Selecting courses to add to your Cart

1. Launch Self Service by clicking the Self Service link along the top of the Mars Hill University home page (http://www.mhu.edu/).

2. Enter your User Name and Password and click the Log In button. This is the same User Name and Password that you use for MHU Email, Moodle, and Network.

3. Select the Register tab, and click the Courses link at the top of the Register tab.

4. Click Section Search from the Related Links list. This opens the Section Search link.

5. Enter a specific Course Code, or leave Course Code blank to search for all courses. The Advanced Search tab lets you further narrow down your search criteria.

   Select the correct Year and Term from the Period drop-down list, and then click the Search button.

6. To add any of the displayed courses to your Cart click the Add button to the right of the course information.

   A Course Added window is displayed to confirm that the course was added to your Cart. Adding courses to your Cart does not automatically register you for courses. During Registration you select the courses you want to register for from the courses that you have placed in your Cart.

Registering for courses

1. You can get to the Registration link from the Section Search page by clicking Registration in the Related links area down the left of the screen, or by clicking the Proceed to Registration button in the Course Added window, or you can click the Back to Registration link near the top right of the screen. You can also click the Register tab and click the Courses link.

   If you click the Register tab and then the Courses link you see a list of the open registration periods.

   If You are not eligible to register at this time is displayed, look at the Status of the period for which you are trying to register.

   - If the status is Registration groups period for registration has not started, it means you must wait until the published registration start date before you can register. However, you can continue to add courses to your Cart before registration actually starts.

   - If the status is No registration groups found, you must contact the Adult AGS office (between 8 am and 5 pm) at 828-689-1166 (local) or 1-800-582-3047 (toll-free) to resolve the issue.
You must also contact the Adult AGS office if you have a **Registration or Critical Access Stop** on your account.

![Account is on Stop List.](image)

11/1/2010 - Business Office (Stop Registration)

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

2. Click on the Year/Term that has a status of **OK to Register**.

This screen displays the contents of your Cart. If you had not previously added any courses to your Cart this screen displays the message:

*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.*

Click the **Section Search** link to add courses to your Cart. You can add courses to your Cart at any stage of the registration process. You can also remove courses from your Cart by clicking the **Remove** button next to the course in the Cart.

3. Make sure there is a check in the **Add** column of each course in your Cart that you want to register for (and be sure to remove the checks from those that you do not want to register for), and then click the **Next** button.

If no **time conflict** errors occur this screen lists your Updated Schedule and lists the status of the courses as Registered. Continue to click the **Next** button until the screen displays that you have completed your registration. Your registration is complete!

If you have a **time conflict** error you must resolve it by returning to the Registration screen and removing the check in the **Add** column for one of the courses that is causing the time conflict.

You will be unable to place a check in the **Add** column for a course that is closed, and it will be ignored when you process your schedule.

Selecting the **Modify Schedule** link shows you the courses you have already processed as well as the contents of your Cart. You can continue to **Add** courses from your Cart, and you can **Drop** courses that you have already registered for.

4. Print or view your schedule by clicking on the **Classes** tab, and then the **Schedule link**, and then the **Student Schedule** link. You can print your schedule by selecting **Print** from the **File** menu. You can view or print your schedule in either text or grid format.