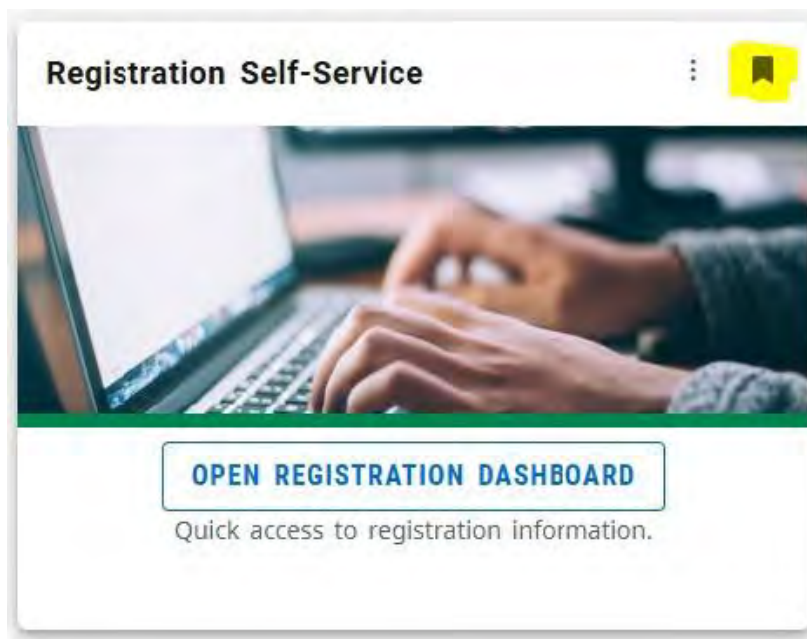


## How to Register for Courses

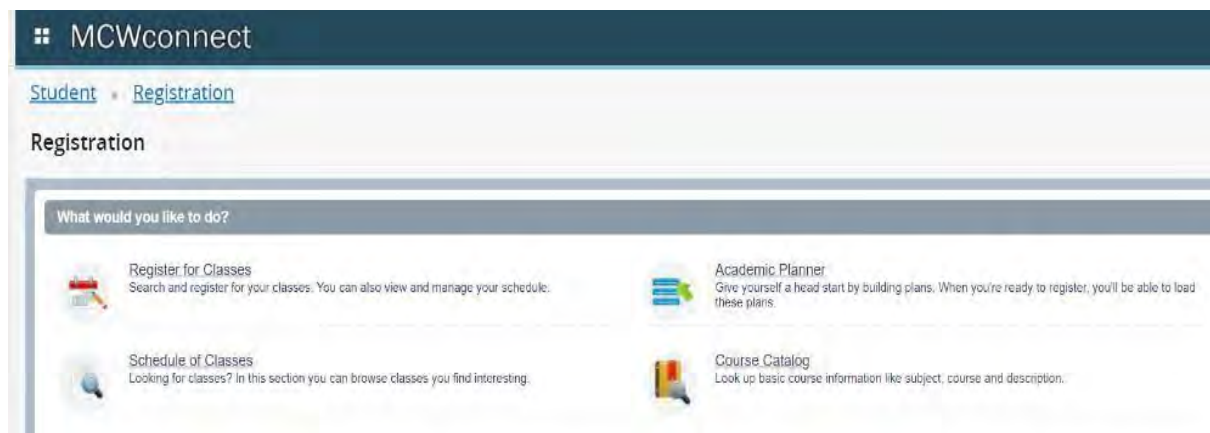
Please review this guide in its entirety. If you have any additional questions regarding the registration process, contact the Office of the Registrar at [acadreg@mcw.edu](mailto:acadreg@mcw.edu).

**Step 1:** Log into MCWconnect: <https://sis.mcw.edu> using Chrome or Firefox, preferably not Internet Explorer. If you forgot your password, click “Forgot password?” and follow the instructions. Email [mcwconnect\\_support@mcw.edu](mailto:mcwconnect_support@mcw.edu) for assistance.

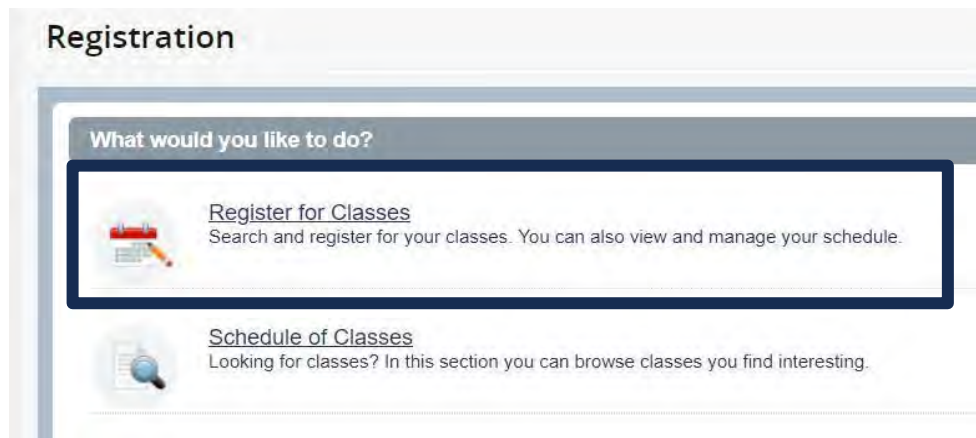
**Step 2:** Go to the "Registration Self-Service" card & select "Open Registration Dashboard"



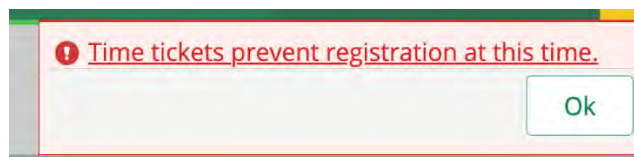
After clicking on “Open Registration Dashboard,” the following screen will appear:



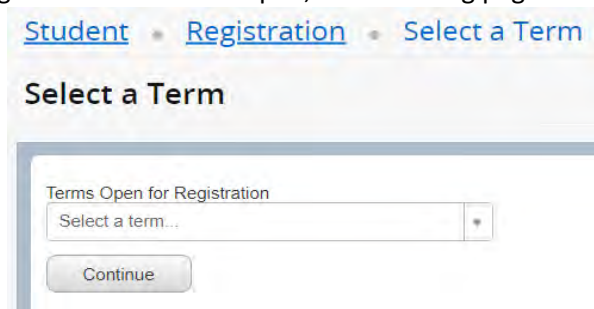
**Step 3:** Click on the “Register for Classes” option when registration opens, or browse the "Schedule of Classes" to see what's available before registration opens, or use the "Academic Planner" to create a registration plan to use on registration day.

A screenshot of a web page titled "Registration". Below the title is a section "What would you like to do?". It contains two options: "Register for Classes" with a calendar icon and the description "Search and register for your classes. You can also view and manage your schedule." and "Schedule of Classes" with a magnifying glass icon and the description "Looking for classes? In this section you can browse classes you find interesting." The "Register for Classes" option is highlighted with a dark blue border.

*Note: if you attempt to register before registration opens for the next term, you will receive an error as seen below that reads “Time tickets prevent registration at this time”. You must wait for the specific date and time that registration opens. **You may browse the "Schedule of Classes" in the meantime.***

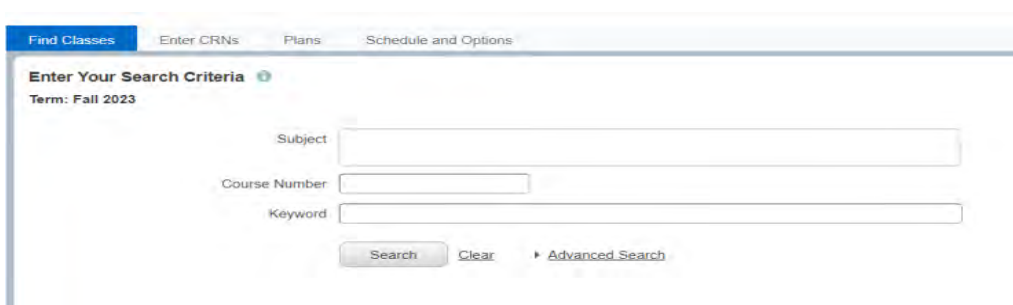
A screenshot of an error message box. It has a red border and a red exclamation mark icon. The text inside says "Time tickets prevent registration at this time." There is an "Ok" button in the bottom right corner.

If the registration window is open, the following page will appear after clicking on “Register for Classes”:

A screenshot of a web page titled "Select a Term". At the top, there are links: "Student", "Registration", and "Select a Term". Below the title is a section "Terms Open for Registration" with a dropdown menu showing "Select a term...". There is a "Continue" button below the dropdown.

Select the term in which you want to register and click “Continue.” This page will appear. You can click on “Plans” to register from pre-made Academic Plans (see pages 6-7), or search by course number, subject, or keyword.

- **When searching for specific degree requirements, enter the following in the "Course Number" field:**
  - **Core Acting Internships (352xx):** Enter 352%
  - **Acting Internships (362xx):** Enter 362%
  - **Integrated Science Selective (342xx):** Enter 342%
  - **Electives (47xxx):** Enter 47%

A screenshot of a web page titled "Find Classes". It has tabs: "Find Classes", "Enter CRNs", "Plans", and "Schedule and Options". Below the tabs is a section "Enter Your Search Criteria" with a dropdown menu showing "Term: Fall 2023". There are three input fields: "Subject", "Course Number", and "Keyword". Below the input fields are buttons: "Search", "Clear", and "Advanced Search".

**Step 4:** You may choose to search using a broad search option or you may select the “Advanced Search” option, such as looking for a course that fits a certain block. In the search box for “Part of Term” you may enter Med [Month] for a course that starts in that month. *For example, enter Med October for a course that starts in October.* In the "Campus" field, enter your campus or "online" as seen below.

**Campus Note:** *Milwaukee students are not permitted to complete elective courses on the Green Bay campus. However, electives may be taken at the Central Wisconsin campus with prior approval. For additional information, please contact the Office of the Registrar at [acadreg@mcw.edu](mailto:acadreg@mcw.edu).*

The Search Results page will appear:

**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 4 Classes**  
Term: Fall 2023 Subject: Academic Enrichment Search Again

Title	Subject Descr	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Medical Spanish Inter Classroom	Academic	10005	JP1	0	15792	Fall	Levas, Michael (P) Fraser, Tiffany	S M T W T F S 00:01 AM - 11:59 PM	MC	<b>FULL</b>	Elective - Academic Enrichment		Add
Medical Spanish Inter Classroom	Academic	D005	100	0	12246	Fall	Levas, Michael (P) Fraser, Tiffany	S M T W T F S 00:01 AM - 11:59 PM	MC	14 of 20 sea	Elective - Academic Enrichment		Add
Fostering Cultural Understanding By Arrangement	Academic	D018	090	0	14238	Fall	Kaljo, Kristina (Pri	S M T W T F S 00:01 AM - 11:59 PM	MC	15 of 15 sea	Elective - Academic Enrichment		
Essen of Biomed Inter Distance	Academic	D022	060	0	14912	Fall	Figuerola Castro, Arnold Kathleen	S M T W T F S 00:01 AM - 11:59 PM	MC	20 of 20 sea	Elective - Academic Enrichment		

Page 1 of 1 | 10 Per Page | Records: 4

Review the details of the course section that you are interested in.

**Step 5:** To review more of the course section information, click on the title of the course on the left side of the results, and the following window will appear.

**Class Details**

**Bookstore Links**

**Course Description**

**Syllabus**

**Attributes**

**Restrictions**

**Instructor/Meeting Times**

**Enrollment/Waitlist**

**Corequisites**

**Prerequisites**

**Mutual Exclusion**

**Cross Listed Courses**

**Linked Sections**

**Fees**

**Catalog**

**Associated Term:** Fall 2023  
**CRN:** 12246  
**Campus:** MCW-Milwaukee  
**Schedule Type:** Classroom  
**Section Number:** 100  
**Subject:** Academic Enrichment  
**Course Number:** D005  
**Title:** Medical Spanish Intermediate  
**Credit Hours:**  
**Grade Mode:** No Section specified grade mode, please see Catalog link below for more information.

Close

Review the “Instructor/Meeting Times” and “Course Description” to ensure you are still interested in registering for the course. Contact the Course Coordinator and/or Course Director if you have specific questions about the course.

**Step 6:** When you are ready to register, click on “Close” as seen above and this page will appear:

**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 4 Classes**  
Term: Fall 2023 Subject: Academic Enrichment Search Again

Title	Subject Descr	Course #	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Medical Spanish Inter Classroom	Academic	10005	JP1	0	15792	Fall	Levas, Michael (P) Fraser, Tiffany	S M T W T F S 00:01 AM - 11:59 PM	MC	<b>FULL</b>	Elective - Academic Enrichment		Add
Medical Spanish Inter Classroom	Academic	D005	100	0	12246	Fall	Levas, Michael (P) Fraser, Tiffany	S M T W T F S 00:01 AM - 11:59 PM	MC	14 of 20 sea	Elective - Academic Enrichment		Add
Fostering Cultural Understanding By Arrangement	Academic	D018	090	0	14238	Fall	Kaljo, Kristina (Pri	S M T W T F S 00:01 AM - 11:59 PM	MC	15 of 15 sea	Elective - Academic Enrichment		
Essen of Biomed Inter Distance	Academic	D022	060	0	14912	Fall	Figuerola Castro, Arnold Kathleen	S M T W T F S 00:01 AM - 11:59 PM	MC	20 of 20 sea	Elective - Academic Enrichment		

Page 1 of 1 | 10 Per Page | Records: 4

Before registering, ensure there are available spots. Review the “Status” column; if the course says “FULL 0”, you are unable to register for that course. If the course has spots available, it will appear similar to this example:

14 of 20 seats remain.

On the right side, click on “Add” for the class section you want to add to your registration.

This page will appear:

The screenshot shows the 'Register for Classes' interface. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a search bar with 'Find Classes' and 'Enter CRNs' tabs. The search results show 4 classes for the Fall 2023 term, all under the subject 'Academic Enrichment'. The results table includes columns for Course, Section, Hours, CRN, Term, Instructor, Meeting Times, Campus, Status, Attribute, Linked Sections, and Add. The first two rows show 'FULL 0 of 1 seats remain' and '14 of 20 seats remain' respectively. The third row shows '15 of 15 seats remain'. Below the search results is a 'Class Schedule for Fall 2023' section with a calendar view. To the right of the calendar is a 'Summary' section for the selected class, 'Medical Spanish Inter', showing details like CRN 12246, Classroom, and Pending status. At the bottom right, there is a 'Submit' button.

Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
10005	JP1	0	15792	Fall	Levas, Michael (P... Frazer, Tiffany	SIM T W T F S 00:01 AM - 11:59 PM	MC...	FULL 0 of 1 seats remain	Elective - Academic Enrichment		Add
D005	100	0	12246	Fall	Levas, Michael (P... Frazer, Tiffany	SIM T W T F S 00:01 AM - 11:59 PM	MC...	14 of 20 seats remain	Elective - Academic Enrichment		Add
D018	090	0	14238	Fall	Kallo, Kristina (Pri	SIM T W T F S 00:01 AM - 11:59 PM	MC...	15 of 15 seats remain	Elective - Academic Enrichment		Add

**Step 7:** In the bottom right corner, you need to click on “Submit.”

This is a close-up screenshot of the bottom right corner of the registration interface. It shows the 'Summary' section for the 'Medical Spanish Inter' class. The status is 'Pending'. At the bottom right, there is a 'Submit' button, which is highlighted with a blue box. Below the button, there is a checkbox for 'Conditional Add and Drop'.



Once you click on “Submit,” the “Status” column will update from “Pending” to “Registered” in the “Summary” section. This means you have successfully registered for the course section.

MCWconnect

Student, MCW 1

Student • Registration • Select a Term • Register for Classes

Save Successful

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Search Results — 4 Classes  
Term: Fall 2023 Subject: Academic Enrichment

Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
10005	JP1	0	15792	Fall	Levas, Michael (P. Frizer, Tiffany)	S, W 1 W 1 F 1 S 00:01 AM - 11:59 PM	MC	FULL 0 of 1 seats remain	Elective - Academic Enrichment		Add
D005	100	0	12246	Fall	Levas, Michael (P. Frizer, Tiffany)	S, M 1 W 1 F 1 S 00:01 AM - 11:59 PM	MC	14 of 20 seats remain	Elective - Academic Enrichment		Add
D018	080	0	14238	Fall	Kaljo, Kristina (Ph)	S, M 1 W 1 F 1 S 00:01 AM - 11:59 PM	MC	15 of 15 seats remain	Elective - Academic Enrichment		Add

Schedule Details

Class Schedule for Fall 2023

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Medical Spanish Inter	ACEN D005	0	12246	Classroom	Registered	None

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 999 999 999

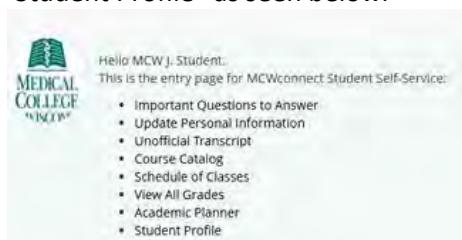
Conditional Add and Drop Submit

**Please note:** You may see errors such as “time conflict” or “closed section.” To resolve a time conflict, you need to drop the conflicting course. For a closed section, wait until an available spot opens.

❗ RADI D4201 CRN 10758: Time conflict with CRN 16536

❗ RADI D4201 CRN 10758: Closed Section

**Step 8:** To view the added course(s) in your schedule, select “Schedule Details” as seen above. You can also use the “Student Self-Service” card by selecting “Open Student Dashboard” and clicking on “Student Profile” as seen below.



This page will appear and provide an overview of your registered courses:

Student • Student Profile

Student Profile - MCW J. Student (A00017328) CONFIDENTIAL

Personal Information: Email, Phone, Date of Birth, Emergency Contact, Emergency Phone

General Information: Medical, Level, Program, Campus, Major, Department, Concentration, Admit Type, Admit Term, Ending Term

Graduation Information: Graduation Information, Graduation Application, Advisors, Primary / Clinical Advisor

CURRICULUM HOURS & GPA: Degree, Level, Program, Campus, Major, Department, Concentration, Admit Type, Admit Term, Ending Term

REGISTERED COURSES

Course Title	Details	CRN	Hours	Registration Status	Instructor
Medical Spanish Intermediate	ACEN D005	12246	0	Registered - Self Service	Michael, Stephanie, L...

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: 0 | Max Hours: 999 999 999

Please note that in order to **make registration changes after the add/drop deadlines**, you must:

Add/Drop Deadline	Course Begins This Month
May 15	June
May 15	July
June 15	August
July 15	September
August 15	October
September 15	November
November 15	January
December 15	February
January 15	March
February 15	April
March 15	May

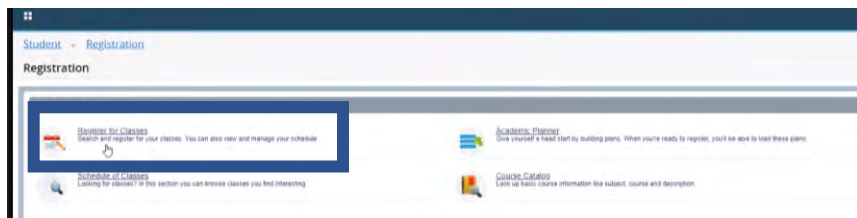
- Visit the Office of the Registrar’s webpage: [www.mcw.edu/registrar](http://www.mcw.edu/registrar)
- Scroll down to "Registrar Resources for Students, Alumni, Faculty, and Staff"
- Click on “Learn More” in the "Students" section
- The “Records, Requests, and Forms” section includes “Current Student Forms”
- Select “Add/Drop Exception”
  - Complete Section 1 of the form
  - Send the form to the instructor(s) of the course you're adding for approval in Section 2
  - If approved, send to the Associate Dean for Student Affairs for approval in Section 3

# Registering with an Academic Plan:

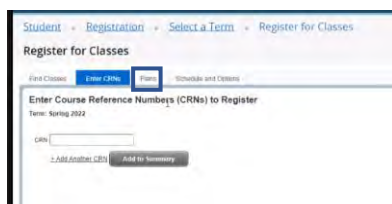
Once you have created your plan(s), log into MCWconnect on the day of registration, use Registration Self-Service >Open Registration Dashboard> This screen will appear.



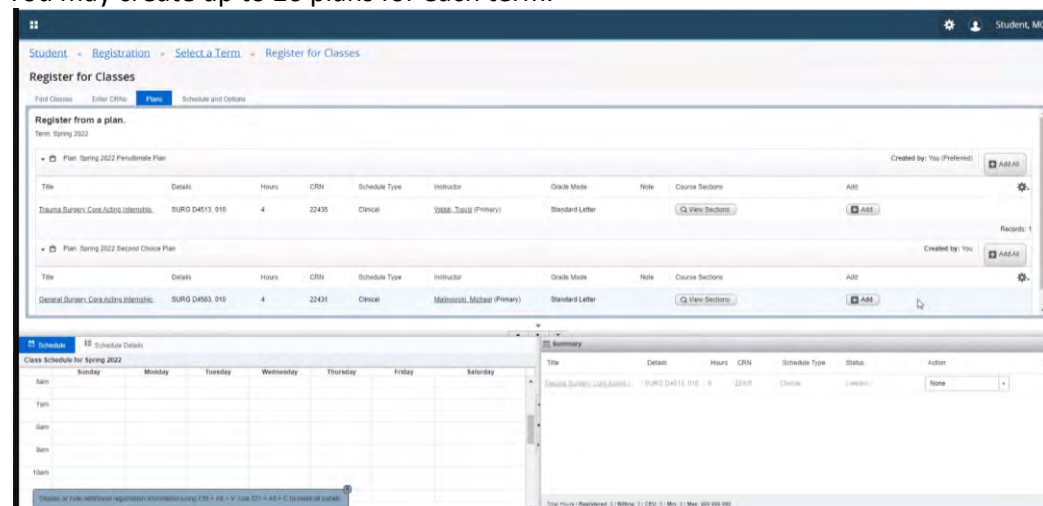
Click on Register for Classes.



This image will appear and click on Plans.



Once you click on Plans, the plans that you have created will appear. You may create up to 20 plans for each term.



When your plans appear, you can either add the courses from your plan individually by clicking Add



OR you can click ADD ALL and that will add all the courses under that plan.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs: 'Find Classes', 'Enter CRNs', 'Plan', and 'Schedule and Options'. The 'Plan' tab is selected. Below the tabs, there is a section titled 'Register from a plan.' with a dropdown menu showing 'Plan: Spring 2022 Pseudocode Plan'. To the right of this dropdown is a button labeled 'ADD ALL'. Below the dropdown, there is a table with columns: Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, Note, Course Sections, and Add. The table contains one row for 'Trauma Surveys: Core Action: Intermediate' with CRN 22428. To the right of the table, there is a button labeled 'ADD'.

Click on Submit once you have added all the courses for the term to your schedule.

The screenshot shows the 'Register for Classes' interface. At the top, there are tabs: 'Find Classes', 'Enter CRNs', 'Plan', and 'Schedule and Options'. The 'Plan' tab is selected. Below the tabs, there is a section titled 'Register from a plan.' with a dropdown menu showing 'Plan: Spring 2022 Pseudocode Plan'. To the right of this dropdown is a button labeled 'ADD ALL'. Below the dropdown, there is a table with columns: Title, Details, Hours, CRN, Schedule Type, Instructor, Grade Mode, Note, Course Sections, and Add. The table contains one row for 'Trauma Surveys: Core Action: Intermediate' with CRN 22428. To the right of the table, there is a button labeled 'ADD'. Below the table, there is a section titled 'Summary' with a table showing the status of the courses. The table has columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The table contains two rows: 'General Surveys: Core Action: Intermediate' with CRN 22431 and status 'PENDING', and 'Trauma Surveys: Core Action: Intermediate' with CRN 22428 and status 'APPROVED'. To the right of the table, there is a button labeled 'Submit'.

Once you press submit, the courses that are available will register automatically to your schedule. The courses that are not available, will not appear on your schedule.

For the courses that were not available, go to your next academic plan and add the courses individually for the blocks that were not successful in your original academic plan.