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How to register for courses in My.Stritch

Go to the MyStritch homepage at <https://my.stritch.edu/ICS/> to log in. Click on the "Student Home" then 'Add or Drop Courses':

- ✓ In the Term Drop down, select the term for which you want to register (ex. 2020 – Spring).
- ✓ You will be prompted to complete the Registration/Student Information Agreement and the Personal Information Update. Once these are completed, you will have access to register for your courses*.

It is helpful to have your Advising Worksheet (AW) available. Cross check the requirements you have left on your AW and the instructions from your advisor to be sure you are registering for the correct courses.

Remember, if you have a hold on your account, you will not be able to register! Holds are listed on your advising worksheet. For AR holds, please contact the business office at 414-410-4232.

*Once a year, you are also asked to complete the Truth in Lending agreement and the Student Educational Credit and Disclosure agreement. These may come up before the other agreements.

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 advisor has suggested specific course offerings (which would most likely include the entire course code).

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

Course examples:

- 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
- For **Graduate students**: EMA 500 MAIE AA 0016
- For **Doctoral students**: ED 710 EDDL AA 0050

Once you type in the full course codes for all classes for that specific semester, select the 'add course' button.

Option 2: COURSE SEARCH

This will give you more options to search for and review – specifically by departments and term starts. *ALL of the Undergraduate or Graduate courses will populate, unless you search by 'Department' (ex. Choosing 'EN: English' to see all the courses that have the EN coding):*

- Make sure the Term is listed as the correct term you are looking to add classes (ex. 2020-Spring)
- Make sure the Division is listed as 'Undergraduate' or 'Graduate' or "Doctoral", depending on your program

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, or online courses!

Find the classes that are listed as requirements on your Advising Worksheet 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 click add. Regardless of the way you add courses, 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.



Accessing Your Advising Worksheet

Your Advising Worksheet is how you will track your progress towards graduation over the next few years. It provides an answer to the question, "What do I need to take?"

You maintain the advising worksheet in MyStritch.

Accessing Your Advising Worksheet / Course Needs Sheet

1. Login to MyStritch homepage at <https://my.stritch.edu/ICS/>. (Same username and password as your Wolfmail)
 - ✓ Under the "Degree Planning" heading, click on "**Course Needs**".
 - ✓ Then click on "**View All Details**".
2. Click "Recalculate Student Progress." When the webpage reloads, click on the "Course Needs" PDF link which will open your updated Advising Worksheet.
3. Your Advising Worksheet lists all the courses you have completed and still need to complete.
4. Track completed credits and grades. See the gray key box at the bottom of your Advising Worksheet for additional details.