A Guide to Online Registration in MMC Connect

ONLINE REGISTRATION PROCEDURE

I. REGISTRATION

A. If you are eligible for registration, you will receive an email with your assigned registration date and time for online registration. You can also view your assigned date and time by clicking the **Registration Menu** under the **Students** menu on MMC Connect.

B. When it is your assigned date and time, log in to MMC Connect under **https://www.mmm.edu/students/**

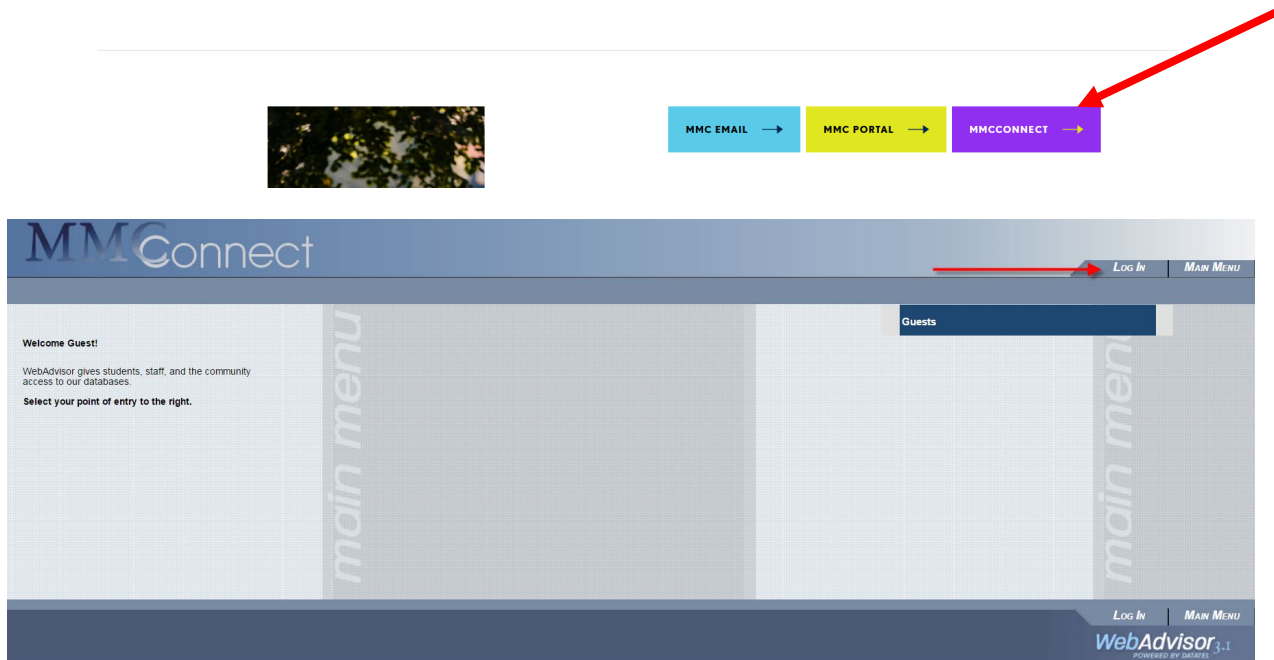Image 1 – MMC Connect link

MMC Students

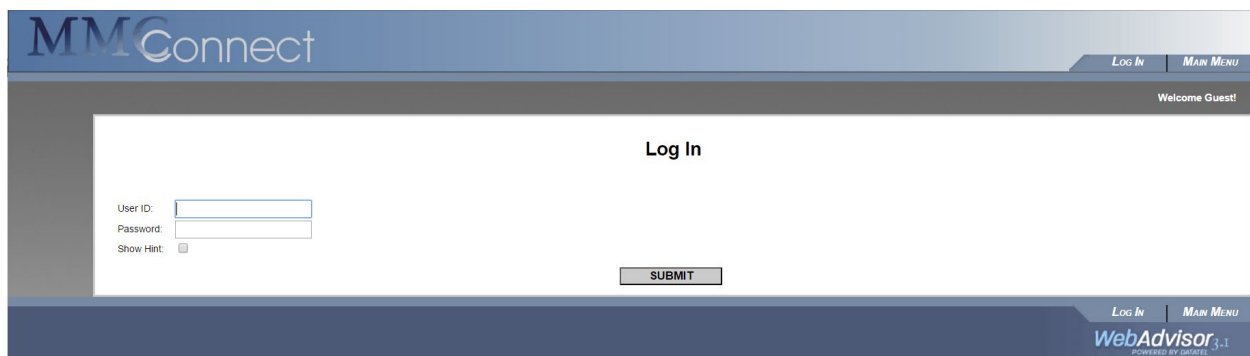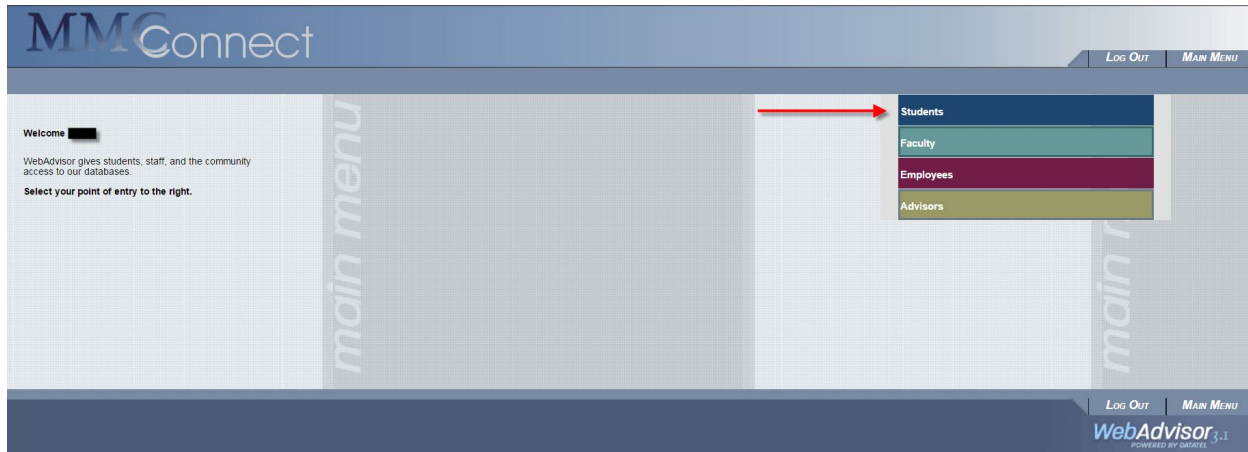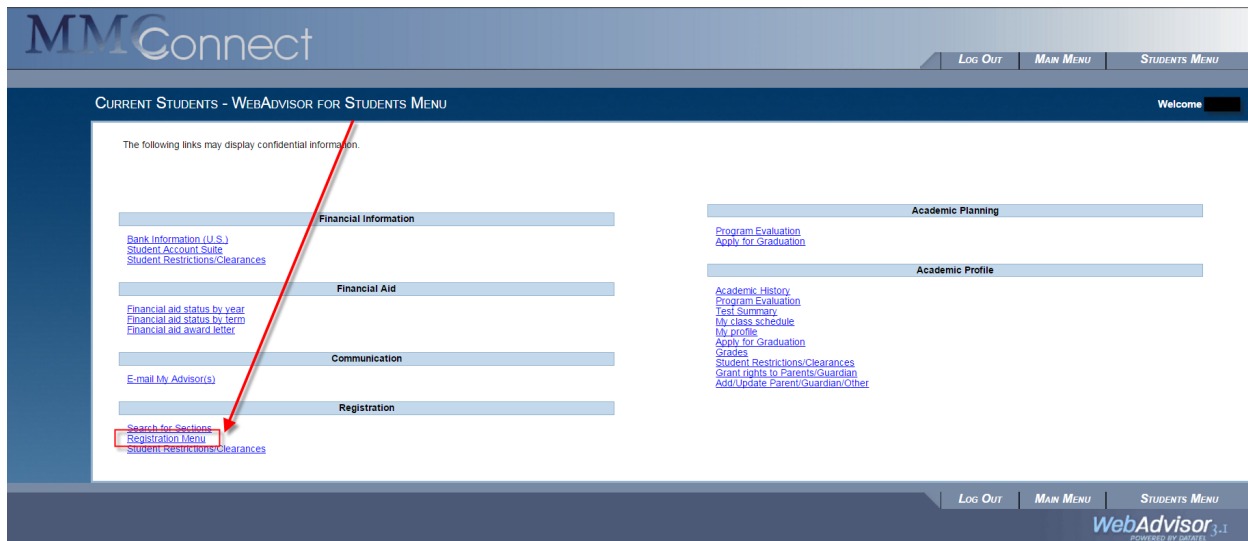Image 2 – MMC Connect Main Page

Image 3 – MMC Connect Login Page

C. After logging in MMC Connect, go to the **Students** menu

D. Click on the **Registration Menu** under the **Students** menu

You can skip the following instructions and go to page 5 if you see the REGISTRATION AGREEMENT page (below).

a) If you have not been assigned a time slot for registration, you will see the error below

b) If you have a registration time slot but it is **<u>not</u>** your time yet, you will see a message similar to the one below

c) If you have a registration time slot and it is the time you are scheduled to register **<u>but</u>** you have active restrictions on your account, you will see a message similar to the one below

Note: please resolve any restriction on your file with the associated office(s) listed below prior to your registration.

E. Registration Restrictions /Holds and Clearances - You may also view your holds online through MMC Connect **– Under Registration or Academic Profile –** Click on **"Student Restrictions/Clearances".**

❖ All holds must be lifted before attempting to register online. MMC Connect will prevent registration for any student with a restriction. In addition, you will need to have **<u>HBA</u>** (Has been Advised) and **<u>IC</u>** (Immunization Completed) clearances in order for you to register online. Please consult your advisor and have your immunization paperwork submitted to MMC prior to your registration.

1. Academic Restrictions (HOLDS) *– consult the Office of Academic Advisement in the lower level of Nugent Hall to remove the holds.*

• AA Academic Advisement Hold		P1 1st Semester Probation
• AP Academic Pursuit		P2 2nd Semester Probation
• NDG Non-Degree Advisement		P3 3rd Semester Probation

2. ADMINISTRATIVE RESTRICTIONS (HOLDS) - *consult the department indicated to remove the holds.*

Code	Description	Department
CT	College Transcript	*Admissions Office –Nugent Hall 151, 217-517-0472*
HE	HEOP	*HEOP Office-Nugent Hall 350 – 212-517-0592*
IM	Immunization	*Counseling & Wellness Center – Carson Hall 806 – 212-774-0700*
P3	Academic Advisement	*Student Success Advising- LL Nugent Hall 052 – 212-517-0484*
RA	Re-Admit	*Student Success Advising – LL Nugent Hall 053 – 212-517-0568*
RG	Registrar	*Registrar's Office – 212-517-0501*

3. FINANCIAL RESTRICTION (HOLDS) - *consult the department indicated to remove the holds.*

Code	Description	Department
AR	Account Balance	*Center for Student Services – LL Nugent Hall 052- 212-517-0500*
EC/FA	Financial Aid	*Center for Student Services – LL Nugent Hall 052 – 212-517-0500*
AL	Library	*Nugent Hall – 250 – 212-774-4802*

4. CLEARANCES (cleared to register –no action needed)

Code	Description	Department
HBA	Have been advised	*Faculty Advisor*
IC	Immunization complete	*Counseling & Wellness Center – Carson Hall 806 – 212-774-0700*

II.   If you are cleared for registration, you will see the REGISTRATION AGREEMENT page.

A. Read the REGISTRATION AGREEMENT, and Click "I Agree"

You will be required to sign a *Registration Agreement* before registering online. Please note that if you have not followed the prescribed program as outlined in the Catalogue for the year you entered MMC, this may impede your academic progress. By signing the Registration Agreement, you accept all responsibility for any registration changes made that were not approved by an advisor. The *Registration Agreement* reads:

I, the undersigned student, accepts sole responsibility for registering for the following course(s), as approved by my faculty/academic advisor. I understand that failure to register for the course(s) for which I have been approved may impede my degree progress. By registering for classes at Marymount Manhattan College I promise to pay all charges assessed as a result of this registration. If I do not drop classes before the terms start date I understand I will be held responsible for all or a portion of tuition and fees based on my date of withdrawal. I also agree to pay any additional charges incurred including but not limited to charges for room and board, fines and any other College charges. I understand that the College is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay the costs of tuition and fees and any additional charges that may be assessed when those charges become due. I understand that regardless of my eligibility for financial aid I am personally responsible for the full amount assessed as a result of my registration and attendance. I have read, understand and accept Marymount Manhattan's policy regarding the application of financial aid, late payment charges, placement of holds, collection activity on past due balances including additional fees that may be incurred as a result, such as legal and collection fees and collection activity involving the use of cell phone numbers and email addresses you provide to Marymount Manhattan College. Any legal or collection fees incurred by the College as a result of my default will be added to the above acknowledged debt. Venue for any dispute shall be New York City unless otherwise designated by the College. I authorize the College to apply my Title IV federal funds to all eligible charges posted to my student account before they issue a refund to me. I further understand that I will not receive any official College documents until the balance is paid in full.

B. Click on Express Registration

C. Express Registration Screen - Fill in the following information for **all** courses you would like to register for:

   * **Subject** (i.e. ACCT, ART, BUS, etc.)

   * **Course Number** (i.e. 215, 111,100)

   * **Section Number** (i.e. 01, 02) *The section number must have two digits!*

   * **Term for which you are registering** (i.e.15/FA, 16/JA, 16/SP)

Subject	Course Number	Section Number	Term
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾
▾			▾

SUBMIT

Sample Registration

Subject	Course Number	Section Number	Term
ART ▾	210	01	14/JA January 2014 ▾
BUS ▾	100	01	13/FA Fall 2013 ▾
ACCT ▾	215	01	13/FA Fall 2013 ▾

Section Number - Make sure you enter two – digits – 01, 02, 03, etc.!

D. Make all changes to your schedule before you click **"SUBMIT."**

E. You will now be taken to a screen. You need to choose the action (register, audit, waitlist) for each course – There are two (2) ways to register:

Preferred Sections

Action	Term	Section Name and Title
▼	January 2014	ART*210*01 (25986) DIGITAL IMAGING I
▼	Fall 2013	ACCT*215*01 (25772) PRINCIPLES OF ACC
▼	Fall 2013	BUS*100*01 (25355) THE CONTEMPORARY WORKPLACE

a. Action Options By Course – Choose an Action for each course in Preferred Sections

Click on Register to Enroll in the Class

- Register – You want to enroll/register for this course and section
- Audit – You want to audit this course and section as an Audit – You will not receive academic credit for the course (Some courses may not be available for audit)
- Waitlist – The class is closed/full and want to be added to the Waitlist (Note – Appearing on the waitlist does not guarantee a seat in the class)
- Remove from list – You want drop a class.

Preferred Sections

Action	Term	Section Name and Title
Register ▼	January 2014	ART*210*01 (25986) DIGITAL IMAGING I
Remove from List ▼	Fall 2013	ACCT*215*01 (25772) PRINCIPLES OF ACCOUN
WAITLIST ▼	Fall 2013	BUS*100*01 (25355) THE CONTEMPORARY WORKPLACE

❖ Use this option if you wish to register **SOME** courses for **CREDIT**, and others for **AUDIT or WAITLIST**, use the drop-down boxes next to the individual courses and choose **"RG – Register"** for those courses you will be taking for credit, **"AU – Audit", and "WL – Waitlist"** for those you will be auditing and click **"Submit."**
A number of courses are not allowed to be taken as an Audit. Refer to the online course bulletin for more information.

b. Action Option - to register ALL your courses for **CREDIT**

Instead of selecting an action for each course, you can use the **"Action for All**

Pref. Sections" option and choose **"RG – Register"** and click **"Submit."**

Register and Drop Sections

NAME Sample Student

ACTION FOR ALL PREF. SECTIONS (OR CHOOSE BELOW) RG Register ▼

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information
▼	Spring 2013	ACCT*215*01 (25069) PRINCIPLES OF ACCOUNTING I	MAIN CAMPUS	01/30/2013-05/20/2013 LECTURE Monday, Wednesday 11:30AM - 01:20PM

J. Once you have made your final selections, click "**Submit**." If you don't see any errors returned, please skip STEP (K) and go to STEP (L).

K. If any registration errors occur, the system will return you to the page with a list of the errors or problems displayed. You will need to resolve the registration error(s) caused by either one or several of your submitted courses. Once you resolve **all** your registration issues, you need to re-submit your registration.

- If a course is closed, change the action for that course to BLANK, REMOVE FROM LIST or WAITLIST.
- If you fail a registration rule, change the action for that course to BLANK or REMOVE FROM LIST.
- If there is a time conflict, change the action on ONE of the courses to BLANK or REMOVE FROM LIST.

Note: You will not be enrolled in the classes in which you have problems in (i.e. class is closed, missing a pre-requisite, caused a time conflict another class, etc.)

If an error persists for one or several of your selected courses when you click "Submit", you may remove the course(s) from your **Preferred Sections** list and finish the registration for all other courses first, and go back to through Express Registration to:

a) Add the same course but a different section number (if a class was closed or previous section caused a time conflict)

b) Add a different course

c) Change Action to Waitlist

Warning: You should remove the classes in which you are missing pre-requisites or time conflicts. Students will need to submit an approved prerequisite waiver form. Go to: https://www.mmm.edu/offices/academic-advisement/academic-advisement-forms.php

Click on the "Pre-req waiver" link under the "Planning and Scheduling Forms" section. If the form is approved, a student service representative or registrar staff will process the registration into the class.

L. Completing Your Registration **-** When your registration has been processed a confirmation screen will display. There are 3 boxes of information:

1. Registration Request Processed – This box displays the sections you selected from your list, and tells you the action that occurred.
2. Current Section Registrations – This box will display all of the courses that you are officially registered for. This will include current AND future semester courses
3. Waitlisted, but not Registered – this box will display any sections for which you asked to be placed on the registrar's waitlist. These courses will only display while the waitlist feature is active.
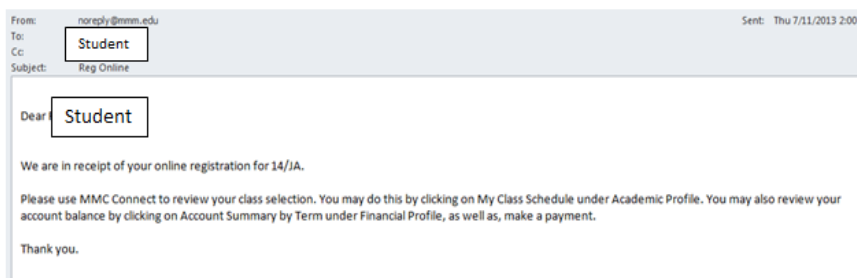
❖ To confirm your registration, we recommend that print your confirmation page once you have completed your registration, and view your schedule in MMC Connect. A sample confirmation page is below.

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
January 2014	Registered for this section		ART*210*01 (25986) DIGITAL IMAGING I	MAIN CAMPUS	01/02/2014-01/28/2014 LECTURE Monday, Tuesda

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
January 2014		ART*210*01 (25986) DIGITAL IMAGING I	MAIN CAMPUS	01/02/2014-01/28/2014 LECTURE Monday, Tuesday, Thursday 01:00PM - 04:15

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

o Courses that are <u>successfully processed</u> will display a message that indicates which registrations were processed.
o Courses <u>not successfully processed</u> will display a message that indicates which courses failed to register and an explanation as to why it was not successful (i.e. pre-requisites, closed course, etc.)
o If any courses Fail, you should return to Express Registration and re-submit alternate courses.

4. Once your registration has been processed, you will receive a confirmation email similar to below:

From: noreply@mmm.edu Sent: Thu 7/11/2013 2:00
To: Student
Cc:
Subject: Reg Online

Dear Student

We are in receipt of your online registration for 14/JA.

Please use MMC Connect to review your class selection. You may do this by clicking on My Class Schedule under Academic Profile. You may also review your account balance by clicking on Account Summary by Term under Financial Profile, as well as, make a payment.

Thank you.

II. ADDING AND DROPPING COURSES

MMC Connect will allow you to add and drop courses during the registration period.

A. TO ADD COURSES: Follow the same **Registration** procedure as indicated in section II part D.

*Only enter information for courses you wish to **add**. It is not necessary to re-enter your entire class schedule.*

B. TO DROP COURSES: There are two (2) ways to drop classes on MMC Connect:

1. Register for Previous Selected Preferred Sections – Using "Action" drop down box

Registration Menu

Register for Sections

Please choose which type of registration you would like to use:

Express registration
  Use this option if you know the exact section (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354*HP01).

Register for previously selected 'preferred' sections
  Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections
  Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)

Manage my Waitlist
  Use this option if you would like to register or remove sections that you are currently waitlisted in.

Return to MAIN menu

A. For the course/section you want to drop, change the Action to "Remove from List" and "Submit"

Register and Drop Sections

NAME   Sample Student

ACTION FOR ALL PREF. SECTIONS (OR CHOOSE BELOW) [   ]

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information
Remove from List	Spring 2013	ACCT*215*01 (25069) PRINCIPLES OF ACCOUNTING I	MAIN CAMPUS	01/30/2013-05/20/2013 LECTURE Monday, Wednesday 11:30AM - 01:20PM,

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐			You are not currently registered for any sections					

If one of my choices is not available
[ALL Allow me to adjust all ▾]

SUBMIT

B. The next screen will confirm that you have requested to drop the class

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
Spring 2013	Removed from Preferred Sections		ACCT*215*01 (25069) PRINCIPLES OF ACCOUNTING I	MAIN CAMPUS	01/30/2013-05/20/2013 LECTURE Monday, Wednesda

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently registered for any sections.					

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

C. Click "OK" to process the drop

2. Drop Sections – Using Drop box in Current Sections
   A. Go back to the Registration Menu, and Click on Drop Sections

Registration Menu

Register for Sections

Please choose which type of registration you would like to use:

Express registration
   Use this option if you know the exact section (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354*HP01).

Register for previously selected 'preferred' sections
   Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections
   Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)

Manage my Waitlist
   Use this option if you would like to register or remove sections that you are currently waitlisted in.

Return to MAIN menu

B. Click on Drop Sections

C. Under "Current Registrations", click on the "Drop" box next to the courses you want to drop

D. Click Submit to process the Drop

III. WAITLISTING PROCEDURE

A. Add or register for the desired course/course section by following the instructions in Section II. Click the [submit] button. If the course section is closed, you will encounter one of the scenarios below:

1. **Course is not available for waitlisting** (for explanation purposes: COMM*102*02 is used):

   You may see one of the following messages:

   e.g. "COMM*102*02 – Course is filled. Waitlisting is not allowed for this section"

   OR

   Register and Drop Sections

   COMM*102*02 – Section COMM*102*02 is "Closed" (0/0). Enrollment not allowed.

   ❖ You need to remove this course from your preferred section list:

   1. On Action drop down Menu, click – **RM Remove**;
   2. Click "**Submit**";
   3. Go back to "**Register for Classes**" and choose another course.

2. **This course/course section is available to be waitlisted:**

   ❖ If you prefer to be on a waitlist, you need to go back to the action drop down window

   A. Click on **WL** – Waitlist

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
WL Wait List	Fall 2008	COMM*102*02 (16121) COMMUNICATIONS TODAY	MAIN CAMPUS	09/02/2008-12/18/2008 LECTURE Monday, Wednesday 10:00AM - 11:20AM, Nugent, Room 557	D. Werner	0 / 0 / 0	3.00

Preferred Sections

   B. Click Submit
   C. You will now see a new highlighted row:

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2008	On waitlist		COMM*102*02 (16121) COMMUNICATIONS TODAY	MAIN CAMPUS	09/02/2008-12/18/2008 LECTURE Monday, Wednesday 10:00AM - 11:20AM, Nugent, Room 557	D. Werner	3.00	

B. Approval to Register for Classes on the Waitlist

The Division Chairperson will review the waitlist. If you are approved to enroll in the waitlisted course section, you will receive an email to your MMC account from MMCCONNECT@Colleague.mmm.edu.

The subject line will read "**Waitlisting Seat Availability**". The email will inform you of the process you need to   follow if you still wish to enroll in the class. There is also a 3 day time limit for how long you have to register into that particular course section. **If you exceed the 3 day time limit, the seat originally reserved for you will be offered to the next student on the waitlist.**

Sample Email for Approved Student on Waitlist:

From: MMCCONNECT@colleague.mmm.edu [mailto:MMCCONNECT@colleague.mmm.edu]
Sent: Monday, November 11, 2013 12:37 PM
To: Student Name
Subject: Waitlisting Seat Availability

Dear Student,

You have been approved to register for COMMUNICATIONS TODAY.
Section: COMM*102*02
Term: 14/SP

To claim the seat, you must register for this section no later than 11:59pm on 11/14/13.

After 3 days, the seat that has been reserved for you will be offered to another student.

Please remove yourself from the waitlist if you are no longer interested in taking this course.

You can register via MMC Connect using Manage My Waitlist at:
http://mmcconnect.mmm.edu

If you need assistance, please contact the Office of Academic Advisement at 212-517-0568.

We hope that you enjoy this section.
Office of Academic Advisement
Marymount Manhattan College

When you receive this email, you have 3 days to register online for the class that you were waitlisted in. You can go back to MMC Connect and go to the **Registration Menu;** Click on "**Register for previously selected 'preferred' sections**" and register that course.

1. Click on **Register for previously selected 'preferred**

Register for Sections

Please choose which type of registration you would like to use:

Express registration
    Use this option if you know the exact section (subject*course number*section) of the courses for which you wish to add to your 'preferred' list and then register. (Example: MATH*100*01 or DANC*354*HP01).

Register for previously selected 'preferred' sections
    Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections
    Use this option if you would like to drop a section. (Other choices also allow you to drop a section while registering for another.)

Manage my Waitlist
    Use this option if you would like to register or remove sections that you are currently waitlisted in.

[Return to MAIN menu]

2. Click "Register" under the Actions dropdown box for the course you were approved in and click "Submit"

[Preferred Sections]

Action	Term	Section Name and Title	Location	Meeting Information
Register ▼	Spring 2013	ACCT*215*01 (25069) PRINCIPLES OF ACCOUNTING I	MAIN CAMPUS	01/30/2013-05/20/2013 LECTURE Monday,
▼	Spring 2013	ART*210*01 (25090) DIGITAL IMAGING I	MAIN CAMPUS	02/04/2013-05/20/2013 LECTURE Monday 0
▼	Spring 2013	ENV*115*01 (24717) ENVIRONMENTAL SCIENCE	MAIN CAMPUS	01/31/2013-05/21/2013 LECTURE Tuesday,
▼	January 2013	ART*210^01 (24119) DIGITAL IMAGING I	MAIN CAMPUS	01/03/2013-01/29/2013 LECTURE Monday, T Room 559

[Current Registrations]

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☐			You are not currently registered for any sections.					

If one of my choices is not available
ALL Allow me to adjust all ▼

[SUBMIT]

C. Removing your name from the Waitlist

As a courtesy to fellow students if you change your mind and decide to add a different course or section, instead of the waitlisted course, you need to go back and remove your name from the waitlist.

To remove your name from the waitlist

1. Go back to the **Registration Menu**;
2. Click on **Manage My Waitlist;**

3. Click "Remove" in the Action drop down box for the courses you want to remove from the waitlist

4. Click Submit

IV. HELPFUL REGISTRATION TIPS:

Classes that may be closed, cause a time conflict or have prerequisite/restriction issues may prevent your registration from going through successfully. As popular classes are being filled up quickly, it is recommended that you:

❖ **Register a few classes at a time.**

   a. **Register for the classes that have no problems or issues** (i.e. classes that you know are open, cause no time conflicts, have no restrictions, etc.) so that you can obtain a seat in these classes. You can, then, go back on MMC Connect and add the other classes once you resolve your issues.
   b. **Don't wait to solve all your issues at once.** You could be losing your seat in the other classes.

Online registration will be available beginning from your assigned time until Midnight daily, including weekends.