

# HOW TO REGISTER YOUR CLASSES

MARIAN UNIVERSITY

Indianapolis

Registering for classes online is mandatory and only you have access to register for your classes. You will register and adjust your schedule using your CAMS Student Portal.

If you need your CAMS username and password reset, call the Marian University Technology Office at 317.955.6057.

Instructions for Academic Advising	Instructions for Completing Online Registration
<p>Schedule an appointment with your academic advisor prior to your registration time.</p> <p>Meet with your academic advisor to finalize your course schedule. At this time your advisor will 'release' the advisor hold in CAMS to allow you to register online.</p> <p>Registration groups are assigned by the Office of the Registrar. Students are grouped by college level, which is determined by your EARNED credit hours.</p> <p>College Level Codes:</p> <ul style="list-style-type: none"><li>Second degree = previously earned Bachelor's degree</li><li>Senior = 94+ earned credit hours</li><li>Junior = 62 – 93.99 earned credit hours</li><li>Sophomore = 30 – 61.99 earned credit hours</li><li>Freshmen = 0 – 29.99 earned credit hours</li><li>Graduate Student = Master's degree seeking students</li><li>Licensure Only = Teaching licensure only</li><li>No College Level = Non-degree seeking students</li></ul> <p>If hours total 19 or more, approval from the Academic Dean is required. <b>You will only be permitted to register for a maximum of 18 credit hours through the CAMS student portal.</b> Please go to Marian Hall room 110 for the required approval.</p> <p><b>Conflicting courses</b> must be approved by the instructors of each course. You will not be able to register online for courses that conflict. Please obtain the required signatures on your schedule planning form and bring the form to the Office of the Registrar for a conflict override.</p> <p>Students may opt to put themselves on a <u>waitlist</u> for a course that is closed. Students who choose to add themselves to a waitlist ARE NOT guaranteed a spot in the class. The <b>Waiting List Policy</b> is located online at <a href="http://www.marian.edu/registrar">www.marian.edu/registrar</a>.</p>	<p>Step 1: Go to the My Marian page on the Marian University website at <a href="http://www.marian.edu">www.marian.edu</a> to log into the CAMS student portal.</p> <p>Step 2: Select the correct term you wish to register for from the drop down menu on the CAMS login page.</p> <p>Term Key: (XX represents the year)</p> <ul style="list-style-type: none"><li>Fall = FA-SEMEST-XX</li><li>Spring = SP-SEMEST-XX</li><li>Summer = SU-SEMEST-XX</li></ul> <p>Step 3: Once logged in, click on registration.</p> <p>Step 4: There are two ways to register for classes:</p> <ul style="list-style-type: none"><li>a. You can scroll through each individual page to select your courses OR</li><li>b. You can click on 'show filter' and search by department, course number, days of the week, etc.</li></ul> <p>Step 5: To select your courses, check the 'Credit' box.</p> <p>Step 6: Click on Process Registration to register your selected courses. You may select multiple courses at a time or you can select each course individually and process your registration between each course selection.</p> <p>Step 7: Print a copy of your class schedule for your records.</p>

For additional troubleshooting issues, please go to [www.marian.edu/registrar](http://www.marian.edu/registrar) for a list of solutions to possible problems.