

## REGISTRATION INSTRUCTIONS

### For students to view courses on MyUM and On-line Registration

- Log on to MyUM. Your username is your student ID number. You should have been issued a password. Please contact the Registrar at 251-442-2234 if you do not have a password to log on to MyUM.
- On the menu on the left, click “Home-Student.”
- Scroll down to the bottom of the page. The student can see if there are any holds; for example, down payment, clearance by adviser for registration and if the “registration agreement” has not been completed. You will need to clear any holds that you have by contacting the Business Office (251.442.2214) or the Registrar (251.442.2234) depending on what the “hold” is for before you can register.
- Scroll up to the “Registration” portlet.
- It should prompt the student to “Complete the Registration Agreement.” Check “Accept” box and submit. Check the term default. (May need to complete the agreement 2X.)
- Under “Course Search,” change the term if needed (Ex. Sp 2018) and search to pull up all courses in ABC order.
- If you only want courses in a particular area, enter the course prefix in the blank box to the right of “Course Code” and search. (No other fields need to be entered.) For example, NU will pull up all sections of Nursing.
- Once registration begins, please refer to course search for open/closed sections. “Seats open” refers to how many seats are still available. The number to the right is the max number for that section.
- Check the “add” box to the left of the course/section and scroll down to “Add Courses.” The screen will show that the course and credit hours have been added. If not added, there will be an error message in red as to why.
- Continue to add other courses.