STUDENT GUIDE TO CHECKMARQ

CheckMarq is an integrated system designed for students. It is accessible 24 hours a day/7 days a week via the Internet. The username and password provided to you by Information Technology Services (414/288-7799) provides you with the appropriate access to securely register for classes, plan future terms, request your transcript, view your grades, and view your financial aid and bursar accounts. After you log in to CheckMarq, click on Student Center.

This will provide you with a concise view of the main Student Center page including Academics, Finances and Personal Information.
Academics

Advising
It is important for you to meet with your advisor prior to registering for classes each term. Your advisor’s name appears under the Advisor section on the right side of the main Student Center page. Click the details link for your advisor’s contact information. If you are not assigned to an advisor, contact your college office.

Appointment Time
In order to register for fall or spring terms, you must have an appointment time. To view your appointment time for online registration, click the link under Enrollment Dates on the main Student Center page.

Holds
A hold may restrict you from registering for classes and/or obtaining a transcript. To check for holds, click the details link under the Holds section on the main Student Center page, and follow up with the appropriate office.

To Do List
You may find notices from various offices in the To Do List section of the main Student Center page. Click the details link and follow up with the appropriate office.

Schedule of Classes
To view the Schedule of Classes outside of CheckMarq without your username and password, navigate to the following website: www.marquette.edu/mucentral/registrar, and click the Snapshot of Classes. Snapshot is updated once each day.

You may also view the Index of Registration Information at the same website, which includes information on the academic calendar, and how to audit a class, request a credit overload, repeat a class, and withdraw from a class.
To view the Schedule of Classes in CheckMarq, click Search under Academics on the main Student Center page, or select the Search tab. Select Marquette University, the appropriate term, subject and course number, if known, followed by the Search button. If you wish to search for classes by day, instructor or class number, click Additional Search Criteria, followed by the Search button. CheckMarq is continuously updated.

While searching for classes, you may also view the Course Catalog for detailed course descriptions and prerequisites. Click Browse Course Catalog followed by the first letter of the subject. For example, click “E” to look for English courses, and click the course title for detailed information.
While viewing the Course Catalog, CheckMarq enables you to plan for courses in future terms. This feature does not guarantee class offerings or enrollment in future terms. Rather, it serves simply as a general outline for reference by you and your advisor. To add a course to your Planner, check the box next to the course title, and click the Add To Planner box.

After you add a course to your planner, select Plan under Academics on the main Student Center page, or select the Plan tab. You can note which term you intend to take a course by checking the box next to the course, selecting a future term from the drop down menu, and clicking the Move button.

You may refer to and change your Planner at anytime. It will be especially useful during advising sessions and registration.
**Registration**

To register for a class or classes, select **Enroll** under Academics on the main Student Center page, or select the Enroll tab. Select Add and the appropriate term, followed by the Continue button. The registration process has three distinct steps.

**Step 1** asks you to select the classes you wish to add to your “Shopping Cart”. You may do so one of three ways: by entering a distinct four digit class number which can be found in the Snapshot of the Schedule of Classes, by conducting a class search from the Enroll tab/Add Classes page directly in CheckMarq, or by selecting the class from your planner in CheckMarq.

If you conduct a class search in CheckMarq, click the Select Class button to add a specific class to your Shopping Cart. If a class has multiple components, such as a lecture, lab and quiz, you will be prompted to select the components.
If a class requires consent, you may need to contact the department offering the course for permission. If the department agrees to provide you a permission number, enter it in the Permission Number box, and click the Next button. If you do not need a permission number, leave the Permission Number box blank, and simply click the Next button.

After the class has been added to your Shopping Cart, you may search for and add additional classes, or you may click the Proceed to Step 2 of 3 button.

**Step 2** asks you to confirm your classes. If you approve of your schedule, click the Finish Enrolling button.

**Step 3** will notify you of the classes successfully added to your schedule (look for a green checkmark), as well as the classes not added to your schedule due to errors (look for a red “X”). If you receive an error message, be certain to read the error message, resolve the issue, and attempt to enroll again.
Drop a Class
If you wish to drop a class, select Enroll under Academics on the main Student Center page, or select the Enroll tab. Select Drop, check the box next to the class you wish to drop, and click the Drop Selected Classes button. Then, confirm you wish to drop the selected class, and click the Finish Dropping button. The last step will notify you if the class was successfully dropped.

Swap a Class
If you wish to swap one class for another, select Enroll under Academics on the main Student Center page, or select the Enroll tab. Select Swap and choose the class you wish to swap from the drop down menu. Conduct a class search for the replacement class, or enter the class number, if known, followed by the Next button. Then, confirm the swap, and click the Finish Swapping button. The last step will notify you if the classes were successfully swapped.

Class Schedule
To view your class schedule, select Enroll under Academics on the main Student Center page, or select the Enroll tab. Select My Class Schedule. You may order your books online from this page as well.

Grades
To view your grades, select Enroll under Academics on the main Student Center page, or select the Enroll tab. Select Term Information, followed by View My Grades, and the appropriate term. Click the Continue button for a list of grades and your term and cumulative grade point averages for the selected term.

Test/Transfer Credit
To view your test and/or transfer credit, select My Academics under Academics on the main Student Center page, or select the My Academics tab. Select View My Transfer Credit Report.

Transcript
To order your official transcript, select My Academics under Academics on the main Student Center page, or select the My Academics tab. Click Request Official Transcript. To request enrollment verification for employment or insurance, etc., you may click Request Enrollment Verification.
FINANCES

Account Inquiry
To view your bursar account, click Account Inquiry under Finances on the main Student Center page.

View Financial Aid
To view your financial aid, click View Financial Aid under Finances on the main Student Center page, and select the appropriate term.

Accept/Decline Financial Aid
To accept or decline your offer of financial aid, click Accept/Decline Awards under Finances on the main Student Center page.

PERSONAL INFORMATION

Address, E-mail, Telephone Updates
To update your address, e-mail or telephone number, navigate to the Personal Information area on the main Student Center page, and select the appropriate field from the drop down menu.

FERPA/Directory Restrictions
To release or restrict your address, e-mail and/or telephone number, navigate to the Personal Information area on the Student Center main page, and select Privacy Settings from the drop down menu. Click the Edit FERPA/Directory Restrictions button for instructions on how to change your settings.

CONTACTS
If you need assistance with:
Advising, call or visit your college office
Bursar, call Marquette Central 414/288-4000
Financial Aid, call Marquette Central 414/288-4000
Permission Number, call or visit the department offering the class
Registration, call Marquette Central 414/288-4000
Username/Password, call IT Services 414/288-7799