

Simple Steps to Registering for Courses

Mount Aloysius College – Registrar's Office

1. Log into MyMAC and select the Student Tab
2. Select Online Registration from the table on the left side of the screen.

Welcome back Dr. Chris M Lovett (Pe

Please be advised updating c

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3. Change the term to correct registration period and click Search.

We recommend just searching. If you enter the title or course number, it has to be exact. Otherwise, you could receive errors or no information from the search.

Course Search

Title: Begins With ▾

Course Code: Begins With ▾

Term: 2017 Fall Term ▾

Department: All ▾

Division: All ▾

[More Search Options](#)

4. To add a course, simple check the add box next to the course and hit the Add Course button at the bottom of the page.

Add Courses

[Search Again](#) Term: Divisi

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status
<input type="checkbox"/>		EN 111 04 MAIN	Rhetoric II	Neff, Bernard G	0/20	Full
<input checked="" type="checkbox"/>		EN 111 05 MAIN	Rhetoric II	Cook, Barbara J	3/20	Open
<input type="checkbox"/>		EN 111 06 MAIN	Rhetoric II	Johnson, Roger B Jr	9/20	Open
		EN 111 DB DRMC	Rhetoric II	Murphy, James P	15/20	Open
		EN 111 GCE1 ONLN	Rhetoric II	Wingerter, Jill M	7/20	Open
<input type="checkbox"/>		EN 201 01 MAIN	Journalism Sem	Jost-Costanzo, Jessica M	15/20	Open
<input type="checkbox"/>		EN 205 01 MAIN	Maj. British Wr	Jost-Costanzo, Jessica M	14/25	Open
<input type="checkbox"/>		EN 230 01 MAIN	Srvy Am Lit I	Neff, Bernard G	14/25	Open

5. You can also click on the course to expand it for more information and add the course from that



[Add this course](#)

screen by clicking the link.

6. If a course does not have a box to add it, it means that you are not eligible to schedule it at this time. This generally occurs to not having earned enough credits, not having the required pre-requisite, or the course is limited to certain programs or majors.

[BL 206 02 MAIN](#)
[BL 206 DB DRMC](#)

7. You can register yourself for a course that is full. You will be placed on the wait list for the course and will receive this message when you schedule the course.

Messages

AR 202 01 MAIN - Successfully added with warnings: This course is full or students are already waitlisted

8. You can drop yourself from the wait list by dropping the course online.

Your Schedule			
Drop	Code	Title	Schedule
No Current Courses for the selected Term and Division.			
Waitlisted Courses			
Drop	Code	Title	Schedule
<input checked="" type="checkbox"/>	AR 202 01 MAIN	Ceramics I	TR 12:30 PM - 2:20

Leave Selected Waitlist(s)

9. Dropping a course works in the same manner when the add/drop period is open. For the fall and spring, the add/drop period end at 6:00 p.m. on the 6th day of class (typically the second Monday of the semester). For accelerated 5 week and 8-week courses, the add/drop period is only the first four days (it ends the first Thursday of the course). In the summer, courses are accelerated, so the add/drop period ends after the fourth day.

Your Schedule			
Drop	Code	Title	Schedule
<input checked="" type="checkbox"/>	AC 101 02 MAIN	Accntng Prin I	TR 9:30 - 10:45 AM

Drop Course(s)

All questions regarding course registration can be directed to your Academic Advisor, the Office of Student Success and Advising, or the Registrar's Office.