COLORADO MESA
UNIVERSITY

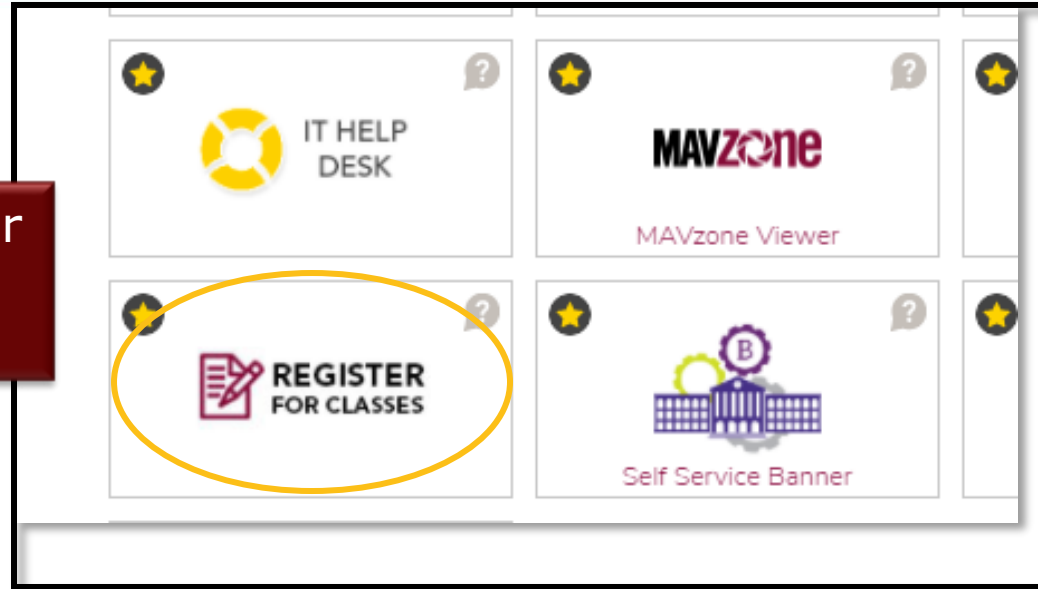# CLASS REGISTRATION

How to Register for Classes in the New System

Open the "Register for Classes" app from your MAVzone…

…or go to coloradomesa.edu/register

This will take you to the registration webpage, *from which you will be able to select the options to look up or add classes.*

Preparing for Registration

Student • Registration

Registration

> Check to see when your *registration date* opens and if you have any registration *holds* that you need to resolve first.

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Browse Classes (View Only)
Looking for classes? In this section you can browse classes you find interesting.

View Past & Current Schedules
View your past schedules and your ungraded classes.

Browse Course Descriptions
Look up basic course information like subject, course and description.

Preparing for Registration

Student • **Registration** • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status | Update Student Term Data

Registration Status

Term: Fall 2020

This is when you can register

ⓘ Time tickets allow registration at this time. Please register within these times: 04/02/2020 07:00 AM - 12/10/2020 11:59 PM

Check your class standing and any holds

ⓘ Your class standing for registration purposes is Junior

✓ Your Student Status permits registration.

✓ Your academic status Good Standing permits registration.

✓ You have no holds which prevent registration.

Registration Overrides

View any current overrides received

ⓘ You have received a Permit Override for CRN 21937, ABUS156 (Problem Solving in the Business Environment), type: General Override

ⓘ You have received a Permit Override for CRN 22160, ARTE102 (Three-Dimensional Design-GTAH1), type: Closed Class Override

ⓘ You have received a Permit Override for CRN Not Applicable, MATH152 (Calculus II), type: General Override

Earned Hours

ⓘ You have Earned Hours for Level: Undergraduate, Institution Hours: 55.39, Transfer Hours: 20

ⓘ You have Earned Hours for Level: Graduate, Institution Hours: 6, Transfer Hours: 0

Primary Curriculum
Level: Undergraduate
Catalog Term: Fall 2020
Degree: Bachelor of Arts
Major: Psychology
Department: Social & Behavioral Sciences
Admit Term: Summer 2020
Admit Type: High School

Secondary Curriculum
Level: Undergraduate
Catalog Term: Fall 2020
Degree: Associate of Arts
Major: Liberal Arts, Social Science
Department: Social & Behavioral Sciences
Admit Term: Fall 2020

Secondary Curriculum
Level: Undergraduate
Catalog Term: Fall 2020
Degree: Professional Certificate
Major: Insurance
Department: Business
Admit Term: Fall 2020

COLORADO MESA
UNIVERSITY

Registering for Classes

Registration

What would you like to do?

Prepare for Registration
View registration status, update student term data, and complete pre-registration requirements.

Register for Classes
Search and register for your classes. You can also view and manage your schedule.

Select this option to register for classes

Browse Classes (View Only)
Looking for classes? In this section you can browse classes you find interesting.

View Past & Current Schedules
View your past schedules and your ungraded classes.

Browse Course Descriptions
Look up basic course information like subject, course and description.

Choose the term you want to register for

Select a Term

Terms Open for Registration

Fall 2020

Continue

COLORADO MESA
UNIVERSITY

Enter your search parameters such as SUBJECT and COURSE NUMBER...

Enter Your Search Criteria ⓘ

Term: Fall 2020

Subject	▶ Agricultural Science (AGRS)
Course Number	Accounting (ACCT)
Keyword	Addictions Counseling (ADAP)
Essential Learning Category	Anthropology (ANTH)
	Applied Business (ABUS)
Campus	Archaeology (ARKE)
Delivery Method	
Time of Day	

Search   Clear   ▶ Advanced Search

Enter Your Search Criteria ⓘ

Term: Fall 2020

Subject	✕ English (ENGL)
Course Number	111
Keyword	
Essential Learning Category	
Campus	
Delivery Method	
Time of Day	

Search   Clear   ▶ Advanced Search

Searching for Classes Option 2

Searching for Classes: Advanced Search

The *Advanced Search* option at the bottom of the screen will allow you to access different search features, such as part of term, instructor, meeting days, class start & end times, etc.

COLORADO MESA
UNIVERSITY

Viewing Course Details

Click on the title of the course to pop out *all the details*, including the course's description, dates, prerequisites, etc.

Click to start search over

Adding Courses via Find Classes

Adding Courses via Enter CRNs

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2020

CRN [23032] Topics: Work Readiness ABUS 196, 002Topics: Work Readiness ABUS 196, 002

CRN [   ]

+ Add Another CRN   **Add to Summary**

Enter CRN for a class to see it on a *tentative* schedule by day and time

This class is now "*pending*."

Schedule | Schedule Details

Class Schedule for Fall 2020

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5pm		✓Topics: Work Readiness					
6pm							
7pm							
8pm							
9pm							
10pm							

Panels ▾

Summary

CRN	Course	Title	Hours	Status	Action
23032	ABUS 196, 002	Topics: Work Readiness		Pending	**Web Registered** ▾

Total Hours | Registered: 5 | Billing: 5 | CEU: 0 | Min: 0 | Max: 18

Submit

COLORADO MESA
UNIVERSITY

Completing Registration

Registration Error Example

An error message will pop up if you attempt to add a class that is full or if the class has pre/co-requisites that have not been completed.

Viewing Course Schedule

When finished, you can view your schedule by day and time at the bottom of the page...

...or select the "Schedule Details" tab for a full detailed view (including online courses).

COLORADO MESA
UNIVERSITY

Completion & Questions

Congratulations! You have successfully registered for classes. If you have any questions please contact the following for assistance:

CMU IRIS
Phone: 970.248.1177
Email: iris@coloradomesa.edu
Location: Lowell Heiny Hall 1st Floor

WCCC IRIS
Phone: 970.255.2670
Email: WCCCStudentServices@coloradomesa.edu
Location: WCCC Campus Building B

Student Success & Engagement (SSE)
Phone: 970.248.1340
Email: studentsuccess@coloradomesa.edu
Location: Lowell Heiny Hall 1st Floor

Registrar's Office
Phone: 970.248.1555
Email: registrar@coloradomesa.edu
Location: Lowell Heiny Hall 4th Floor

COLORADO MESA
U N I V E R S I T Y