HOW TO REGISTER ONLINE

Students register online for classes each semester at pre-determined times throughout the academic year. The semester schedule is posted to CARMELink one week prior to the start of each registration period.

Online “registration windows” open for specific groups of students at specific dates/times. A student cannot register for classes until his/her window opens. In order to maximize the chance of successful enrollment in preferred classes/sections, students should plan to register as soon as possible when their window opens. Window dates are posted on the Records and Registration page of CARMELink.

To start the registration process:

- login to CARMELink
- click on the Student tab
- scroll down to the Records and Registration page.

Scroll down to the Course Schedules portlet. Students must first respond to the Registration Agreement before they can proceed and register for classes.
Students with a **HOLD** cannot register for classes until the problem is resolved with the appropriate MCCN office **and the registration hold is removed from the student’s record**.

Check for Holds by clicking on **Personal Info** and **Academic Info**

**Examples of Hold Codes:**

If you have any holds on your record, they will appear in this window:

<table>
<thead>
<tr>
<th>Hold Code</th>
<th>Type</th>
<th>Begin Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1B</td>
<td>Transcript hold, Grade report hold, Registration hold</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>2H</td>
<td>Transcript warning, Grade report hold, Registration hold</td>
<td>10/25/2013</td>
</tr>
<tr>
<td>SL</td>
<td>Registration hold</td>
<td>10/25/2013</td>
</tr>
</tbody>
</table>

**Important Note:** You can check for holds on your record **before** your registration window opens so that you can get any holds resolved and removed **before** registration begins. This will help to prevent you from getting closed out of classes that you need to take.
If you have any record **HOLDS** they will also appear in the **Course Schedules** portlet when you attempt to register online (after you complete the Registration Agreement).

**Course Schedules**

<table>
<thead>
<tr>
<th>Add/Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alert</strong>: The Add/Drop Period is closed. You have holds and are not allowed to Add and Drop courses.</td>
</tr>
</tbody>
</table>

**Current Term**: Summer 2014  
Add Period Closed / Drop Period Closed  
**Holds**: Account Balance  
Health Record Incomplete  
Library Materials or Library Fine

Remember that you will be blocked from registering online until the hold issue is resolved with the appropriate office and the registration hold has been removed.

**Contact information for HOLDS:**

**Business Office**: Kathy Smith (614-234-2230, ksmith@mccn.edu, MH Rm 304)  
**Health Record**: Laura Lawrence (614-234-5408, llawrence@mccn.edu, MH Lower Level, off the Student Rec Room)  
**Tech Proficiency**: Dawn Hughes (614-234-5126, dhughes@mccn.edu, CLE Rm 0102)  
**Library**: Elizabeth Mady (614-234-2154, Elizabeth.Mady@mchs.com, or Library Information (614-234-5214)  
**Records & Registration**: Janet Turner (614-234-3870, jturner@mccn.edu, MH Rm 201)  
**Records & Registration**: Maggie Miller-Rea (614-234-3959, mmillerrea@mccn.edu, MH Rom 201)
After you complete the Registration Agreement and all holds are removed, you can return to the Course Schedules portlet and click on the Course Search link to register for classes.

This action brings you to the Course Search window.

#1 – Make sure you select the correct semester for registration

#2 – Page down and click on the Search button located at the bottom of the search window.

**IMPORTANT:** DO NOT MAKE ADDITIONAL SELECTIONS FROM THIS COURSE SEARCH WINDOW. DOING SO MAY NOT PRODUCE THE RESULTS YOU EXPECT!!
Scroll through the offered classes to find the sections you are looking for. Click on the Course Code link to display important notes and any other specifics about the course.

**ADDING A CLASS:**

The Add button will appear to the left of each course for which you are eligible to register. Select your courses by clicking the Add button for each.

**Important Note:** If you are registering for a lab, add the lecture section first. You will then be prompted with a warning to add the corequisite lab section. Click on the box to the LEFT of the corequisite class and click the Add Courses button.

Click on the Add Courses button at the bottom of the page to submit your registration.

A warning screen will appear if there are any schedule conflicts or prerequisite issues.
DROPPING A CLASS:

If you want to Drop a class from your schedule, return to the Course Schedules window and click on the Add/Drop Courses link.

Click on the Drop button to the left of the course, and click on Drop Selected Courses. Your selections are automatically saved.

Your requested courses are placed into “Reserved Status” until review and approval by the Office of Records & Registration or your Program Advisor. Once your requested schedule is approved, you will be able to view your official course schedule on CARMELink.

Note: Once online registration closes for your program, changes can be made only by contacting the Office of Records and Registration or your Program Advisor.

If you have problems with online registration, contact the Office of Records and Registration:

Maggie Miller-Rea: 614-234-3959, mmillerrea@mccn.edu
Janet Turner: 614-234-3870, jturner@mccn.edu
Karen Greene: 614-234-5685, kgreene@mccn.edu