

tips & tools

SPRING 2025 REGISTRATION

topics

- Registration Dates
- Schedule Builder
- Holds
- Overrides
- Waitlists

registration dates

OCTOBER 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

October 21
Seniors (90+ credit hours) & graduate students

October 23
Juniors (60-89 credit hours)

October 25
Sophomores (30-59 credit hours)

October 29
Freshmen (0-29 credit hours)

November 4
Open registration (non-degree seeking, concurrent, and first-time students)

registration dates



- Registration dates are based on credit hours *completed*
- Academic Merit students may register one day early
 - Have a cumulative CMU GPA of 3.5 or higher
 - OR be on the Spring 2024 President's List
- Athletes and students receiving accommodations through EAS may have an earlier registration date
- Students can find their registration date in Schedule Builder (via Register for Class app in MAVzone)

new students

- All new students must complete a New Student Enrollment Form.
- First-time freshmen will have their schedule built by IRIS.
- Transfer students may register according to class standing.
- Non-traditional students may request to have their schedule built or meet with IRIS for one-on-one advising appointment.

schedule builder

Check out IRIS's [how-to article and video](#) on how to register using Schedule Builder!

- Pin classes
- Block time
- Sort
- Save a favorite
- Share a link

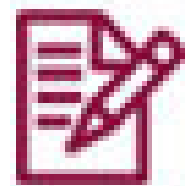
holds

- Where students can see them
- Where faculty advisors can see them
- Common holds and how to resolve them

where to view holds

Students

MAVzone > Register for
Classes > Schedule Builder



**REGISTER
FOR CLASSES**

Faculty Advisors

MAVzone > Advisor Portal



common holds

Check our [IRIS's website](#) for FAQs on common holds!

MI (IMMUNIZATIONS)

Submit proof of two MMR immunizations via [Immunization Upload eForm](#)

AV (NEW STUDENT)

New freshmen must have first semester schedule built via Schedule Building process

CO (COF)

Complete steps for [College Opportunity Fund](#) (apply + authorize) or resolve error with COF

BO (BALANCE DUE)

Must pay outstanding balance or enroll in semester payment plan

AC (SUSPENSION)


Students returning from suspension must complete Academic Success Plan with IRIS

EH/MH/ES (ESSL. LEARNING)

Must register for English/Math/ESSL 290 and 200 by submitting eForm



overrides

- Types
 - How students request them
 - How faculty submit them
 - Next steps for students
- 

types of overrides

Closed

To allow student into a full course

General

To allow student to bypass prereqs or class standing/
major requirement

Coreq

To allow student to take one course in a corequisite pairing

Instructor

To allow student to take course with Instructor
Permission requirement

students: how to request

- Fill out the Special Override Email Request Form
- Form is then routed to the instructor for approval/denial
- If approved, the student must add the class!

faculty: how to enter

Find step by step instructions on the Faculty Resource page on the Registrar's Website.

1. MAVzone
2. My Account
3. Faculty section
4. Registration override
5. Enter student and override information

waitlists without labs

- Waitlists for classes without labs are processed automatically
- Student will receive an email to their CMU Outlook email with deadline
- Student must add the class in MAVzone (class is not automatically added)
- Deadlines:
 - 2 weeks or more = 72 hours
 - 1 week = 48 hours
 - First week of class = 24 hours
- Waitlist is turned off at the end of the first week

waitlists with labs

- Both the lecture and the lab must be waitlisted
- Processed manually by Registrar's Office
- Student must follow instructions in email to CMU Outlook email
- Waitlist is turned off week before classes start

contacts

IRIS and the Registrar's Office
are here to help!

IRIS

Student registration support
Major exploration
Course selection
Navigating Schedule Builder
Resolving holds
Financial counseling
Compass Program
...and more!

REGISTRAR

Faculty support (overrides, grades, etc.)
Course substitutions
Enrollment and suspension appeals
Graduation requirements
Transfer evaluations