

How To:

Enter Permission Numbers



Permission Numbers



- If consent is required for a class, contact the Graduate School of Management for permission to enroll in the class.
- If you are granted permission, you will be assigned a permission number for that class only.
- Permissions numbers are typically valid for a maximum of 3 days.
- You must enter the permission number when you add the class to your schedule.
- [Access the Student Center via CheckMarq.](#)
- Click the Enroll link on the main page of the Student Center.
- Select the appropriate term.
- Search for your desired class.
 - When you are ready to add it to your Shopping Cart, you will be taken to the Enrollment Preferences page.
- Enter your permission number in the permission number field.
- Click Next to proceed and finish the registration process as usual.
- You can also enter a permission number for a class that is already in your Shopping Cart.
 - Click the Class in your Shopping Cart to visit the Enrollment Preferences page.

Logging into CheckMarq



- To register for classes & view your appointment time, you must sign into CheckMarq (<https://checkmarq.mu.edu>) using your username and password (not the same as your Marquette email)

A screenshot of the CheckMarq Student Information System login page. The page has a blue header with the Marquette University logo and the text "CHECKMARQ STUDENT INFORMATION SYSTEM". Below the header, there is a login form with fields for "Marquette Username (not email address)" and "Marquette Password". A "LOGIN" button is located below the password field. To the right of the login form is a sidebar with a Marquette University seal and the text "RESOURCES & NOTICES". The sidebar contains sections for "PUBLIC ACCESS" and "NOTICES".

Marquette.edu //
LOGIN TO CHECKMARQ

Marquette Username (not email address):

Marquette Password:

By logging in, you agree to the Acceptable Use Policy and the Data Privacy Policy.

LOGIN

Having trouble?

- Password problem? [Learn about resetting your password](#)
- Encountering errors in CheckMarq? [Clear the browser cache](#)
- New student or applicant? [See the CheckMarq Guide](#)
- Need more help? [See CheckMarq Frequently Asked Questions](#)

RESOURCES & NOTICES

PUBLIC ACCESS
Access these resources without logging into the CheckMarq student information system:

- [Schedule of Classes and Course Catalog](#)
- [Snapshot of the Schedule of Classes](#)

NOTICES
STUDENTS: Use Mobile CheckMarq for your class schedule, grades, final exam schedule and advisors via mobile devices.

If you encounter problems accessing CheckMarq, [complete a help request form](#) or contact the IT Services Help Desk at (414) 288-7799

Adding Courses to Your 'Shopping Cart'



MARQUETTE
UNIVERSITY

GRADUATE SCHOOL
OF MANAGEMENT

Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
<ul style="list-style-type: none">▶ View my appointment for online registration▶ Download academic forms▶ Add, swap or drop classes▶ Request official transcript▶ View-only unofficial transcript▶ View my grades▶ View my schedule/list and order books online▶ View my advisement reports					<ul style="list-style-type: none">▶ Check for holds in Student Center▶ View transfer credit report▶ Request enrollment verification▶ Request good student verification (for insurance)▶ Search Schedule of Classes▶ View Course Catalog▶ View Snapshot of the Schedule of Classes▶ Find out about readmission

1. From the Homepage,
Click on 'Add, swap or drop
classes'

Adding Courses to Your 'Shopping Cart'

Add Classes



Select Term

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	2016 Spring Term		Marquette University
<input checked="" type="radio"/>	2016 Summer Term		Marquette University
<input type="radio"/>	2016 Fall Term		Marquette University

CONTINUE

2. Select appropriate term
& click 'Continue'

Adding Courses to Your 'Shopping Cart'

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2016 Summer Term | |
University

Open Closed

3. Enter the 'Class Nbr' or click 'search'

Add to Cart:

Enter Class Nbr

Find Classes

- Class Search
- My Requirements
- My Planner

2016 Summer Term Shopping Cart

Your enrollment shopping cart is empty.

Adding Courses to Your 'Shopping Cart'

Add Classes



Enter Search Criteria

Search for Classes

Marquette University | 2016 Summer Term

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

▼ **Class Search**

Subject Accounting ▼

Course Number is exactly ▼

Course Career Graduate ▼

Show Open Classes Only

Open Entry/Exit Classes Only

▶ **Additional Search Criteria**

[Return to Add Classes](#)

CLEAR SEARCH

4. Enter Course Subject, and if you know the number, type it into the box to the right of 'Course Number'

5. Under 'Course Career', click 'Graduate' under the drop down arrow

6. Click 'Search' after at least 2 search criteria has been entered

Adding Courses to Your 'Shopping Cart'

Search Results

Marquette University | 2016 Summer Term

["View Textbooks" Links Disclaimer](#)

[My Class Schedule](#)

You are not registered for classes in this term.

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Accounting**, Course Career: **Graduate**, Show Open Classes Only: **Yes**

Open Closed

[Return to Add Classes](#)

NEW SEARCH

MODIFY SEARCH

5 class section(s) found

ACCO 6000 - Accounting Foundations

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		
2246	701-LEC Regular	TBA	Distance Learning	Michael Browne	05/23/2016 - 07/02/2016	<input checked="" type="radio"/>	select	View Textbooks

ACCO 6100 - Managerial Accounting

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status		
2248	701-LEC Regular	TBA	Distance Learning	Michael Browne	05/23/2016 - 07/02/2016	<input checked="" type="radio"/>	select	View Textbooks

ACCO 6180 - Financial Statement Analysis

7. Scroll to find desired course – to modify or conduct a new search, click 'New Search' and/or 'Modify Search'

The 'Status' signifies whether a course is still open or closed due to fulfilled capacity, etc.

Entering Permission Number



ACCO 6000 - Accounting Foundations

Class Preferences

ACCO 6000-701	Lecture	<input checked="" type="radio"/> Open	Permission Nbr	<input type="text"/>
Session	Session 1 (Reg Academ Session)		Grading	Graded
Career	Graduate		Units	2.00

If you received a permission number for a particular course, enter it here

Enrollment Information

- Prereq: Admitted to the graduate BUAD, ECON, HCTM, HURE, LEDR or NURS program; or cons. of M.B.A. prog. dir.
- Distance Learning

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
701	Lecture		Distance Learning	Michael Browne	05/23/2016 - 07/02/2016