

Step-by-Step Guide to Course Registration in Self-Service

**Mount Allison University
March 2022**

Step 1: Logging In

- 1) Via your browser, navigate to [Connect@MtA](http://connect.mta.ca) (connect.mta.ca)
- 2) Add your MtA username and password, and click 'Sign in'.
- 3) Select 'Connect for Student' located on the right side of the page. This will bring you to the main menu for students.
- 4) From the main student menu, select 'Search for Classes' under the Registration heading. This will redirect you to the 'Course Catalog' screen in Self-Service where you can search and select courses for registration.

Step 2: Search for Classes in Self-Service

- 1) From the '**Course Catalog**' screen, there are three ways to search for a course:
 - a. Select '**Advanced Search**' (**Recommended**). You must select the 'Term' to search for courses using this method. You can refine the search further by completing additional fields. For example, you may wish to select a 'Subject' and/or 'Course number'. Complete the search by using the blue 'Search' button at the bottom of the screen.

Note: The less information you indicate in your search criteria, the broader the range of courses you will see. Selecting a 'Term' is mandatory in any case. If you only select 'Term', the search results will display all courses offered in that term.

- b. **Directly searching for the course** through the search bar at the top right of the page, labelled 'Search for courses'. Please note that you should only use this option if you are **certain** about the course that you are looking for (e.g., BIOL-1001)
- c. **Searching for courses through the 'Subject Search' option**, either by selecting a subject from the list or searching for the subject in the search bar labelled 'Type a subject'. Note that this will generate a list of **all** the courses offered by a department.

The screenshot displays the 'Academics' section of the 'Course Catalog' page. At the top, there is a navigation bar with 'Academics' and 'Course Catalog'. Below this is a yellow banner with a warning icon and the text 'Check here often for important announcements.' The main content area is titled 'Search for Courses and Course Sections' and features a search bar on the right with the placeholder text 'Search for courses...'. Below the search bar, there are two tabs: 'Subject Search' (which is active) and 'Advanced Search'. Under the 'Subject Search' tab, there is a search bar with the placeholder text 'Type a subject...'. Below this search bar, there is a list of subjects: Anthropology, Art History, Arts, Biochemistry, and Biology, each with a blue link.


- 2) Once you identify a course you would like to select for registration, choose ‘**View available section for XXXX-YYYY**’, as shown in the image below. This will provide you with details on the course offering in a particular term.

BIOC-4151 Virology (3 Credits)

This course introduces the fundamental features of animal, bacterial, and plant viruses. It covers the biochemical genetic features of viral structure and replication, techniques used in studying viruses, the evolution of viruses, cell defences against viruses, the history of viruses as the causal agents of animal and plant disease, and current antiviral strategies. It also discusses the role of viruses as agents of evolutionary change and their use in modern molecular genetics. [Note 1: This course is cross-listed with BIOL 4151 and may therefore count as three credits in either discipline.] (Format: Lecture 3 Hours)

Requisites:
Third-year standing; BIOL 2201; 3 credits from BIOL 2811, BIOC 3041; or permission of the Department - Must be completed prior to taking this course.

Locations:
Sackville, Scheduled Online Only, Unscheduled Online Only

[View Available Sections for BIOC-4151](#) 


- 3) From here, select the section that works best for your schedule and then select ‘**Add section to schedule**’, as shown in the image below. **Note:** Please ensure that you select the section offered in the **correct term**.

BIOC-4151 Virology (3 Credits)

This course introduces the fundamental features of animal, bacterial, and plant viruses. It covers the biochemical genetic features of viral structure and replication, techniques used in studying viruses, the evolution of viruses, cell defences against viruses, the history of viruses as the causal agents of animal and plant disease, and current antiviral strategies. It also discusses the role of viruses as agents of evolutionary change and their use in modern molecular genetics. [Note 1: This course is cross-listed with BIOL 4151 and may therefore count as three credits in either discipline.] (Format: Lecture 3 Hours)

Requisites:
Third-year standing; BIOL 2201; 3 credits from BIOL 2601, 2811, BIOC 3041; or permission of the Department - Must be completed prior to taking this course.

Locations:
Sackville, Scheduled Online Only, Unscheduled Online Only

[View Available Sections for BIOC-4151](#) 

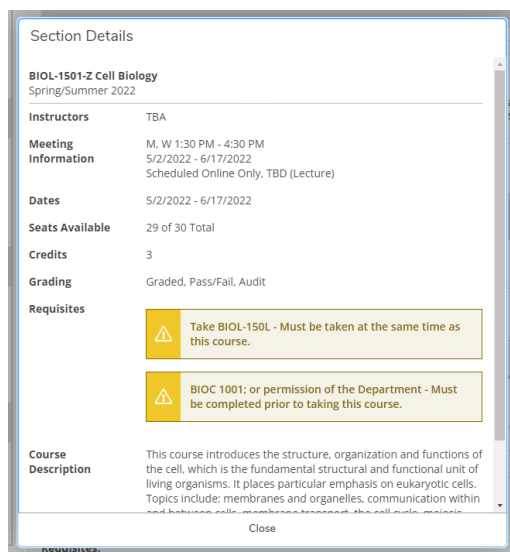
Spring/Summer 2022

Seats	Times	Locations	Instructors
50	M/W 9:00 AM - 12:00 PM 5/2/2022 - 6/17/2022	Scheduled Online Only Lecture	TBA (Lecture)

[BIOC-4151-Z](#)
Virology [Add Section to Schedule](#)

Notes on searching and selecting course sections to add to your schedule:

- From your search results you can gather details such as meeting information, course instructor, course description, prerequisites, co-requisites (labs/tutorials or fall/winter pairings), and availability.
- Pay close attention to course meeting days and time to avoid **scheduling conflicts**. **Unscheduled courses will have ‘Times’ listed as ‘TBD’**.
- The ‘Location’ field indicates **delivery method** for the course (Sackville / in-person; Scheduled Online-Only; Unscheduled Online-Only).
- **To obtain full details, click on the course title (hyperlinked in blue) to access a pop-up ‘Section Details’ window.**



- Some courses may offer **multiple sections** to choose from (indicated by A, B, C, etc. following the course code). These sections may differ in time, location, and instructor, but are otherwise the same. Register for only one section of a course.
- If a course requires a **lab/tutorial component**, you must register for it at the same time as you register for the course. Labs/tutorials may also have multiple sections to choose from (L-1, L-2, etc.).

BIOL-150L Lab: Cell Biology (0 Credits)

No description available.

Requisites:
Take BIOL-1501 - Must be taken at the same time as this course.

[View Available Sections for BIOL-150L](#)
▼

Step 3: Register for Previously Selected Courses

Once you have searched for a course(s) and added it to your schedule, the next step is to register or waitlist for that course(s) from your schedule. **Please review the images on the next page for a visual guide.**



- 1) Select the 'Academics' icon on the left side of the home page to view a drop-down menu from which you can select 'Register for Classes'.

Note: The 'Academics' icon is shaped like a square graduation cap

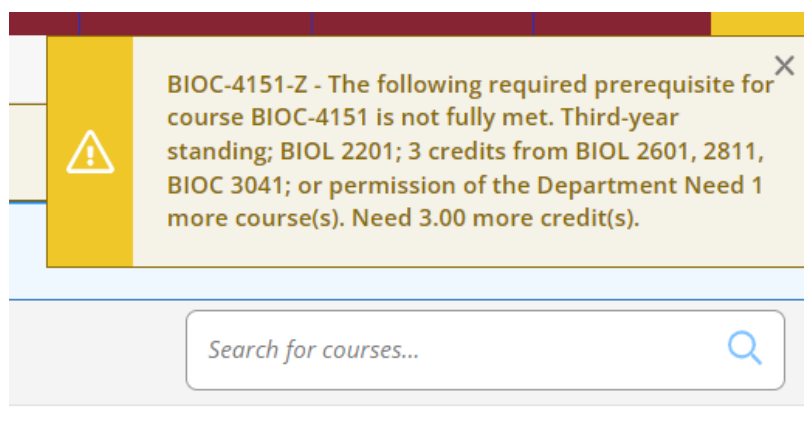
- 2) Here you will see a calendar and a side panel on the left displaying the selected course(s).
- 3) Be sure to select the appropriate term using the arrow keys under the 'Schedule' heading.
- 4) To register for the selected course, select the blue 'Register' button from the side panel. It is important to note the course colours on the calendar.

Green = Registration was successful

Yellow = Not registered

If a course displays in yellow, you may have added the course to your schedule but not registered for it, **or** you attempted to register and registration was not successful.

If registration was not successful, **please review the error message that appears on the top right side of the screen.**



Schedule

< > Spring/Summer 2022 Register Now

Filter Sections
Save to iCal
Print

Not Registered: 3 Credits **Enrolled:** 3 Credits **Waitlisted:** 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am		ENGL-1501-Z Z		ENGL-1501-Z Z		ENGL-1501-Z Z	
11am							
12pm							
1pm		RELG-1641-Z		RELG-1641-Z			
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							

[ENGL-1501-Z: Introduction to Poetry](#) ✕

✓ Not Registered

Credits: 3 Credits
Grading: Graded
Instructor: Miller, G
5/2/2022 to 6/17/2022
Seats Available: 50

Meeting Information

Register

View other sections

[RELG-1641-Z: Religion, the Body, Sexuality](#)

✓ Registered, but not started

Credits: 3 Credits
Grading: Graded
Instructor: Colette, S
5/2/2022 to 6/17/2022

Meeting Information

Drop

Unscheduled courses (sections with no meeting time) are listed under the Calendar:

View other sections

[PSYC-1001-X: Introduction to Psychology I](#) ✕

✓ Not Registered

Credits: 3 Credits
Grading: Graded
Instructor: LeBlanc, M
5/2/2022 to 8/31/2022
Seats Available: 50
Time: TBD
Location: Unscheduled Online Only TBD

Register

View other sections

12pm							
1pm		RELG-1641-Z		RELG-1641-Z			
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

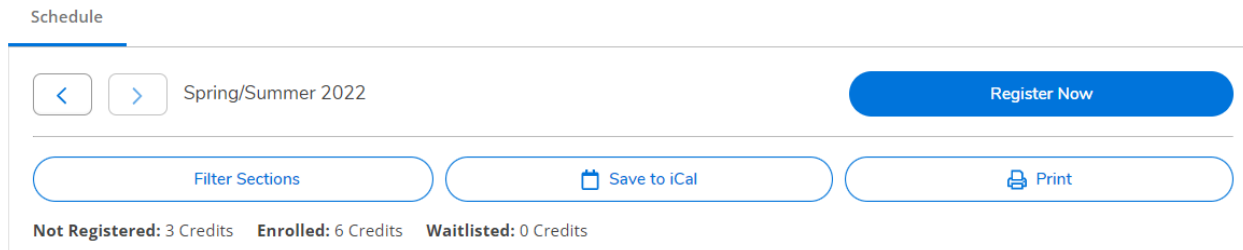
Sections with no meeting time

✓ PSYC-1001 Introduction to Psychology I Section X Faculty: LeBlanc, M ✕

✓ ECON-1001 Principles of Microeconomics Section X Faculty: Haghiri, M

Step 4: Confirm your Registration

You can confirm how many credits you have registered for by checking the **‘Enrolled’ credits** above the calendar.



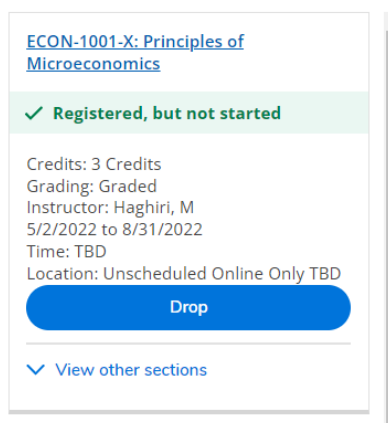
Another way to confirm your registration is via the **‘Print’ button** above the Calendar. This will clearly display the courses you have selected but not registered for, as well as the courses you have successfully added to your registration.

Remember, you have successfully registered for courses that appear in green.

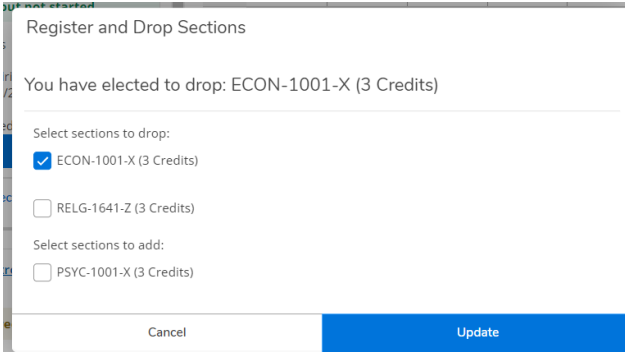
Withdrawal from course(s)

The process for **dropping a course** from your schedule is very similar to that of registering for course:

- 1) Select the ‘Academics’ icon (graduation cap) on the left side of the home, and then, from the drop-down menu select ‘Register for classes’.
- 2) Here, you will see a calendar and side panel displaying the selected and registered course(s).
- 3) From the side panel, **click the blue ‘Drop’ button** below the course name you are planning to drop.



- 4) A pop-up 'Register and Drop Sections' window will appear. **Select the course(s) that you wish to drop and then click 'Update'.**



Register and Drop Sections

You have elected to drop: ECON-1001-X (3 Credits)

Select sections to drop:

ECON-1001-X (3 Credits)

RELG-1641-Z (3 Credits)

Select sections to add:

PSYC-1001-X (3 Credits)

Cancel Update

- 5) Wait for the calendar to update, and then confirm that the course was successfully dropped from your registration.

Note: The colour of the course should change from green to yellow on the calendar, or below the calendar for unscheduled courses.

Note: You will not be permitted to drop all of your courses. Students who are contemplating **full withdrawal from the University** (withdrawing from all courses in a single term or all courses in multiple terms) should complete the **'Withdrawal Request University and/or Residence' form in Connect**. See academic regulation [10.4.5. Withdrawal from University](#). Please email the Registrar's Office at regoffice@mta.ca with any questions about a University withdrawal.

For additional assistance, please visit
mta.ca/reghelp

The Registration Helpdesk is available to assist all new and returning students with registration questions.

Registration help is available throughout the year by e-mail, phone, or in person at the Registrar's Office service desk on the 2nd floor of the Wallace McCain Student Centre.

E-mail: reghelp@mta.ca

Phone: (506) 364-2669