

HOW TO . . .



The Student Portal

Overview

Marywood University students will soon be able to make payments, view financial aid awards, email their advisor, search the master schedule and register for classes, and view a schedule or transcript, using the MarywoodYOU Portal.

Log On to the MarywoodYOU Portal

1. Open a Web browser and navigate to <http://www.marywood.edu> .
2. Click on the **MarywoodYOU** link at the bottom of the Marywood home page.
3. Type your *User name* and *Password* in the dialog box. Precede your *User name* by the Domain and a backslash, **mis**.

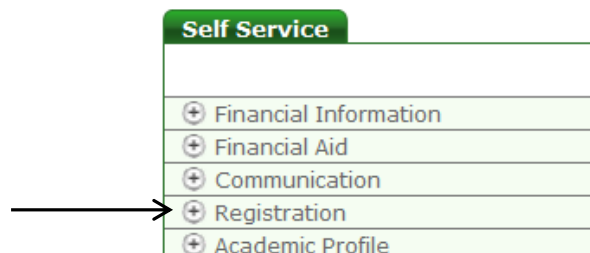
IMPORTANT INFORMATION REGARDING PASSWORDS

If you changed the original password that was issued to you in your first semester at Marywood, the changed password will NOT work. **You must use the original password** to enter the MarywoodYOU portal. NOTE: This is NOT the four-digit PIN number you previously used for registration. *If you do not have the original password, you may obtain it at the Registrar's Office (LAC 92). Be prepared to present a photo ID.*

4. Click the **Log On** button.
5. The MarywoodYOU Portal page displays.

Fall Semester Registration

Locate the **Self Service** area of the Portal. Click on **Registration** to search for classes on the master schedule, register for classes, add or drop a class, and manage your waitlist.



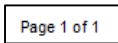
Search for Sections

To look up classes on the master schedule, click the **Search for Sections** link.

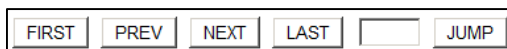
1. Select a **Term** from the drop-down box.
2. Enter criteria for **Subjects, Course Levels, Course Number** and/or **Section** (if known).
3. Enter any additional criteria such as day of week, location, etc.
4. Click the **SUBMIT** button.
5. Section selection results display.

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Academic Level
Spring 2012	Open	HIST-100-1 (252) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	HIST-100-2 (253) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	HIST-100-3 (254) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	HIST-100-4 (255) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	HIST-100-5 (256) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate
Spring 2012	Open	HIST-100-8 (257) Roots of the Modern World	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		Undergraduate

6. A navigation area at the top of the list shows available pages.



7. Buttons are also available to move to or select specific pages.



Register for Sections

Various options exist for a student. The following are currently available:

Search and register for sections (Suggested Method)

This link allows a student to search for specific course sections (as in *Search for Sections* above) and register for that course.

1. Select a **Term** from the drop-down box.
2. Enter criteria for **Subjects, Course Levels, Course Number** and/or **Section** (if known).
3. Enter any additional criteria such as day of week, location, etc.
4. Click the **SUBMIT** button.
5. Section selection results display.
6. Click into the corresponding box in the **Select** column.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2012	Open	HIST-252-1 (263) United States History to 1865	Scranton	01/09/2012-05/09/2012	To be Announced		3.00	
<input type="checkbox"/>	Spring 2012	Open	HIST-252-4 (264) United States History to 1865	Scranton	01/09/2012-05/09/2012	To be Announced		3.00	

7. Click the **SUBMIT** button.
8. The **Register and Drop Sections** screen displays. This screen lists courses you are currently registered for (**Current Registrations**) and “preferred” courses (**Preferred Sections**) you have yet to register for, but most likely want to.

Preferred Sections									
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	
<input type="checkbox"/>	Fall 2012	ENGL-399-01 (588) Special Topics	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="checkbox"/>	Fall 2012	HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="checkbox"/>	Spring 2012	PSYC-251-1 (444) Developmental Psychology	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	Spring 2012		BUS-123-1 (94) Management and Career Options	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		BUS-142-1 (98) Aeronautical Theory - Instrume	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		BUS-142A-1 (99) Instrument Flight Practicum I	Scranton	01/09/2012-05/09/2012	To be Announced	1.50		
<input type="checkbox"/>	Spring 2012		BUS-312-1 (106) Operation Management/Quantitat	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		PHIL-302-1 (365) Greek and Medieval Philosophy	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

9. To officially register for a course, select *Register* from the **Action** drop-down box in the **Preferred Sections** courses and click the **SUBMIT** button.

Preferred Sections									
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	
<input type="button" value="Register"/>	Fall 2012	ENGL-399-01 (588) Special Topics	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="button" value="Register"/>	Fall 2012	HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced		3.00		
<input type="button" value="Register"/>	Spring 2012	PSYC-251-1 (444) Developmental Psychology	Scranton	01/09/2012-05/09/2012	To be Announced		3.00		

10. The **Registration Results** screen displays to confirm your registration.

The following request(s) have been processed:									
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
Fall 2012	Registered for this section		HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced	3.00		

Here are all of the sections for which you are currently registered:									
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
Fall 2012		HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced	3.00			
Spring 2012		BUS-123-1 (94) Management and Career Options	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		BUS-142-1 (98) Aeronautical Theory - Instrume	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		BUS-142A-1 (99) Instrument Flight Practicum I	Scranton	01/09/2012-05/09/2012	To be Announced	1.50			
Spring 2012		BUS-312-1 (106) Operation Management/Quantitat	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		PHIL-302-1 (365) Greek and Medieval Philosophy	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			

Register for previously selected sections

This option is selected when a student has not officially registered for classes but has added one or more courses to their list of *Preferred Sections*—and wishes to now register. Choosing this option displays the **Register and Drop Sections** screen.

1. Locate the **Preferred Sections** listing of courses.
2. To register for a course, select *Register* from the **Action** drop-down box in the *Preferred Sections* courses and click the **SUBMIT** button.

Drop sections

This option is selected when a student wishes to drop a class they are officially registered for. Choosing this option displays the **Register and Drop Sections** screen.

1. Locate the **Current Registrations** listing of courses.
2. Click into the corresponding box in the **Drop** column.
3. Click the **SUBMIT** button.

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	Fall 2012		HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced	3.00		
<input checked="" type="checkbox"/>	Spring 2012		BUS-123-1 (94) Management and Career Options	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		BUS-142-1 (98) Aeronautical Theory - Instrume	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		BUS-142A-1 (99) Instrument Flight Practicum I	Scranton	01/09/2012-05/09/2012	To be Announced	1.50		
<input type="checkbox"/>	Spring 2012		BUS-312-1 (106) Operation Management/Quantitat	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		
<input type="checkbox"/>	Spring 2012		PHIL-302-1 (365) Greek and Medieval Philosophy	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

4. The **Registration Results** screen displays to confirm your action.

The following request(s) have been processed:									
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
Spring 2012	Dropped from this section		BUS-123-1 (94) Management and Career Options	Scranton	01/09/2012-05/09/2012	To be Announced	3.00		

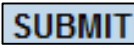
Here are all of the sections for which you are currently registered:									
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs		
Fall 2012		HIST-252-01 (587) United States History to 1865	Scranton	08/27/2012-12/15/2012	To be Announced	3.00			
Spring 2012		BUS-142-1 (98) Aeronautical Theory - Instrume	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		BUS-142A-1 (99) Instrument Flight Practicum I	Scranton	01/09/2012-05/09/2012	To be Announced	1.50			
Spring 2012		BUS-312-1 (106) Operation Management/Quantitat	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			
Spring 2012		PHIL-302-1 (365) Greek and Medieval Philosophy	Scranton	01/09/2012-05/09/2012	To be Announced	3.00			

Manage My Waitlist

Students are given the opportunity to select *Waitlist* from the **Action** drop-down box when registering for a course if the class is currently filled (see the **Available/Capacity/Waitlist** column).

When a seat opens up, the student will be notified and may register within a specified period of time.

This option will display the **Manage My Waitlist** screen.

1. Select *Register* from the **Action** drop-down box next to the corresponding waitlisted course.
2. Click the  button.
3. The **Registration Results** screen displays to confirm your action.

Register and Drop Sections

Choosing this option directly displays the **Register and Drop Sections** screen. See directions above for registering and dropping a course.

Manage My Waitlist

Choosing this option directly displays the **Manage My Waitlist** screen. See directions above for registering for a waitlisted course, once it opens.