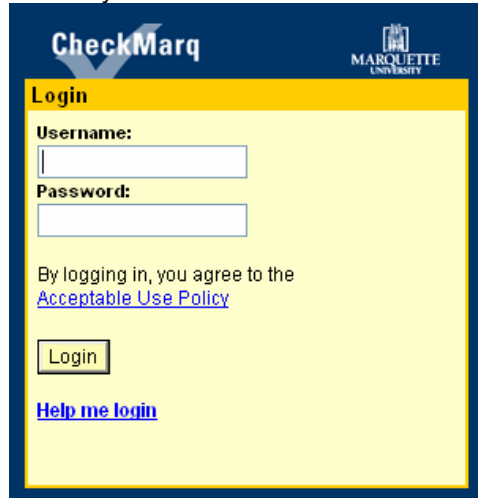


GUIDE TO SUCCESS IN CheckMarq REGISTRATION

To log into CheckMarq, go to:
<https://checkmarq.mu.edu>

Enter your Username and Password:



Once you have entered your Username and Password, click .


The Checkmarq “My Page” will appear. Click the Student Self-Service tab at the top of the page:

[Student Self-Service](#)


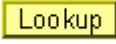
Student Self-Service

To view your assigned appointment time, click [View Appointment for Online Registration](#).

To view descriptions of each course, click [View Course Catalog](#). Enter the Subject and Catalog Number. For example, English 001 is entered as ENGL for the Subject and 1 for the Catalog Number. If you do not

know the subject code, click  and then  for a list.

To view the Schedule of Classes for a given term, click [View Schedule of Classes](#). Enter the code for the term. If you do not know the code for the

term, click  and then  for a list. Then choose either Basic or Advanced Search. If you click Advanced Search, you will be directed to a new screen that requires you to enter two additional fields of information.

To see your advisor's name, click [View My Advisors](#).

Enroll in Classes



When Can I Register?

Find out when my enrollment appointment is.

- [View Appointment for Online Registration](#)



Course Catalog and Schedule

View course catalog information and look for specific class sections.

- [View Course Catalog](#)
- [View Schedule of Classes](#)



Register for Classes

Enroll in classes starting at the scheduled appointment time. Be sure to check for holds that would prevent registration.

- [Check for Holds](#)
- [Enroll in a Class](#)

The Five S's to Successful Registration

To Register, click [Enroll in a Class](#), and then click on the term for which you are registering and [Add Classes](#).

STEP 1

Search for classes by clicking the magnifying glass.

[Enrollment](#)

[Add Classes](#)

Submit

Class No.	Subject / Catalog#	Section	Units	Grading Option	Add Status
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending <input type="button" value="Delete"/>

[Add Classes](#)

Basic Class Search

Select at least 2 criteria below then click Search to see the results.

Subject:

Catalog Number:

Open Classes Only

Open Entry/Exit Classes Only

Description:

Course Component:

Course Career:

Session:

Campus:

Location:

[Advanced Search](#)

[Return to Add Classes](#)

Be certain to search for Open Classes Only.

Advanced Search allows you to search for classes by days and times, as well as by instructors.

STEP 2

Select your classes by clicking the appropriate checkmark.

[Add Classes](#)

Class Search Results

Class Sections											Find	1-4 of 4
Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait			
<input checked="" type="checkbox"/>	21354	ENGL	1	1003	Rhetoric & Composition 1	3	LEC	Open	15	0		
Session: Regular												
Time: 10:00AM 10:50AM			MWF	Room: Army Rotc 102		Dates: 01/17/2005 - 05/14/2005						
Instructor: Staff												
Class Nbr	Subject	Catlg Nbr	Sect	Description	Units	Comp	Status	Avail	Wait			
<input checked="" type="checkbox"/>	21358	ENGL	1	1007	Rhetoric & Composition 1	3	LEC	Open	15	0		
Session: Regular												
Time: 11:00AM 12:15PM			TuTh	Room: SchroederN A22		Dates: 01/17/2005 - 05/14/2005						
Instructor: Staff												

STEP 3

Submit your request after each class selection.

[Enrollment](#)

[Add Classes](#)

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
21354	ENGL1	1003	3.00	Graded	Pending	<input type="button" value="Delete"/>
<input type="text"/>	<input type="text"/>		0.00		Pending	<input type="button" value="Delete"/>

STEP 4

Look for a **Success** message to appear. This will confirm the addition of the class to your schedule. An error message will appear if the class has not been added to your schedule.

[Enrollment](#)

[Add Classes](#)

Class Nbr	Subject / Catalog#	Section	Units	Grading Option	Add Status	
21354	ENGL1	1003	3.00	Graded	Success	<input type="button" value="Delete"/>

[Add Another Class](#)

Go to: [View My Schedule](#) [Add Classes](#) [Swap Classes](#)

STEP 5

View your **Schedule** by clicking the [View My Schedule](#) link.

[Enrollment](#)

[View My Schedule](#)

ENGL 1	Section	Component	Description	Grading Option	Grade	Units	Status
Cls#: 21354	1003	Lecture	Rhetoric & Composition 1	Graded		3.00	Enrolled
	10:00AM 10:50AM	Mon,Wed,Fri	Army Rotc Annex 102	01/17/2005 - 05/14/2005			
Instructor: TBA							

If you need assistance with:

- Advising, call or visit your college office
- Bursar, call 414/288-7157
- Financial Aid, call 414/288-0200
- Permission Number, call or visit the department offering the class
- Registration, call or visit the
Office of the Registrar
Marquette Hall 310
414/288-7034
- Registration HelpLine
414/288-5808
- Username/Password, call or visit Information Technology Services
Cudahy Hall Second Floor
414/288-7799



Marquette University
Office of the Registrar
Marquette Hall 310
P.O. Box 1881
Milwaukee, WI 53201-1881
414/288-7034
414/288-1773 fax
www.marquette.edu