How To:

Register for Classes

MARQUETTE UNIVERSITY
GRADUATE SCHOOL OF MANAGEMENT
Register for Classes

Registration Appointment Time: *Slide 4-8*

Adding Courses to your ‘Shopping Cart’ & Enrolling in a Course: *Slide 9-17*

Account Holds: *Slide 18*

Waitlist Options: *Slide 19*

Withdraw Options: *Slide 20*
• Registration is an online process, accessed via your CheckMarq account.

• All students are encouraged to seek advising prior to their first registration.

• Temporary, non-degree and late admits will need permission numbers to register for classes. Please contact the Graduate School of Management to obtain permission numbers.

Instructions on how to use the CheckMarq registration system are available in the CheckMarq Guide PDF.
Registration Appointment Time

• All Marquette University degree status students are assigned appointment times to access the registration system. These times are randomly assigned. The GSM cannot control the appointment time or date.

• Appointment times are posted to your CheckMarq account. You can register at or anytime after your appointment time.
  • An email announcement will be sent to all currently enrolled students once appointment times have been assigned for the fall and spring registrations.

• Summer registration does not have appointment times; all students have access on the first day of registration.
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)

If you encounter problems accessing CheckMarq, complete a help request form or contact the IT Services Help Desk at (414) 288-7799
1. On the homepage, click ‘View my appointment for online registration’
2. Select Upcoming Term & Press ‘Continue’
3. The first day you can enroll in a course

4. The last day you can enroll in a course

To view appointments and enrollment dates for another term, select the term and select Change.

<table>
<thead>
<tr>
<th>Session</th>
<th>Begins On</th>
<th>Last Date to Enroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 1 (Reg Academ Session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Session 5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Term Enrollment Limits

<table>
<thead>
<tr>
<th>Max Total Units</th>
<th>Max No GPA Units</th>
<th>Max Audit Units</th>
<th>Max Wait List Units</th>
</tr>
</thead>
</table>

Note: If you do not have an appointment time, contact Marquette Central at (414) 288-4000
Adding Courses to Your ‘Shopping Cart’

To view course numbers, go to:
http://business.marquette.edu/academics/mba-academic-calendar

The course number needed to register will be listed on the Course List, making it easier to search for a specific course in CheckMarq.
Adding Courses to Your ‘Shopping Cart’

Go to: https://checkmarq.mu.edu

1. From the Homepage, Click on ‘Add, swap or drop classes’
Adding Courses to Your ‘Shopping Cart’

### Select Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Spring Term</td>
<td></td>
<td>Marquette University</td>
</tr>
<tr>
<td>2016 Summer Term</td>
<td></td>
<td>Marquette University</td>
</tr>
<tr>
<td>2016 Fall Term</td>
<td></td>
<td>Marquette University</td>
</tr>
</tbody>
</table>

2. Select appropriate term & click ‘Continue’
Adding Courses to Your ‘Shopping Cart’

3. Enter the ‘Class Nbr’ from the GSM Bulletin or click ‘search’

Access full list of updated courses & Class Numbers for F16 at http://business.marquette.edu/Content/Uploads/GSM/F2016_class_schedule.pdf
Adding Courses to Your ‘Shopping Cart’

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’

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

<table>
<thead>
<tr>
<th>Class</th>
<th>Section</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Meeting Dates</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCO 0000 - Accounting Foundations</td>
<td>101</td>
<td>TBA</td>
<td>Distance Learning</td>
<td>Michael Browne</td>
<td>05/23/2016 - 07/02/2016</td>
<td>Open</td>
</tr>
</tbody>
</table>

The ‘Status’ signifies whether a course is still open or closed due to fulfilled capacity, etc.
Adding Courses to Your ‘Shopping Cart’

8. Click ‘Next’ to add a particular course to your shopping cart – this will not ensure your spot in the course but rather add it to your ‘Shopping Cart’

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

Prerequisites needed to enroll in course

Course Instructor and Start/End Dates
Adding Courses to Your ‘Shopping Cart’

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.

9. Continue the process to add additional courses to your ‘Shopping Cart’

To delete courses from your ‘Cart’ simply click the trashcan icon – pay attention to whether the course remains open or closed.

10. When desired courses have been added, proceed to step 2
Enrolling in a Course

You do not have a valid enrollment appointment at this time.

This message may appear if you have not reached your enrollment time – to check your time, refer back to slides 4-8

You have successfully enrolled in the course when a green check appears under status – a red ‘X’ indicates the class is full, you do not meet the prerequisites, your credits are full and/or the course conflicts with another course time

Click ‘Add Another Class’ to continue enrolling in other courses or ‘My Class Schedule’ to view the courses you have enrolled in
Holds

• You are responsible for taking the steps necessary to ensure that all holds on your registration have been cleared before attempting to enroll in classes.

• CheckMarq will prevent you from registering if you have an active hold on your record.

• To check if you have a hold on your account, go to ‘Student Center’ from the CheckMarq Homepage (Holds will be located on the right side of the screen)

  • Click the details link to view information about the hold; and then click the link to the hold in the Item List for information on how to resolve it.

• There are four types of holds that may prevent to registration:
  • Administrative including Registrar and Student Health Services
  • Academic/Advising
  • Financial
  • Student Affairs
Waitlist Option

• Once a class has reached capacity, the registration is closed on CheckMarq, preventing additional registrations.

• If interested in a specific ‘closed’ class contact the GSM to be put on a waitlist. Students are added to the waitlist on a first come, first served basis.

• Students are contacted via email if a registration opportunity is available for the closed class.

• Students are not eligible to attend classes for which they have not registered.

• Faculty can not ‘open’ classes for students. It is important to contact the GSM at 414.288.7145 or email at mba@marquette.edu.
  • Provide specific information: name, course number, section number. The student will receive an email confirmation that they have been added to the waitlist.
Drop or Withdraw from a Class

• Students may drop classes without consequence through the second Tuesday of the semester. Students who wish to discontinue a course after that deadline must withdraw.

• Requests to Drop or Withdraw from classes are done via the form linked below: http://business.marquette.edu/academics/forms

• The GSM will acknowledge a withdrawal in the following manner:
  • A grade of W is posted to student record
    • University withdrawal policy, tuition refund and adjustment is applied via the CheckMarq system
    • Students are encouraged to speak with the financial aid office regarding SAP Policy*
  • Faculty is notified of the official withdrawal

• Faculty cannot drop students from classes. The effective drop date and refund rate is based on the student’s contact date and submission of the withdrawal form.

*Satisfactory Academic Progress (SAP) Policy information can be found at: http://www.marquette.edu/mucentral/financialaid/resources_elig_standards.shtml