your MyMRC Account](#) presentation.



3 From the home page you want to click on the **Student Resources** tab. This will list all online resources for students.



4 Click on **Registration**



5 Click on **Look Up Classes**

6 Choose your current semester, eg. **Fall 2007 credit**, for your term (this includes both credit and upgrading courses)

If you want to see all courses in a certain subject you can simply choose the subject and then click class search. However if you have a specific course in mind or other criteria such as time/day then you can fill in more fields.



READING YOUR SCREEN

Searching for ENGL 2231 would produce a result like this:

Sections Found																	
English																	
Select	CRN	Subj	Crse	Sec	Cred	Title	Typ	Days	Time	Cap	Act	Rem	Wait	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	40813	ENGL	2231	001	3.000	The Novel and the Short Story	LEC TR		08:00 am-09:20 am	35	7	28	0	TBA	09/05-12/21	LP EA1010	Communicatio Area 2
<input type="checkbox"/>	40814	ENGL	2231	002	3.000	The Novel and the Short Story	LEC MWF		08:00 am-08:50 am	35	0	35	0	TBA	09/05-12/21	LP EA2057	Communicatio Area 2
<input type="checkbox"/>	40815	ENGL	2231	003	3.000	The Novel and the Short Story	LEC MWF		09:00 am-09:50 am	35	6	29	0	TBA	09/05-12/21	LP EA2057	Communicatio Area 2
<input type="checkbox"/>	40816	ENGL	2231	004	3.000	The Novel and the Short Story	LEC MWF		10:00 am-10:50 am	35	9	26	0	TBA	09/05-12/21	LP EA2070	Communicatio Area 2
<input type="checkbox"/>	40817	ENGL	2231	005	3.000	The Novel and the Short Story	LEC MW		01:30 pm-02:50 pm	35	10	25	0	Richard Harrison	09/05-12/21	LP EA1056	Communicatio Area 2
<input type="checkbox"/>	42546	ENGL	2231	006	3.000	The Novel and the Short Story	LEC TR		02:00 pm-03:20 pm	35	5	30	0	Yaw Asante	09/05-12/21	LP EA2013	Communicatio Area 2
<input type="checkbox"/>	43076	ENGL	2231	007	3.000	The Novel and the Short Story	LEC TR		11:00 am-12:20 pm	35	6	29	0	Yaw Asante	09/05-12/21	LP EA2015	Communicatio Area 2
<input type="checkbox"/>	40818	ENGL	2231	080	3.000	The Novel and the Short Story	LEC R		07:00 pm-09:50 pm	35	0	35	0	TBA	09/05-12/21	LP EA1010	Communicatio Area 2
							Note: LEC 080 RESTRICTION: Unclassified/Part-Time Students										
<input type="button" value="Register"/> <input type="button" value="Add to WorkSheet"/> <input type="button" value="Class Search"/>																	

What do all the abbreviations mean?

CRN = Course registration number

Subj = Subject

Crse = Course number

Sec = Section (there are many)

Cred = Number of credits

Type = Type of class (Lecture, lab or tutorial)

Cap = Capacity of the class

Act = Actual number of people registered

Rem = Remaining seats available

Wait = Number of students on the waitlist

Instructor = Name of instructor

TBA = To be announced

M = Monday

T = Tuesday

W = Wednesday

R = Thursday

F = Friday

S = Saturday



HOW TO ADD/DROP CLASSES

			Biology I		03:20 pm		Nickle			Area 6		
			Note:	Lecture 004 Take One of Tutorials 410-412 and One of Labs 501-515; Labs will begin the 2nd week of the semester unless otherwise specified BLENDED DELIVERY with online components Visit: http://www2.mtroyal.ca/~tnickle/Blended_Bio								
<input type="checkbox"/>	41371	BIOL 2231 005 5.000	Introduction to Biology I	LEC TR	11:00 am-12:20 pm	54	11	43	0	Tracy Jean O'Connor	09/05-12/21 LP Y222	Natural Sciences Area 6
			Note:	Lecture 005 Take One of Tutorials 413-415 and One of Labs 501-515; Labs will begin the 2nd week of the semester unless otherwise specified								
<input type="checkbox"/>	41372	BIOL 2231 006 5.000	Introduction to Biology I	LEC MWF	11:00 am-11:50 am	0	0	0	0	TBA	09/05-12/21 LP O218	Natural Sciences Area 6
			Note:	Lecture 006 Take Tutorial 416 or 417 and Lab 516 or 517 Labs will begin the 2nd week of the semester unless otherwise specified HOLD SECTION								
<input type="checkbox"/>	41373	BIOL 2231 080 5.000	Introduction to Biology I	LEC T	06:00 pm-08:50 pm	36	0	36	0	TBA	09/05-12/21 LP E125	Natural Sciences Area 6
			Note:	RESTRICTION: Unclassified/Part-Time Students Lecture 080 Take Tutorial 480 or 481 & Lab 580 or 581 Labs will begin the 2nd week of the semester unless otherwise specified								
<input type="checkbox"/>	41374	BIOL 2231 106 5.000	Introduction to Biology I	LEC MWF	11:00 am-11:50 am	0	0	0	0	TBA	09/05-12/21 LP O218	Natural Sciences Area 6
				TUT T	01:00 pm-01:50 pm					TBA	09/05-12/21 LP B257	Natural Sciences Area 6
				LAB F	02:00 pm-04:50 pm					TBA	09/05-12/21 LP	Natural Sciences Area 6
			Note:	Labs will begin the 2nd week of the semester unless otherwise specified HOLD SECTION								
<input type="checkbox"/>	41375	BIOL 2231 401 0.000	Introduction to Biology I	TUT W	03:00 pm-03:50 pm	18	4	14	0	Thomas J. MacAlister	09/05-12/21 LP B257	
<input type="checkbox"/>	41376	BIOL 2231 402 0.000	Introduction to Biology I	TUT W	04:00 pm-	18	0	18	0	Thomas J.	09/05-12/21 LP B257	

A **NOTE** under the course information outlines **important** information. Make sure to read carefully.

In this example this note informs you that there is a **Tutorial** and a **Lab** requirement for this course. You must register for each **prescribed** part at the same time (Lecture, Lab & Tutorial). Failure to do so will result in a **Registration Error**

Notes only apply to the course directly above them. Each section may be unique.

A class may be **restricted**. Only students in that particular program can register for this course.

LEC	W	09:00 am-10:50 am	30	0	30	0	Milena D. Rad
LEC	F	11:00 am-11:50 am					TBA
RESTRICTION: Bachelor of Applied Communications- Technical Communi							
LEC	W	11:00 am-12:50 pm	30	0	30	0	Walter Bruno

You may also see the phrase **prerequisite checking in effect**. This informs you that students without the prerequisites will be dropped by the Office of the Registrar.

For all courses and prerequisite requirements please see the **Course Listings** in the College calendar (or under **Academics > Course Listings** on the website).



HOW TO ADD/DROP CLASSES

To pick your classes and register, simply click the checkbox next to the class you want and click on the **Register** button.

<input type="checkbox"/>	43768	ACOM	4437	001	3.000	Senior Journal Projects	LEC	M	01:00 pm-03:50 pm	10	2
						Note:			RESTRICTION: Department Approval Requ		
<input type="checkbox"/>	43738	ACOM	4441	001	4.000	Strategic Communication Plan	LEC	F	09:00 am-12:50 pm	36	25
						Note:			RESTRICTION: Bachelor of Applied Commu		
<input type="checkbox"/>	43739	ACOM	4465	001	3.000	Instructional Multimedia	LEC	T	03:30 pm-04:50 pm	20	10
									LEC R	03:30 pm-04:50 pm	
						Note:			RESTRICTION: Bachelor of Applied Commu		
<input type="checkbox"/>	44538	ACOM	4467	001	3.000	Adv Technical Documentation	LEC	TR	02:00 pm-03:20 pm	20	11
						Note:			RESTRICTION: Bachelor of Applied Commu		
<input type="checkbox"/>	43590	ACOM	4473	001	4.000	Markets & Distribution	LEC	TR	02:00 pm-03:50 pm	30	23
						Note:			RESTRICTION: Bachelor of Applied Commu		
<input type="checkbox"/>	43591	ACOM	4481	001	3.000	Document Production II	LAB	M	09:00 am-10:50 am	15	14
									LEC W	09:00 am-10:50 am	
						Note:			RESTRICTION: Bachelor of Applied Commu		
<input checked="" type="checkbox"/>	44473	ACOM	4481	101	3.000	Document Production II	LAB	M	12:00 pm-01:50 pm	15	10
									LEC W	09:00 am-10:50 am	
						Note:			RESTRICTION: Bachelor of Applied Commu		

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	M
Registered Web on Mar 30, 2006	None	43463	ACOM	2203	001	Credit	4.000	Standard	
Registered Web on Mar 30, 2006	None	44473	ACOM	4481	101	Credit	3.000	Standard	

Total Credit Hours: 7.000
 Billing Hours: 7.000
 Maximum Hours: 25.000
 Date: Mar 30, 2006 09:31 am

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
DUPLICATE CRN	43463	ACOM	2203	001	Credit				Applied Visual Communicat I
DUPLICATE CRN	44473	ACOM	4481	101	Credit				Document Production II

Account Summary - Credit

Description	Amount	Message
Total Fees for Term:	\$953.17	Fall 2006 Credit Term
Total Payments for Term:	\$0.00	If registering on or prior to August 1, 2006 all outstar
Term Balance:	\$953.17	registering after August 1, 2006, all outstanding fees
Outstanding Balance-other terms:	\$0.00	registration. A \$50 penalty will be charged to be re-re
Account Balance Owing:	\$953.17	

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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After clicking Register you will be taken to the **Add/Drop classes** screen. **Registered Web** indicates you were **successful** in registering for a course.

If you are trying to register for a course that is **restricted**, or if you forget to register for all the **components** for a course (Lecture/ Lab/ Tutorial), or if you are trying to register for the **same** course twice, you will see a **Registration Error**



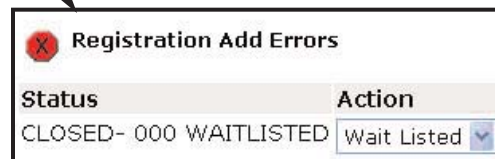
HOW TO WAITLIST FOR A CLASS

If a course is full you may still be able to get on the waitlist for it.
(You will still need to meet any prerequisites or restrictions)

There are two possible methods to waitlist for a class

Method 1

- Follow steps to add a class. Some courses that are full will allow you to still **select** it.
- You will receive a **registration error** message advising you that a class is full.
- Select **Wait listed** option in Action field (Note: By default it will come up saying **waitlist**)
- Click on **Submit Changes** button
- You will now get a confirmation: Course XXXX was Waitlisted on June 4, 2007 (the day you do this)



Registration Add Errors

Status	Action
CLOSED- 000 WAITLISTED	Wait Listed

Method 2

- If the course is full and does not have a box allowing you to select it, you may still be able to waitlist.
- Make note of the course's five digit CRN
- Go to the **Add/Drop Classes** screen
- Type in the 5 digit CRN in one of the **Add Classes** boxes. Click **Submit Changes**
- You will receive a registration error message advising you that a class is full
- Select **Wait Listed** option in the Action field (Note: by default it will come up saying **waitlist**)
- Click on **Submit Changes** button
- You will now get a confirmation: Course XXXX was Waitlisted on June 4, 2007 (the day you do this)

You can always see which courses you are waitlisted for by going to the **Add/Drop Classes** page. This page will always show both your registered and waitlisted classes.



Status	Action	CRN	Subj	Crse	Sec
Wait Listed on Jun 05, 2007 Wait List Position: 1 Transcript required for registration confirmation. Transcript due by: Aug 31, 2007	None	42801	ENGL	2201	001

Note: you cannot register & waitlist for different sections of the same course.



WHAT DO YOU DO IF YOU GAIN A SEAT IN YOUR WAITLISTED COURSE

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered Web on Mar 31, 2006	None	41367	BIOL	2231	001	Credit	5.000	Standard Letter	Introduction to Biolo
Registered Web on Mar 31, 2006	None	41375	BIOL	2231	401	Credit	0.000	Non-Graded	Introduction to Biolo
Registered Web on Mar 31, 2006	None	41395	BIOL	2231	501	Credit	0.000	Non-Graded	Introduction to Biolo
Registered Web on Mar 31, 2006	Drop Web	43076	ENGL	2231	007	Credit	3.000	Standard Letter	The Novel and the S

Total Credit Hours: 8.000
Billing Hours: 8.000
Maximum Hours: 99.990
Date: Mar 31, 2006 08:53 am

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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The Office of the Registrar will fill empty seats with students from the waitlist approximately once a week. If you are added you will need to ensure there is no time conflict in your courses. If you need to drop a course or change your schedule, click on **“Drop Web”** and **“Submit Changes”**

Activation problems?

- Help desk: 440-6000

Registration problems?

- Registration helpline: 440-3303

Course selection?

- advising@mtroyal.ca
- 440-5000 (menu option 6)