

## STUDENT GUIDE TO CHECKMARQ

<https://checkmarq.mu.edu>

**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.

### Jane's Student Center

**Academics**

Search, Plan, Enroll, My Academics

other academic... [dropdown]

Deadlines, URL, Gradebook

Upcoming Schedule		Class	Schedule
📅	CHEM 1-1001 LEC (1122)		MoTuWeThFr 8:00AM - 9:15AM Wehr Chemistry 112
📅	CHEM 1-2001 LAB (1123)		MoWe 9:25AM - 12:15PM Wehr Chemistry 244
📅	ECON 44-1001 LEC (1274)		MoTuWeTh 9:45AM - 11:20AM David Straz Hall 388

weekly schedule ▶

**Finances**

My Account  
Account Inquiry

Financial Aid  
View Financial Aid  
Accept/Decline Awards

other financial... [dropdown]

**Personal Information**

other personal... [dropdown]

Contact Information

Home Address 500 Oracle Parkway Redwood Shores, CA 94065	Billing Address None
Phone	Campus Email jane.doe@marquette.edu

**SEARCH FOR CLASSES**

**Holds**  
Bursar Reg and Transcript Hold  
details ▶

**To Do List**  
Federal Perkins Loan  
details ▶

**Enrollment Dates**  
Open Enrollment Dates

**Advisor**  
Program Advisor  
Faculty Member  
details ▶

**Admissions and Registrar**  
Admissions  
Registrar

**Bursar and Financial Aid**  
Bursar  
Financial Aid  
Student Employment Service

## **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.

### ***Hold***

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](http://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.

Jane Doe go to ...

Search	Plan	Enroll	My Academics
search for classes	browse course catalog		

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### Search for Classes

#### Enter Search Criteria

Institution:

Term:

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject:

Course Number:

Course Career:

Show Open Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

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.

Search	Plan	Enroll	My Academics
search for classes	browse course catalog		

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### Browse Course Catalog

A B C D **E** F G H I J K L M N O P Q R S T U V W X Y Z

0 1 2 3 4 5 6 7 8 9

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.

**Browse Course Catalog**

- ▶ ECON - Economics
- ▶ EDPL - Education Policy & Leadership
- ▶ EDPS - Educational Psychology
- ▶ EDUC - Education
- ▶ EECE - Electrical & Computer Engineer
- ▶ ENEV - Engineering Ethics & Values

▼ ENGL - English

Select	Course Nbr	Course Title	Typically Offered
<input checked="" type="checkbox"/>	1	<a href="#">Rhetoric and Composition 1</a>	
<input type="checkbox"/>	2	<a href="#">Rhetoric and Composition 2</a>	

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.

The screenshot shows the 'Add Classes' section of the CheckMarq interface. At the top, there are navigation tabs: Search, Plan, Enroll, and My Academics. Below these are sub-tabs: my class schedule, add, drop, swap, and term information. The 'Add Classes' section is titled '1. Select classes to add' and includes instructions: 'To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.' Below this, it shows '2008 Fall Term | Undergraduate | Marquette University' with a 'change term' button. There are 'Open' and 'Closed' status indicators. The 'Add to Cart' section has an input field for 'Enter Class Nbr' and an 'enter' button. Below that, there are radio buttons for 'Class Search' (selected) and 'My Planner', along with a 'search' button. The '2008 Fall Term Shopping Cart' section shows 'Your enrollment shopping cart is empty.' At the bottom, the 'My 2008 Fall Term Class Schedule' section shows 'You are not registered for classes in this term.'

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.

The screenshot shows a class search result for 'Section 1001-LEC(1756)'. The status is 'Open' (indicated by a green dot). A 'select class' button is circled in red. Below the section information is a table with the following data:

Session	Days & Times	Room	Instructor	Meeting Dates
Regular	MoWeFr 9:00AM - 9:50AM	TBA	Jean Czaja	08/25/2008 - 12/13/2008

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.

Search
Plan
Enroll
My Academics

my class schedule
add
drop
swap
term information

**Add Classes** 1

**1. Select classes to add - Enrollment Preferences**

2008 Fall Term | Undergraduate | Marquette University

**ENGL 1 - Rhetoric & Composition 1**

Class Preferences

<b>ENGL 1-1001</b>	Lecture	<span style="color: green;">●</span> Open	Permission Nbr	<input type="text"/>
<b>Session</b> Regular Academic Session			<b>Grading</b>	Graded
<b>Career</b> Undergraduate			<b>Units</b>	3.00

**Enrollment Information**

- Department Consent Required to enroll in this class
- Rhetoric

CANCEL
NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
1001	Lecture	MoWeFr 9:00AM - 9:50AM	TBA	Jean Czaja	08/25/2008 - 12/13/2008

NOTES

**Class Notes** Sections 1001, 1002, 1003 require Department Consent and registration in the same section of ESLP 182. Students should register for section 1001 in both courses unless otherwise instructed by the department. This class section is to be evaluated.

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

