Guide to MCWconnect Student Self-Service

https://sis.mcw.edu

MCWconnect is an integrated system designed for students to update contact information, securely register for classes, view grades, and view financial aid and tuition.

Logging In

Log in with your **netID** (User Name) and **password**. If you did not receive your **netID**, please contact MCWConnect_support@mcw.edu for assistance. If you forgot your password or need a password reset, click on "**Forgot your password?**" Or "**Reset your password?**" at the bottom of the login page. MCWconnect has a 30 minute automatic logout when inactive.

MCWconnect Self Service for Students
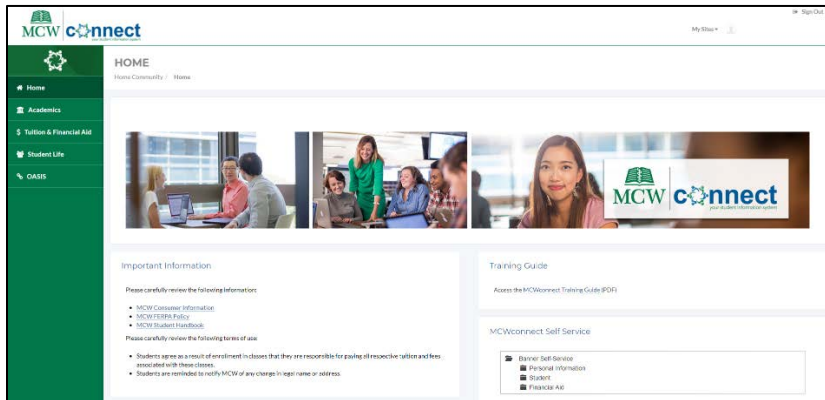
Navigate to MCWconnect Self-Service where, under the Banner Self-Service menu, you have four options: **Personal Information**, **Student**, **Financial Aid** and **Tuition**.

Personal Information (Available in April)

From the main MCWconnect Self Service menu, you may select Personal Information which will present you with four options: **Important Questions to Answer, Update Addresses and Phones, Update E-mail Addresses** and **View Emergency Contacts**.
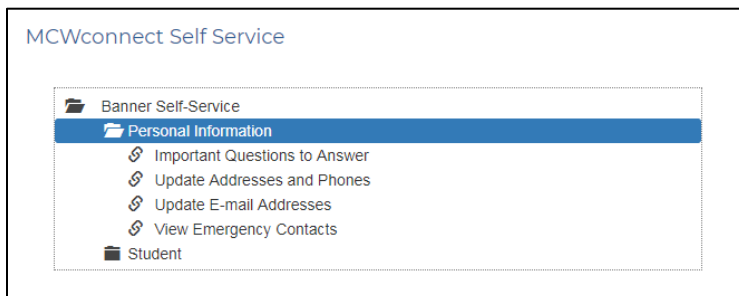
Important Questions to Answer
Information about FERPA, advising, graduation, Title IV and more can be found here at various times throughout the academic year.

Update Addresses and Phones, E-mail Address, and Emergency Contacts
Click **Update Addresses and Phones**, **Update E-mail Addresses** or **View Emergency Contacts** to view/update your personal information.

Student

From the main MCWconnect Self Service menu, you may select Student which will present you with three options: **Registration**, **Student Records**, and **Student Profile**.

Registration

The Registration page provides options to: view the **Course Catalog**, view the **Schedule of Classes**, create **Academic Plans** to prepare for registration, and **Register** for classes.

Course Catalog

Click **Course Catalog,** select the appropriate term and click continue. You may search by subject, course number, or a specific keyword. For more search options, click **Advanced Search.** Some useful search options are:

- Attribute, e.g. Acting Internship, Elective
- Level
    - Graduate School
    - Medical School
    - School of Pharmacy
    - Professional Programs, e.g. MSA Program
- Department
- Title
- Course Number Range

Schedule of Classes

Click **Schedule of Classes** to select a term or enter a date range and click **continue**. You may search by subject, course number, and a specific keyword. For more search options, click **Advanced Search.** Some useful search options are:

- Attribute, e.g. Acting Internship, Elective
- Level
    - Graduate School
    - Medical School
    - School of Pharmacy
    - Professional Programs, e.g. MSA Program
- Department
- Title
- Course Number Range

Note: Each class in the **Schedule of Classes** is assigned a **Course Reference Number** (CRN) which is utilized in the registration process.

Academic Planner

The Academic Planner enables you to plan your schedule *before* registration. This does not guarantee enrollment! When registration occurs, you may submit the classes in your plan all at once. You may create up to 99 different academic plans for a term. Select **Academic Planner** from the **Registration** main page, select a term and click **Continue**. Click **Create a New Plan** to begin your planning. After you enter search criteria to find a class, select **View Sections** and hover over the **Meeting Times** to view start/end dates and times. Click **Add** to add the class section to your planner, where it will remain in pending status until you select the plan at registration.

Note: Students who must register by block (e.g. first and second year Medical students in Central Wisconsin, Green Bay and Milwaukee, and third year medical students in Milwaukee) may use the planner only for electives, if applicable in the curriculum.

If you wish to add another class, select **Search Again** and filter by your desired options. When finished, save your planner by selecting **Save Plan** in the bottom right corner. You will be prompted to name your plan. To view your plan, click **Select A Plan** in the top left corner, or click **Academic Planner** from the **Registration** main page.

At any time, you may refer to and edit your planner. The planner will be useful during advising sessions.

Registration

To register for classes, on the **Registration** home page, click **Registration**. Select a term and click **continue**. You may add classes to your schedule by searching for classes on the **Find Classes** tab, entering **Course Reference Numbers** from **the Schedule of Classes**, selecting a **Plan** created by you, or selecting a block if applicable.

- **All graduate students and medical students in the final year of study** may register by using the **Find Classes** tab, the **Enter CRNs** tab and/or the **Plans** tab.

  To register from the Plans tab, click Add All to add all of the classes in your preferred plan to registration, or click Add to add individual classes to registration.

- **Students in the MSA program or the School of Pharmacy** will be administratively registered by program and school personnel.

- **First and second year medical students** will see one block option specific to their class year, and **must** register for that option**.**

- **Third year medical students** in Milwaukee will see multiple block options and **must** select one. To view the block options, click the **Blocks** tab. You cannot add or drop classes within a block; however, you may swap one block for another block. When registration for an M3 block is complete, M3 students will have the option to select elective classes, if applicable, for the chosen track. To register for an elective class, use the **Find Classes**, **Enter CRNs**, or **Plans** tabs. Refer to *Schedule of Classes* and *Academic Planner*.

  Note: when you select a block for fall term, you are committing to that same block for spring term, but will not register for the spring term until October.

For those students who must register for a block, click the Block tab, select the appropriate block, and click **Submit**.

Example of Milwaukee 1 Block:

Example of Milwaukee 3 Blocks:

All students: be certain to check the registration status of each class after you click Submit to ensure all classes have a status of "Registered".

You may drop non-block courses by selecting Drop-Self Service from the Action menu. If you wish to drop a course and add another in its place, it is recommended you check the Conditional Add/Drop checkbox. This will allow you to drop a course on the condition the new course you wish to add is still available and does not present you with errors.

The most common error messages pertain to:

Course equivalents – a student is prohibited from registering for more than one course of a certain type (e.g. an M4 student in the medical school may register for one 4500 level course, one 4600 level course and one 4900 level course).

Mutually exclusive courses – a student is prohibited from registering for more than one course that is identical to another course (e.g. BIOC 02203 and INTE D1105 are the same course - one is offered by the Graduate School while the other is offered by the Medical School).

Prerequisites – a student is prohibited from registering for a course for which he/she has not met all prerequisites.

Repeat limits – a student is prohibited from registering for a course that is coded as not repeatable.

Contact your program or school for assistance if you receive an error message and need permission to register for a course.

Contact the Office of the Registrar for assistance if you receive an error message and you have not met the criteria for the error message, e.g. you are not attempting to register for the same course twice.
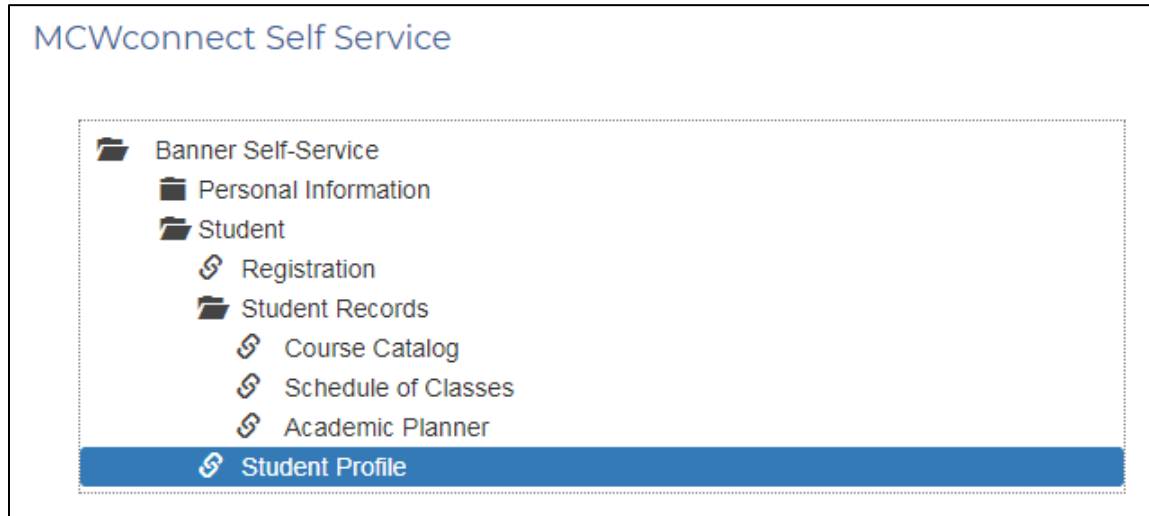
Student Records

From the main MCWconnect Self Service menu, you may select Student Records as another means to view the **Course Catalog**, the **Schedule of Classes** and your **Academic Planner**, without going to the Registration page.
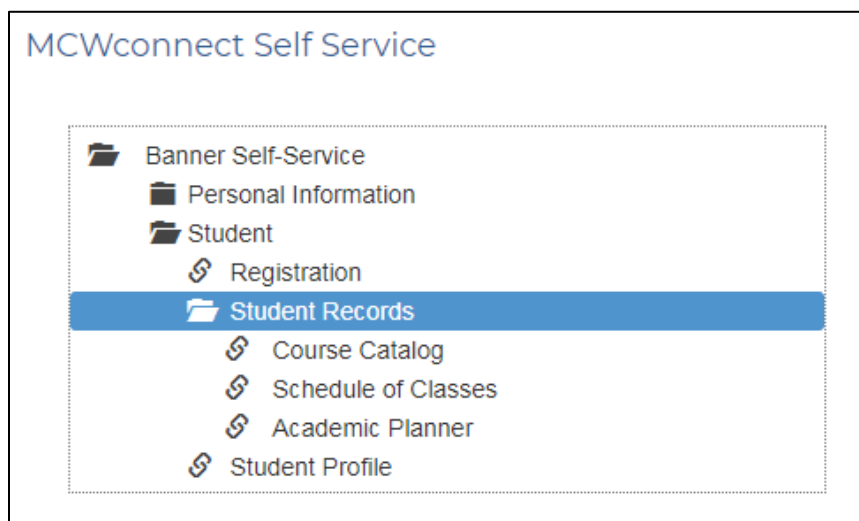
Student Profile (Available in April)

From the main MCWconnect Self Service menu, you may select Student Profile.

The Student Profile offers:

- Academic transcript – unofficial (Note: Courses graded after January 2018 and all in progress courses will appear with grades of IP. All IP grades will be converted to final grades in fall 2018 in MCWconnect. In the meantime, all final grades are stored in legacy systems and are used for official transcripts.)
- Advisor name
- Application for graduation (effective fall 2018 and thereafter)
- Classification (e.g. GR, M1, P2)
- Class schedule (Note: Medical students must use OASIS for day to day class schedule)
- Credit hours earned
- GPA (Graduate and MSA students only)
- Grades (Note: Medical students must use OASIS to view written assessments)
- USMLE scores (Medical students only)

Getting Help with MCWconnect

Topic	Phone Number	Email
Advising	Call or visit your program or school office	
Financial Aid	(414) 955-8208	finaid@mcw.edu
Registration, General MCWconnect Data Issues (Office of the Registrar)	(414) 955-8733	acadreg@mcw.edu
Tuition and Billing (Office of Student Accounts)	414-955-8172	mcwtuition@mcw.edu
Username/password issues (Information Services)	(414) 955-4357	MCWConnect_support@mcw.edu