Simple Steps to Registering for Courses

Mount Aloysius College – Registrar’s Office

1. Log into MyMAC and select the Student Tab
2. Select Online Registration from the table on the left side of the screen.
3. Change the term to correct registration period and click Search.

We recommend just searching. If you enter the title or course number, it has to be exact. Otherwise, you could receive errors or no information from the search.
4. To add a course, simply check the add box next to the course and hit the Add Course button at the bottom of the page.

<table>
<thead>
<tr>
<th>Add</th>
<th>Textbooks</th>
<th>Course Code</th>
<th>Name</th>
<th>Faculty</th>
<th>Seats Open</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>EN 111 04 MAIN</td>
<td>Rhetoric II</td>
<td>Neff, Bernard G</td>
<td>0/20</td>
<td>Full</td>
</tr>
<tr>
<td>✔</td>
<td></td>
<td>EN 111 05 MAIN</td>
<td>Rhetoric II</td>
<td>Cook, Barbara J</td>
<td>3/20</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 111 06 MAIN</td>
<td>Rhetoric II</td>
<td>Johnson, Roger B Jr</td>
<td>9/20</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 111 DB DRMC</td>
<td>Rhetoric II</td>
<td>Murphy, James P</td>
<td>15/20</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 111 GCE1 ONLN</td>
<td>Rhetoric II</td>
<td>Wingerter, Jill M</td>
<td>7/20</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 201 01 MAIN</td>
<td>Journalism Sem</td>
<td>Jost-Costanzo, Jessica M</td>
<td>15/20</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 205 01 MAIN</td>
<td>Maj. British</td>
<td>Jost-Costanzo, Jessica M</td>
<td>14/25</td>
<td>Open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>EN 230 01 MAIN</td>
<td>Srvy Am Lit I</td>
<td>Neff, Bernard G</td>
<td>14/25</td>
<td>Open</td>
</tr>
</tbody>
</table>

5. You can also click on the course to expand it for more information and add the course from that screen by clicking the Add this course link.

6. If a course does not have a box to add it, it means that you are not eligible to schedule it at this time. This generally occurs to not having earned enough credits, not having the required prerequisite, or the course is limited to certain programs or majors.

<table>
<thead>
<tr>
<th></th>
<th>EN 206 02 MAIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>EN 206 DB DRMC</td>
</tr>
</tbody>
</table>

7. You can register yourself for a course that is full. You will be placed on the wait list for the course and will receive this message when you schedule the course.

<table>
<thead>
<tr>
<th>Messages</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR 202 01 MAIN - Successfully added with warnings: This course is full or students are already waitlisted</td>
</tr>
</tbody>
</table>
8. You can drop yourself from the wait list by dropping the course online.

9. Dropping a course works in the same manner when the add/drop period is open. For the fall and spring, the add/drop period end at 6:00 p.m. on the 6th day of class (typically the second Monday of the semester). For accelerated 5 week and 8-week courses, the add/drop period is only the first four days (it ends the first Thursday of the course). In the summer, courses are accelerated, so the add/drop period ends after the fourth day.

All questions regarding course registration can be directed to your Academic Advisor, the Office of Student Success and Advising, or the Registrar’s Office.