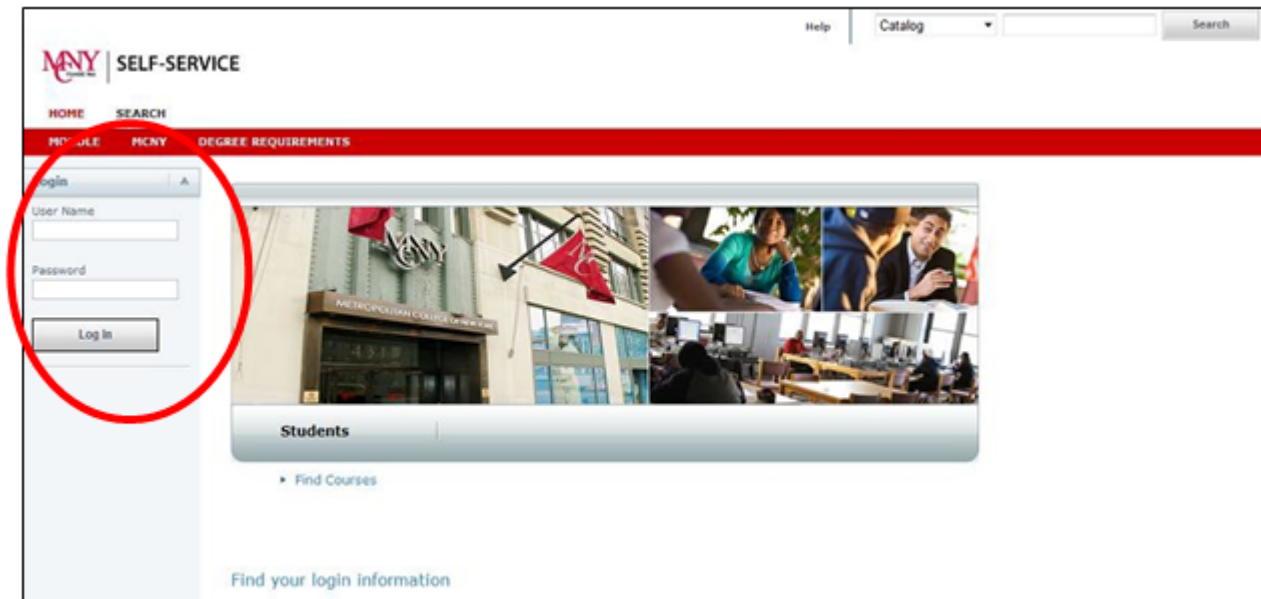


On-Line Registration via Self-Service – Student Instructions

1. Make sure you have a complete FAFSA for the current academic year at www.fafsa.gov
2. Log-In to Self-Service at <http://selfservice.mcny.edu>



MCNY SELF-SERVICE

HOME SEARCH

MCNY DEGREE REQUIREMENTS

Login

User Name

Password

Log In

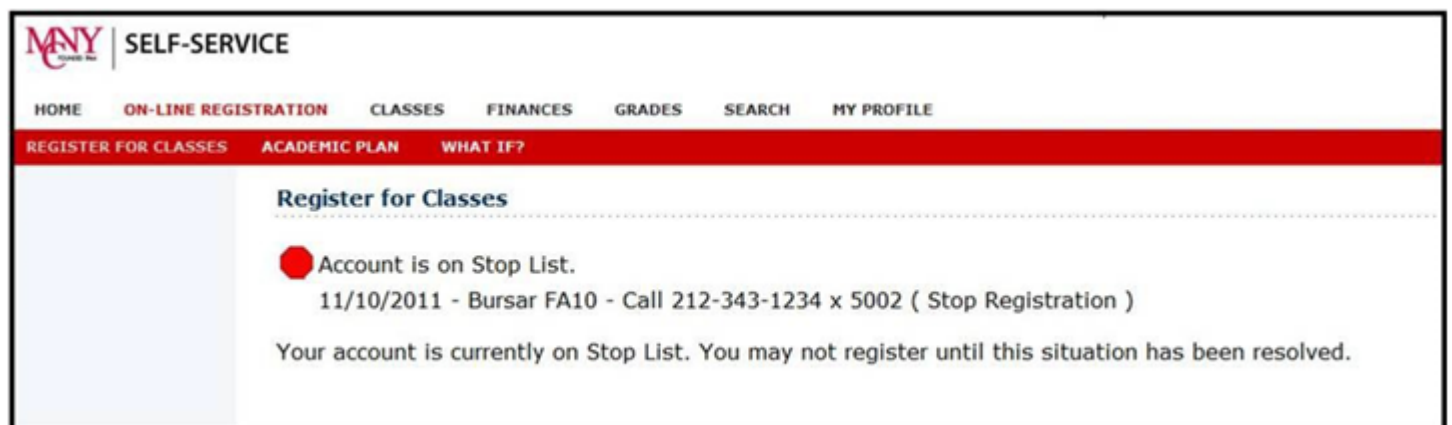
Students

Find Courses

Find your login information

3. Stop List

- If you have a **stop/hold** on your account, you cannot register online until you clear your hold(s)
- See example below
- **BURSAR hold**—contact Bursar at number provided and clear hold



MCNY SELF-SERVICE

HOME ON-LINE REGISTRATION CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES ACADEMIC PLAN WHAT IF?

Register for Classes

Account is on Stop List.

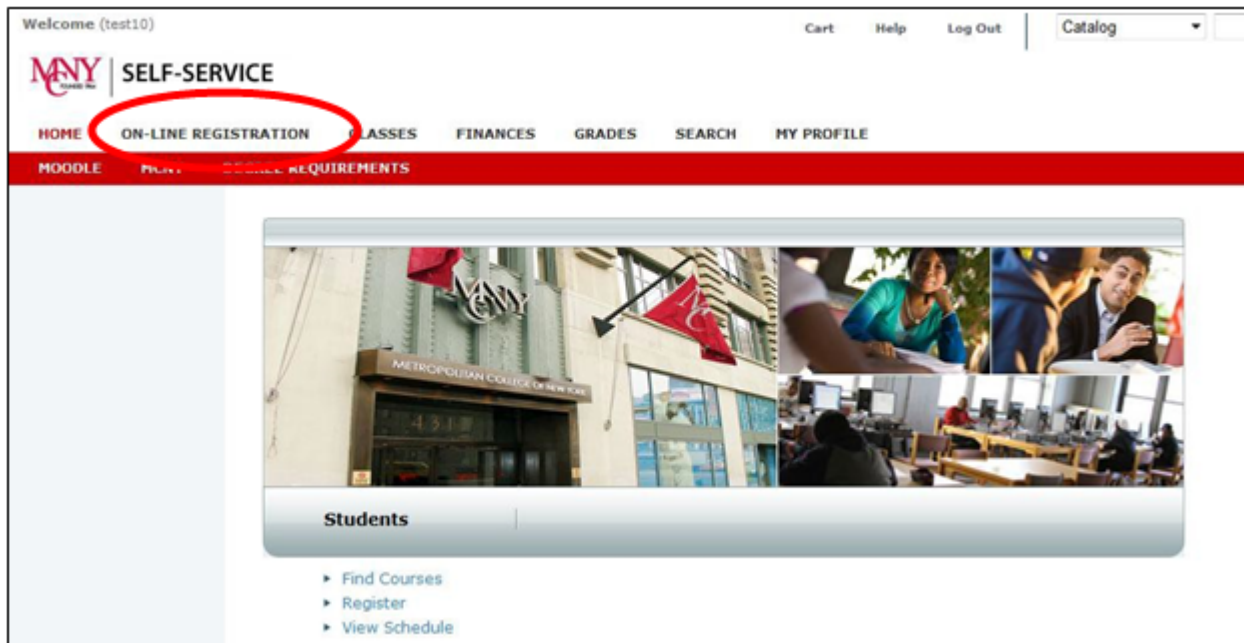
11/10/2011 - Bursar FA10 - Call 212-343-1234 x 5002 (Stop Registration)

Your account is currently on Stop List. You may not register until this situation has been resolved.

Other types of stops you may encounter while at MCNY and what office to contact to resolve them:

Type of STOP	REASON	OFFICE TO CONTACT
Immunization	Complete proof of vaccination for mumps, measles and rubella has not yet been submitted	Admissions, ext. 5001 admissions@mcny.edu
Transcript	College has not received an official transcript from a previous school you attended (High School or other college)	Admissions, ext. 5001 admissions@mcny.edu
Bursar	You have an outstanding bill with the college	Bursar, ext. 5002
Fin Aid Documents	Missing Financial Aid Documents	Financial Aid, ext. 5004 sfs@mcny.edu
Missing FAFSA	You have not yet completed your FAFSA for the 2018-2019 academic year	Financial Aid, ext. 5004 sfs@mcny.edu
FA SAP	You may not be meeting federal standards for academic progress towards your degree and you are in danger of losing your aid	Student Services, ext. 5009 studentservices@mcny.edu
FA DENIED	Your Financial Aid has been denied	Financial Aid, ext. 5004 sfs@mcny.edu

- Once all stops have been cleared, click on **On-Line Registration**



- Click on **Academic Plan**

- Print or review Academic Plan

If you do not have an Academic Plan, please see your Advisor in Student Services

- If you have Transfer Credits (designated TR), make sure all TR credits are entered accurately
- Identify courses need to complete and take for the next semester
- Identify or write down course codes

The screenshot shows the MNY Self-Service portal with the 'ACADEMIC PLAN' link highlighted in the top navigation bar. The main content area displays the 'Academic Plan' section, which includes information about the user's progress toward completing the specified Academic Plan. The plan is for the 2012/Fall semester, Undergraduate/Associate of Art/Human Services 2010. The plan includes courses: 28 Min | 42 Max | 19 Complete | 9 Remaining. Credits: 60.00 Min | 90.00 Max | 45.00 Complete | 15.00 Remaining. GPA: 3.44 (Min 2.00) | Overall 3.22 (Min 2.00). The plan also includes Human Services courses: 14 Min | 14 Max | 16 Complete | 0 Remaining. Credits: 30.00 Min | 30.00 Max | 35.00 Complete | 0.00 Remaining. The plan includes Purpose 1 courses: 7 Min | 7 Max | 8 Complete | 0 Remaining. Credits: 15.00 Min | 15.00 Max | 17.00 Complete | 0.00 Remaining. The plan includes a table of courses with columns: Status, Course, Name, Sub Type, Credits, Sequence, Min Grade, Required, and Custom.

Status	Course	Name	Sub Type	Credits	Sequence	Min Grade	Required	Custom
✓	BIO CC 180	Human Biology and the Life Sciences	Lecture	3.00	200	Passing	✓	✓
✓	CON 111	CA 1:Self-Assessment and	Thesis	2.00	100	Passing	✓	✓

6. At the end of the **Academic Plan** are “**Courses Not Assigned to this Academic Plan**”

- If you have courses in this section, they are not being counted toward your degree
- See you Advisor in Student Services

Courses Not Assigned to this Academic Plan								
Courses: 0 Complete 1 In Progress			Credits: 0.00 Complete 3.00 In Progress					
Status	Course	Name	Sub Type	Section	Final Grade	Credits	Taken	Repeated
	MDM 615 VAL	Entertainment Law	Lecture	MEV1		3.000	2012/Fall/01	

7. Click **Register for Classes**

- Click on **Spring 2019** (under **Period**)
- Status should state: **OK to register**
- If screen states ‘**You are not eligible to register at this time**’ then please see Student Services

Welcome (test10) Cart Help Log Out Catalog Search

MNY SELF-SERVICE

HOME **ON-LINE REGISTRATION** CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES **ACADEMIC PLAN** WHAT IF?


Register for Classes

[Select Period](#) [Review Schedule](#) [Finalize](#) [Complete](#)

In order to begin the registration process, please select a registration period.

Period	Status
2019/Spring	OK to register.

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HOME **ON-LINE REGISTRATION** ADVISING CLASSES FINANCES GRADES SEARCH MY PROFILE ADMINISTRATION

REGISTER FOR CLASSES **ACADEMIC PLAN** WHAT IF?

Register for Classes

[Select Period](#) [Review Schedule](#) [Finalize](#) [Complete](#)

• You are not eligible to register at this time.

Period	Status
2019/Spring	No registration groups found.

CONTACT STUDENT SERVICES!

8. Select **2019/Spring** registration period

Welcome (test10) Cart Help Log Out Catalog Search

MNY SELF-SERVICE

HOME **ON-LINE REGISTRATION** CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES **ACADEMIC PLAN** WHAT IF?

Register for Classes - 2019/Spring

✓ Select Period ▶ Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

9. Click on **Section Search**

HOME **ON-LINE REGISTRATION** CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES **ACADEMIC PLAN** WHAT IF?

Register for Classes - 2019/Spring

✓ Select Period ▶ Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the [Academic Plan](#).

10. Basic Search

- Enter in **Course Code** (MIS CC 130)
 - Type in course you identified from your Academic Plan that you will take in Spring 2019
- Select **Period** (i.e., Spring 2019)
- Click **Search**

Basic Search **Advanced Search**

Keywords

Course Code

Registration Type
☐ Traditional ☐ Continuing Education ☒ Both

Period **Session**

11. Find course with the time and day that fits in your schedule

- 1) Click **Add** on right hand side of course
- 2) Course is added into your shopping cart
- 3) ADD button goes away once you have added the course to your cart
- 4) To add another course click '**Refine Search**' and enter a different course code
- 5) After you have added all your courses to register then click **Proceed to Registration**

The screenshot shows the 'Section Search' interface. On the left is a sidebar with 'Options' (Open Sections Only, New Search, Refine Search), 'Sort By' (Course ID), 'Results Per Page' (10), and 'Legend' (Open, Closed). The main area displays a table of course sections. A red box highlights a row for 'New Media: Cyber, Social, Mobile & Beyond' (MDM 615 SEL/Lecture/DIST) with an 'Add' button. A blue box at the top shows a confirmation message: 'Course MDM 615 SEL/Lecture/DIST was added to your shopping cart for period 2012/FALL/01.' with 'View Cart' and 'Proceed to Registration' buttons. Numbered callouts point to: 1. The 'Add' button on the right of the table row; 2. The confirmation message box; 3. The 'Proceed to Registration' button; 4. The 'Refine Search' link in the sidebar; 5. The 'Section Search' header.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
CA: 1 Strategic Industry Analysis MDM 615 PCA/Seminar/MEV1	9/4/2012 - 12/20/2012	2012 Fall 01	3.00		Thursday 8:40 PM - 9:30 PM; Metropolitan College of New York, Varick Street, Room 12M		20 of 20
CA: 1 Strategic Industry Analysis MDM 615 PCA/Seminar/MEV1	9/4/2012 - 12/20/2012	2012 Fall 01	3.00		Friday 6:00 PM - 6:50 PM; Metropolitan College of New York, Varick Street, Room 12O		20 of 20
New Media: Cyber, Social, Mobile & Beyond MDM 615 SEL/Lecture/DIST	9/4/2012 - 12/20/2012	2012 Fall 01	3.00		On Line 12:00 AM - 12:01 AM; MCNY Distance Learning, On Line, Room ONLINE		20 of 20
New Media: Cyber, Social, Mobile & Beyond MDM 615 SEL/Lecture/MEV1	9/4/2012 - 12/20/2012	2012 Fall 01	3.00		Tuesday 6:00 PM - 8:30 PM; Metropolitan College of New York, Varick Street, Room 12G		20 of 20

12. Review the courses you added in your cart

- 1) **Remove** any course in your cart that you do not want to enroll in
- 2) Click **Next** to register for all courses in your cart

The screenshot shows the 'Review Schedule' page. At the top are navigation tabs: 'Select Period', 'Review Schedule' (active), 'Finalize', and 'Complete'. Below is a table titled 'Courses to Add' with columns: Course, Date, Session, Credits, Credit Type, Schedule, Location, Instructor, and Status. One course is listed: 'New Media - MDM 615 SEL / Lecture / DIST' with status 'In Cart' and a 'Remove' button. Below this is a table titled 'Registered Courses' with columns: Drop, Course, Date, Session, Credits, Credit Type, Schedule, Location, Instructor, and Status. Two courses are listed: 'Entertainment Law - MDM 615 VAL / Lecture / MEV1' (status: Dropped pending advisor approval) and 'Music and Publishing - MDM 725 SYS / Lecture / DIST' (status: Awaiting advisor approval). At the bottom right are 'Previous' and 'Next' buttons, with 'Next' circled in red.

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
New Media - MDM 615 SEL / Lecture / DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM;	MCNY Distance Learning, On Line, Room ONLINE		In Cart

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
	Entertainment Law - MDM 615 VAL / Lecture / MEV1	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	Tuesday, 8:40 PM - 9:55 PM; Wednesday, 8:40 PM - 9:55 PM;	Metropolitan College of New York, Varick Street, Room 12D Metropolitan College of New York, Varick Street, Room 12T		Dropped pending advisor approval
	Music and Publishing - MDM 725 SYS / Lecture / DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM;	MCNY Distance Learning, On Line, Room ONLINE		Awaiting advisor approval

13. Courses have been registered and you are **awaiting advisor approval**

- Click **Next**
- Advisor will be notified to that you have you have submitted a schedule for approval
- Advisor will review and if approved then you will be registered for courses

MCNY SELF-SERVICE

HOME ON-LINE REGISTRATION CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES ACADEMIC PLAN WHAT IF?

Register for Classes - 2019/Spring

✓ Select Period ✓ Review Schedule ▶ Finalize Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor	Status
Entertainment Law -MDM 615 VAL /Lecture /MEV1	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	Tuesday, 8:40 PM - 9:55 PM; Wednesday, 8:40 PM - 9:55 PM	Metropolitan College of New York, Varick Street, Room 12D Metropolitan College of New York, Varick Street, Room 12T		Dropped pending advisor approval
New Media -MDM 615 SEL /Lecture /DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM	MCNY Distance Learning, On Line, Room ONLINE		Awaiting advisor approval
Music and Publishing -MDM 725 SYS /Lecture /DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM	MCNY Distance Learning, On Line, Room ONLINE		Awaiting advisor approval

Previous Next

14. Final screen: you have completed the online registration process

MCNY SELF-SERVICE

HOME ON-LINE REGISTRATION CLASSES FINANCES GRADES SEARCH MY PROFILE

REGISTER FOR CLASSES ACADEMIC PLAN WHAT IF?

Register for Classes - 2019/Spring

✓ Select Period ✓ Review Schedule ✓ Finalize ✓ Complete

You have successfully submitted your 2012/Fall schedule for Advisor approval. After your Advisor approves your schedule, you will be registered for the courses and notified.

- Modify your schedule for 2012/Fall
- Select another Registration Period

15. Follow-up:

- If your Advisor approves your schedule, you will get an email notification to your student email address
- Log-in to Self-Service and verify that you are officially registered for your class
- Students will be able to **Add/Drop** courses online before the first day of classes
- Review your registered class schedule under the **Classes** tab
- You will be notified via email notification to your IQMAIL by the Bursar office of your billing statement
- View your billing information in Self-Service under the **Finances** tab

Courses to Add								
Your cart is empty.								
You must add courses to your cart before proceeding with registration.								
Use the Section Search to find courses to add to your cart.								
You can review your degree requirements and find required courses using the Academic Plan .								
Registered Courses								
Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Instructor Status
	Entertainment Law - MDM 615 VAL / Lecture / MEV1	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	Tuesday, 8:40 PM - 9:55 PM; Wednesday, 8:40 PM - 9:55 PM;	Metropolitan College of New York, Vanick Street, Room 12D Metropolitan College of New York, Vanick Street, Room 12T	Dropped pending advisor approval
<input type="checkbox"/>	Music and Publishing - MDM 725 SYS / Lecture / DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM;	MCNY Distance Learning, On Line, Room ONLINE	Registered
	New Media - MDM 615 SEL / Lecture / DIST	9/4/2012 - 12/20/2012	01	3.00	Graduate Credit	On Line, 12:00 AM - 12:01 AM;	MCNY Distance Learning, On Line, Room ONLINE	Awaiting advisor approval