MEDICAL COLLEGE OF WISCONSIN

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How to Register for Courses

Please review this guide in its entirety before registering.

For questions about the registration process, contact the Office of the Registrar at acadreg@mcw.edu.

For curriculum-related, advising, or course planning questions, contact MCWfusionCurriculum@mcw.edu.

Quick Reference: Find What You Need

Course Number Search: Page 3

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Step 1: Log Into MCWconnect

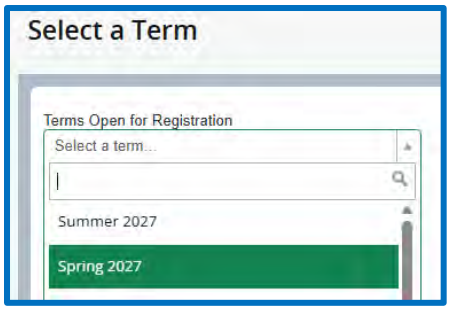
Go to MCWconnect using Chrome or Firefox. For technical help, email mcwconnect_support@mcw.edu.

Step 2: Open the Registration Dashboard

On the MCWconnect homepage, locate the **Registration Self-Service** card and select **Open Registration Dashboard**.

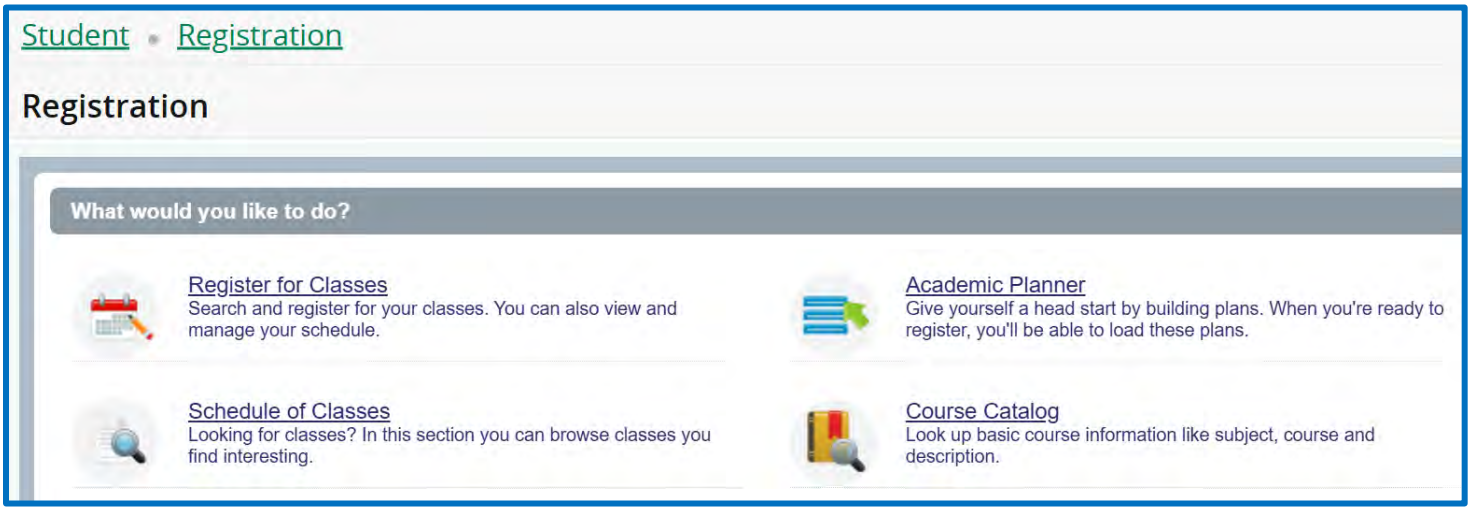
Step 3: Select a Registration Option

Select the appropriate registration term under **Terms Open for Registration**. *Medical students register only for fall and spring terms. Courses that occur during the summer months are registered under the fall term.*



From the Registration Dashboard, choose one of the following options:

- **Register for Classes:** Search for and register for courses when registration opens.
- **Schedule of Classes:** Browse available courses before registration opens.
- **Academic Planner:** Create registration plans to use on registration day.

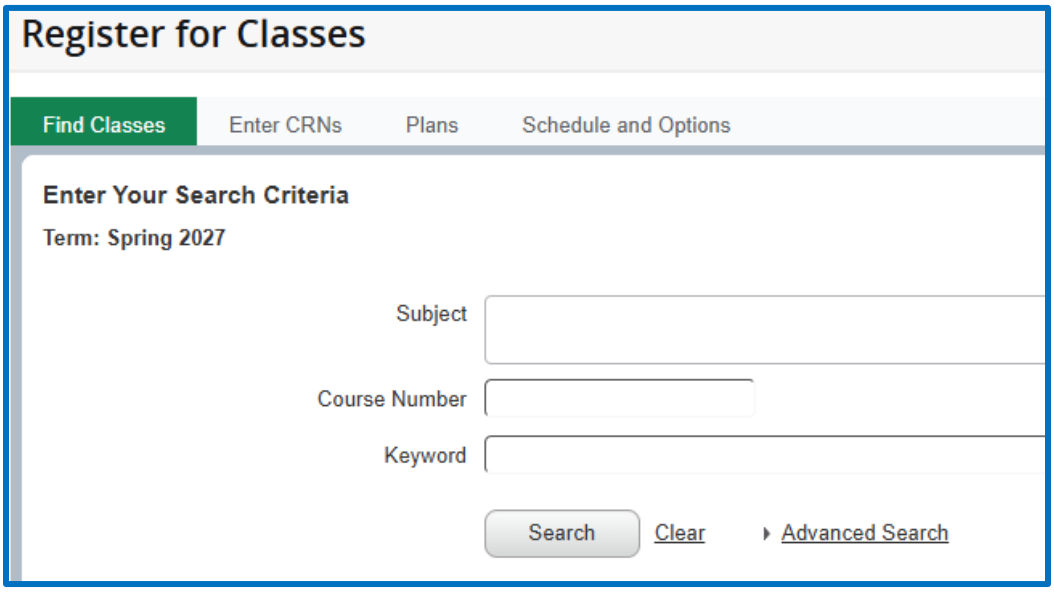


Note: If you attempt to register for classes before registration opens, you will receive a "Time tickets prevent registration at this time" error. You must wait until your designated registration date and time to register. In the meantime, you can browse the Schedule of Classes or create plans in the Academic Planner to prepare for registration.

Register for Classes

When registration opens, select **Register for Classes**. Choose the appropriate term and click **Continue**.

On the next screen, you can select **Plans** to register with a previously created **Academic Plan (see Registering *with an Academic Plan* section on pages 8-9)**, or search for courses by course number, subject, or keyword.



To search for specific course requirements outlined in Degree Audit, enter the following search pattern in the **Course Number** field:

- **Core Acting Internships (352xx):** Enter 352%
- **Acting Internships (362xx):** Enter 362%
- **Integrated Science Selectives (342xx):** Enter 342%
- **Electives (47xxx):** Enter 47%
    - **Away Electives:** 47201, 47202, 47203, 47204
    - **Research Electives:** 47101, 47102, 47103, 47104
    - **Online Electives:** 4727%
- **Preparing for Residency:** Enter 322%
- **Scholarly Project:** Enter 32100
- **Individual Professional Development 2:** Enter 47100
- **Individual Professional Development 3:** Enter 47300

Step 4: Use Advanced Search to Narrow Results

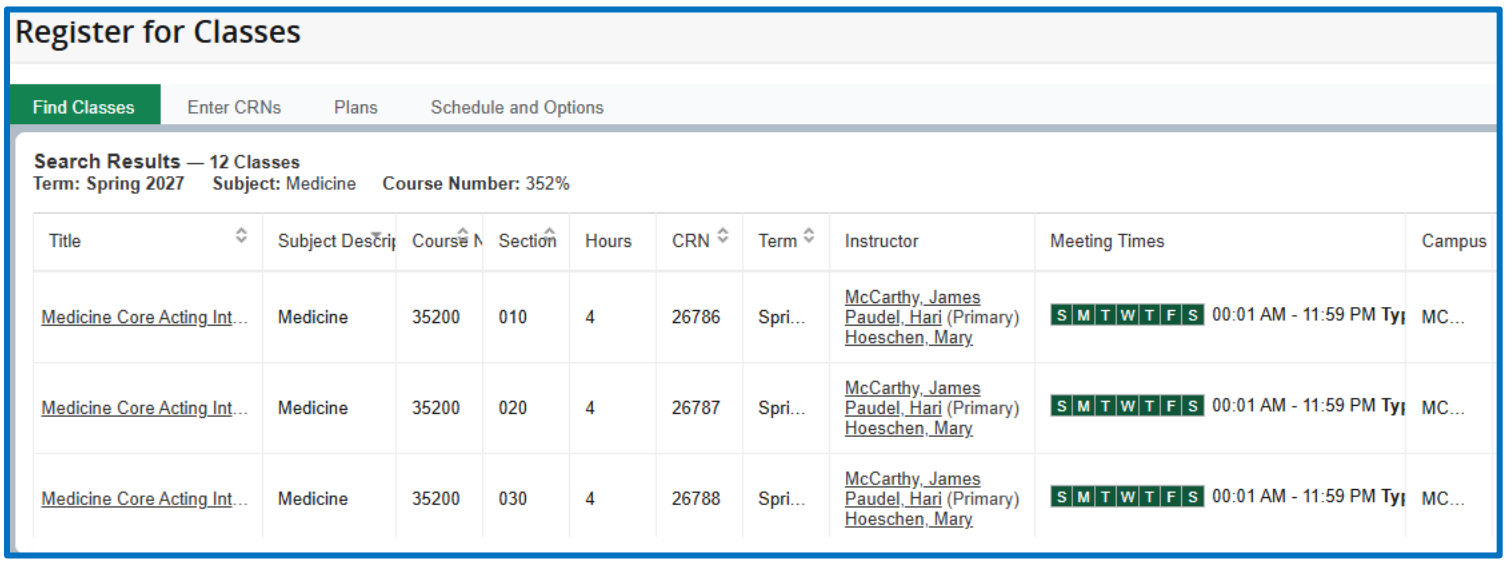
You can use the **Advanced Search** to narrow your results by specific criteria, such as the month the course starts in, the campus, or other options.

- **Part of Term:** Enter Med [Month] to find courses beginning in a specific month. For example, enter Med October for courses starting in October.
- **Campus:** Select your campus or **online**, as applicable.
    - **Campus restrictions:** Milwaukee students cannot complete elective courses on the Green Bay campus. Electives at the Central Wisconsin campus require prior approval.

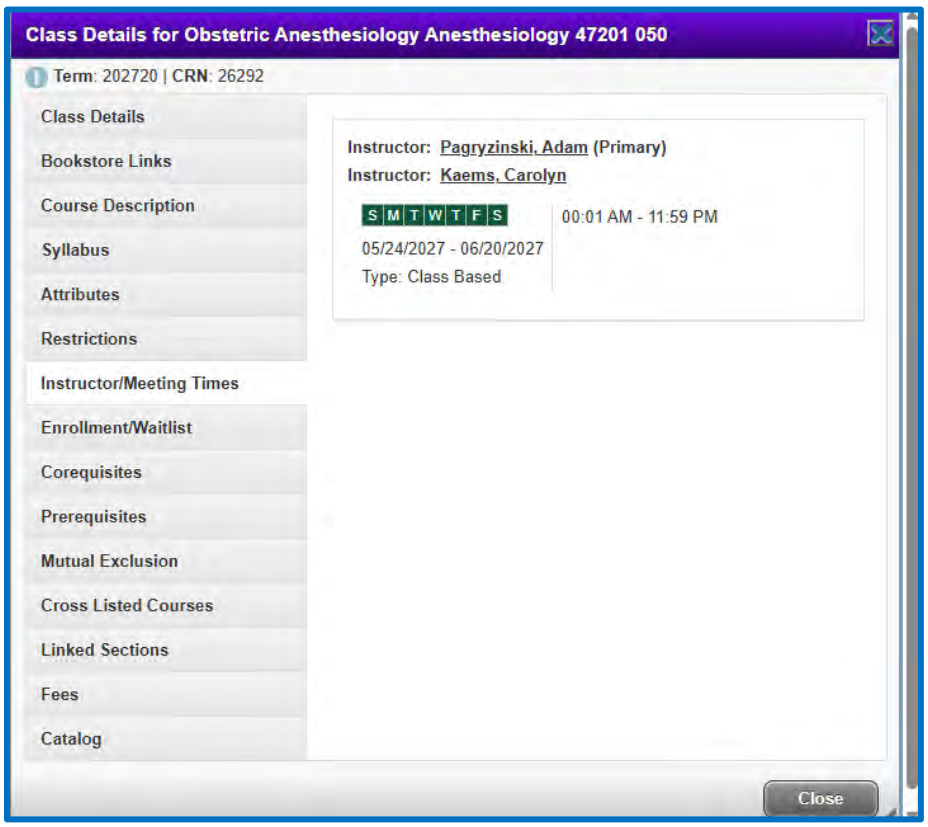
Step 5: Review Course Details

Review the **search results** and identify the course section you are interested in.

Click the **course title** on the left side of the search results to view additional information.

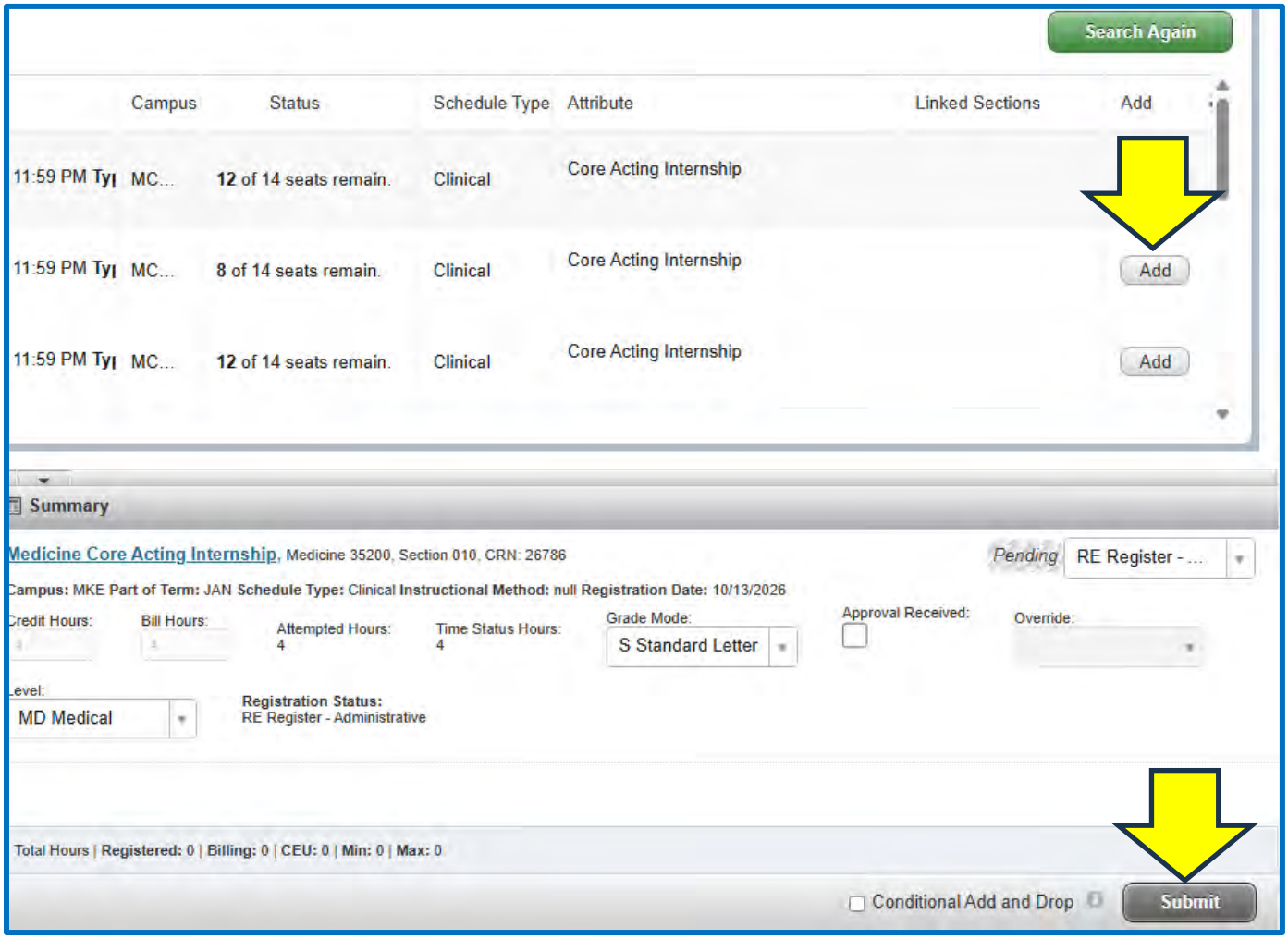


Review the **instructors, meeting Times, course description, restrictions, prerequisites** and other class details to confirm the course meets your needs. Contact the instructor(s) with any course-specific questions.



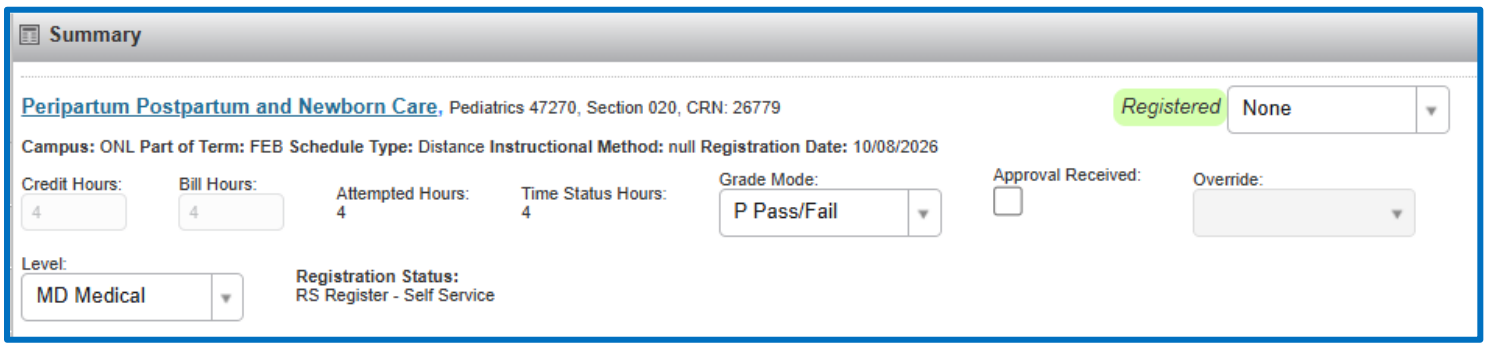
Step 6: Select a Course Section
Before registering, check the **Status** column to confirm that the course has available seats.

- If the status displays **FULL 0 Seats Remain**, the course is full and you cannot register for that section.
- If seats are available, select **Add** on the right side of the screen for your preferred course section.
    - The course will be added to your **pending registration** list. **You must click Submit to complete registration.**



Step 7: Submit Your Registration
After adding your desired course sections, click **Submit** in the bottom-right corner to complete registration.

Once submitted, the **Status** column should update from **Pending** to **Registered** for successfully registered courses.



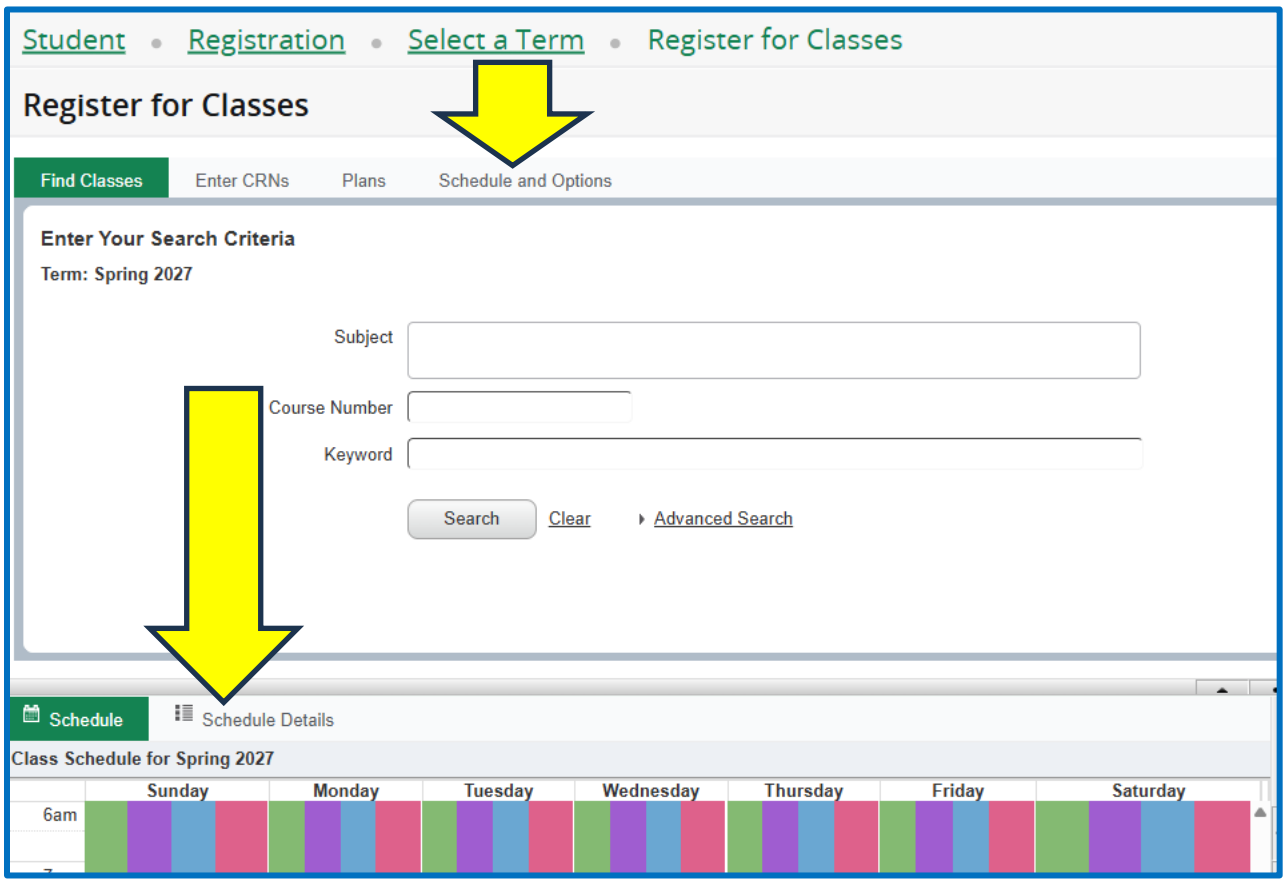
Troubleshooting Registration Errors

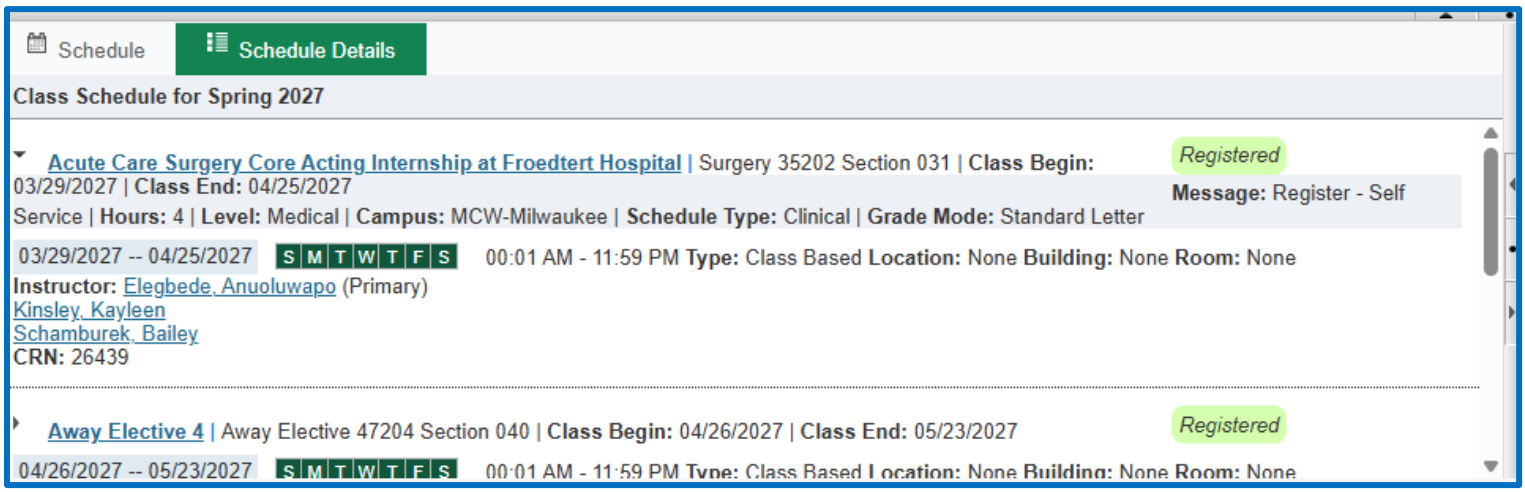
Common Registration Errors

- **Class or Level Restriction:** The course is restricted to a specific program, phase, or term.
- **Closed Section:** The section has no available seats.
- **Duplicate Course/Repeat Count Exceeded:** The course duplicates one you have already completed or are currently taking, or exceeds the allowed number of repeats.
- **Prerequisite/Test Score:** The required prerequisite, minimum grade, or test score has not been met.
- **Time Conflict:** The course meeting days or times overlap with another course on your schedule.

Step 8: Confirm Your Registration

To view your registered courses, select **Schedule Details** on the lower left side of the registration screen. You can also select **Schedule and Options** at the top of the screen to see a summary of your registered courses.



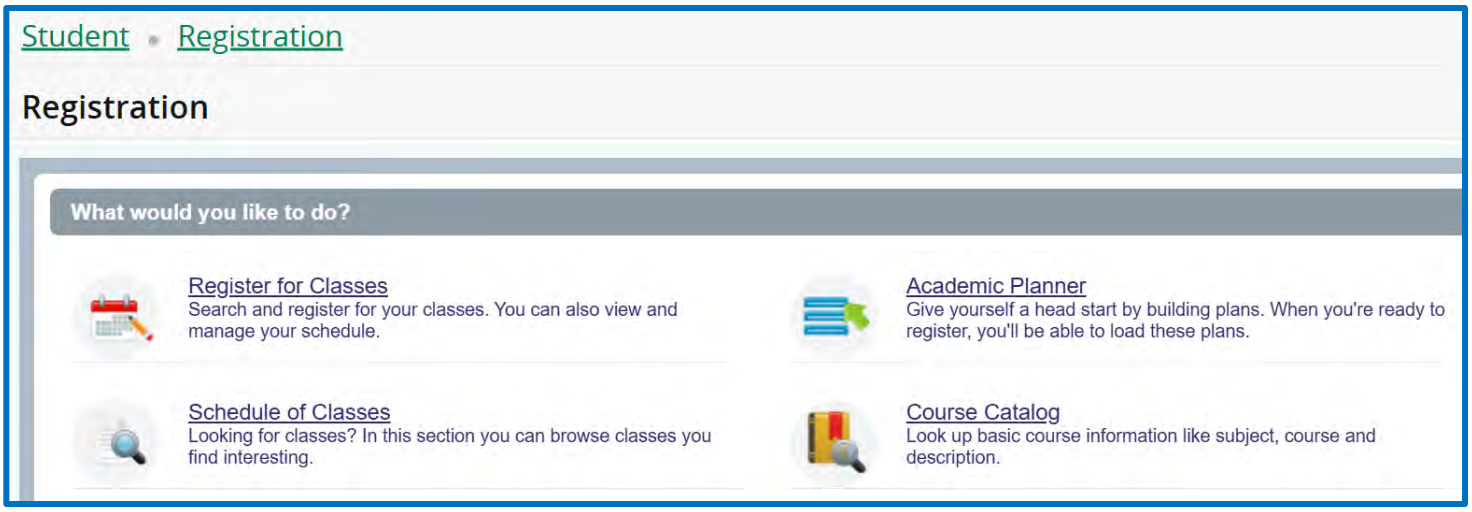


Additionally, you can view your schedule through Student Self-Service:

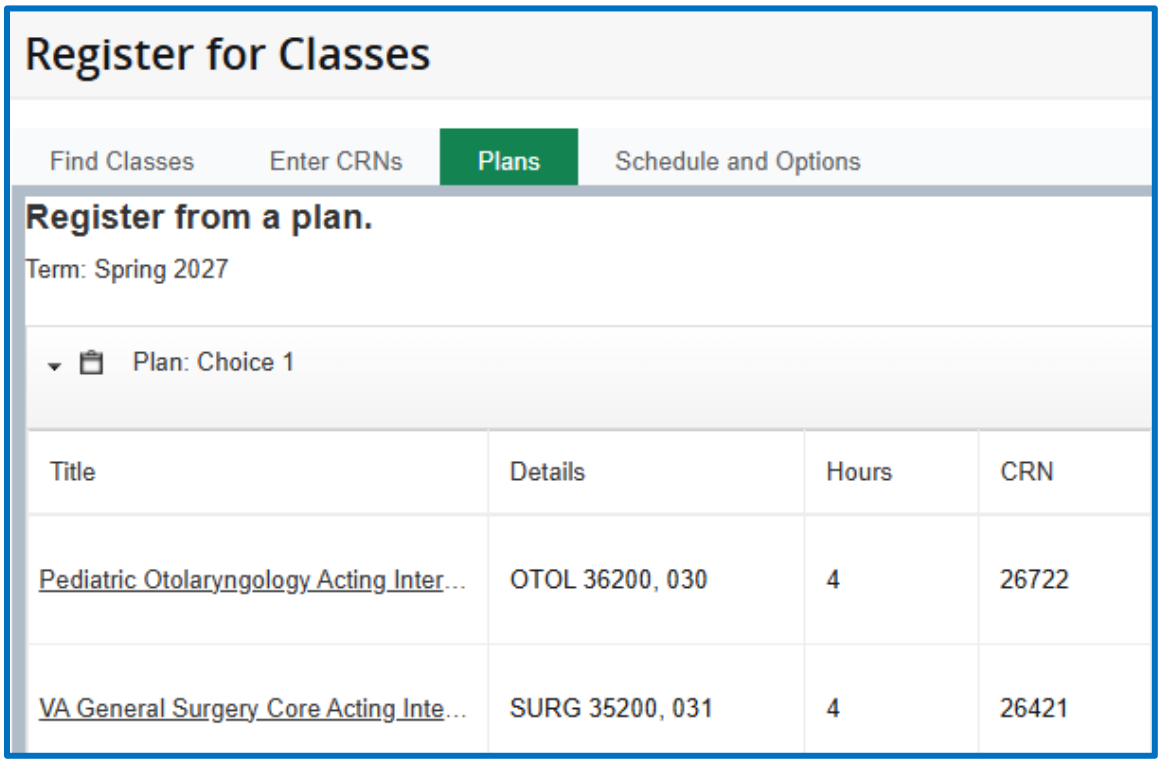
1. Return to the MCWconnect homepage.
2. Select **Open Student Dashboard** on the **Student Self-Service** card.
3. Click **Student Profile**. Your Student Profile will display an overview of your registered courses.

Registering with an Academic Plan:

After creating your Academic Plan(s) before registration day, log into MCWconnect on your assigned registration day and select **Register for Classes**.

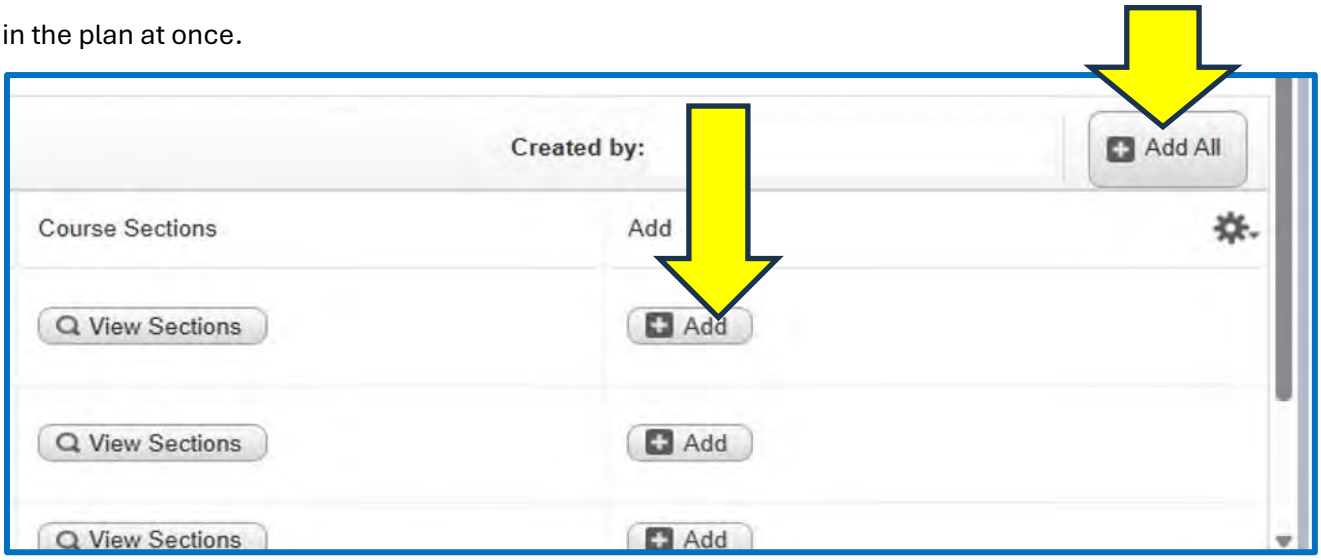


Select **Plans** to view and register from your previously created academic plans.

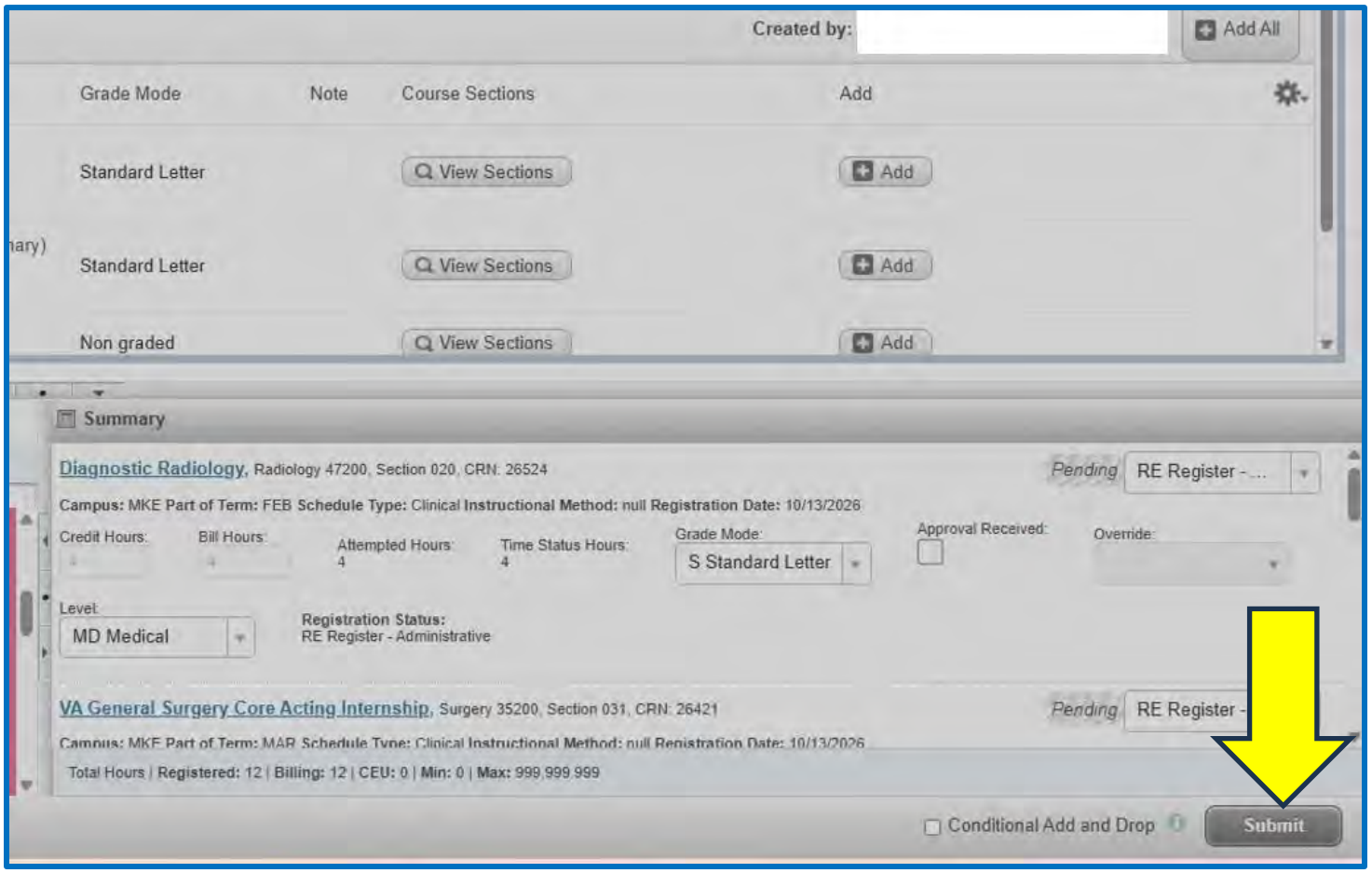


Your saved plans will appear once you select **Plans.**

To register using your preferred plan, either click **Add** for each course individually or select **Add All** to add every course in the plan at once.



Once you've added all courses for the term, click **Submit** in the lower-right corner.



After you click **Submit**, successfully registered courses will be added to your schedule. Courses that could not be registered will not appear.

For any courses that were not added, open your next academic plan and add courses individually for the blocks that were unsuccessful in your original plan.

Requesting Registration Changes After the Add/Drop Deadline:

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

To add or drop a course **after the add/drop deadline**, complete the **Add/Drop Exception** form:

1. Visit the mcw.edu/registrar.
2. Scroll to **Registrar Resources for Students, Alumni, Faculty, and Staff**.
3. Under the **Students** section, click **Learn More**.
4. Locate **Current Student Forms** under **Records, Requests, and Forms**.
5. Select **Add/Drop Exception** and complete the approval process:
    - **Section 1:** Complete the student portion of the form.
    - **Section 2:** Send the form to the instructor(s) of the course you are adding for approval. If no instructor is assigned to the course, skip this step.
    - **Section 3:** Send the form to the Associate Dean for Student Affairs for approval.