

### How to register for courses in My.Stitch.

- 1) Go to the [mystitch.edu](http://mystitch.edu) (Links to an external site.) homepage, log in. Under Registration, you will see 'Add/Drop Courses' – click that.
- 2) In the Term Drop down, select your current term (ex. '2016 – Summer', '2016-Fall', etc – based on when you are wanting to register for classes)
  - a. *At this time, you may see a Registration/Student Information Agreement populate, if so – complete, and then you can continue*
- 3) **Remember, if you have a hold on your account, you will not be able to register!** If you see an AR hold listed, or any other hold on your account or Advising Worksheet, you will need to contact the specific department regarding that hold and your options for lifting it.

*Additional Note: It is suggested to have your Advising Worksheet available while searching and registering for courses. Cross check the requirements you have left on your AW to be sure you are registering for courses you do need (as always, your Academic Advisor is readily available to assist in choosing course options or confirming what requirements you do have left).*

#### **Option 1: ADD BY COURSE CODE**

Under the 'Add by Course Code' link, you can plug in your specific class code(s) – this works well if your Academic Advisor has suggested specific course offerings (which would most likely include the entire course code).

Term: 2016 - Summer ▾

Add Period Open / Drop Period Open

Add by Course Code   **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code:	Course Code:
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

- Once you see the 6 rectangular boxes, you can plug in the course codes (including the sections of the course).
- Course example:

- **For evening/online students:** MBA 500 MBA 09 0000, Course name and number is MBA 500 - Course code is MBA 09 0000, you will have to type the entire code in the box (*it will also populate underneath*)
- **For Traditional undergraduate students: EN 102 A**
- Once you type in the full course codes for all classes for that specific semester, select the 'add course' button.
  - **Students in the College of Business and Management evening and online programs or in the College of Nursing and Health Sciences** You will get an 'Advisor Approval' link you need to submit to your Advisor. Once they receive the email, they will review and approve. You will then be able to see your courses listed on your Course Schedule in My.Stritch.

## **Option 2: COURE SEARCH**

This will give you more options to search for and review - specifically by specific course departments and terms starts (ex.: if you're looking for course options for the first 6 week term in Summer, you can choose '2016-Summer-First 6 weeks')

- Make sure the Term is listed as the correct term you are looking to add classes (ex. '2016-Summer' or '2016-Fall')
- Make sure the Division is listed as 'Undergraduate' or 'Graduate', depending on your program
- ALL of the Undergraduate or Graduate courses will populate, unless you search by 'Department' (ex. Choosing '**MGTEN: ManagementEnglish**' to see all the courses that have the **ENMGT** coding)
- Find the classes that are listed as requirements on your Advising Worksheet, or graduation plan/suggestions from your Advisor. Once you find the class you'd like to add, you can mark the check the box to the left of the course, then scroll to the bottom of the page and press add.

• **Students in the College of Business and Management evening and online programs or in the College of Nursing and Health Sciences** ~~You~~ will then be prompted to send the Advisor Approval email again. *Note: You may have to do this process a few separate times to add all courses, since the classes may not all be listed on the same page*

- Additional tip: When using 'Course Search', you can click on 'More Search Options' which allows you to choose things like specific nights of week, full vs. open status, course number range, online/distance learning courses, or various campus locations!

Regardless of the way you add courses: Once your Advisor approves your schedule, if required, you can go back to the main homepage, and click either the Course Schedule or the Add/Drop section and you will see your courses populated. Please note that you will need to make sure your term and division are listed correctly (ex. 2016-Summer and Undergraduate OR Graduate)

*\*\*Again, as mentioned above, do not hesitate to contact your Academic Advisor if you need assistance with course suggestions and registering!\*\**