

UNION COLLEGE
Department of Administrative Systems
How to Register for Classes Using MyUnion

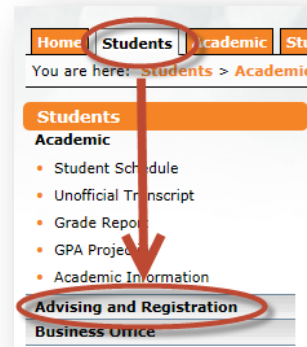
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First, go to <http://my.unionky.edu/> and log in using your network/webmail username and password in the upper right hand corner.

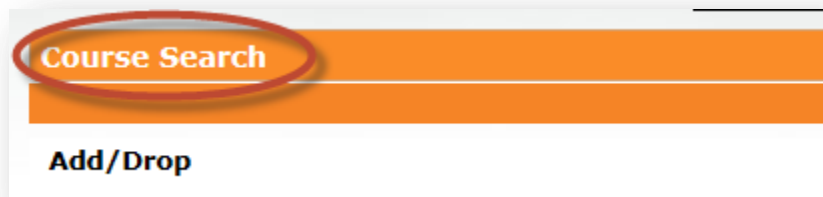
Note: Once you have logged in, do not use your browser's back button to navigate or you will receive an error message.

Next, click on the **Students** tab.

Go to the **Advising and Registration** page. The link is located on the left-hand side of the screen.



Once you are on the *Advising and Registration* page, then you will use the **Course Search** portlet to search for classes or add/drop classes.



If you have an advising hold or a business office hold, then you will see the following message in the *Course Search* portlet, with the type of hold specified:

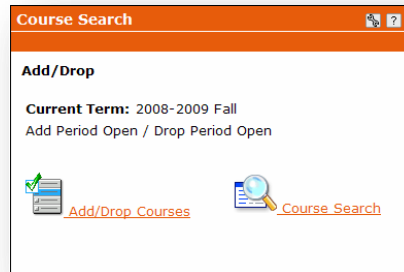


- If you have an **advising hold**, then you will need to contact your **advisor** before you register for classes.

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- If you have a **business office** hold, then you will need to contact the **business office** to resolve your account issues prior to registering for classes.
- If you have a hold from another office, such as Student Support Services, then you will need to contact the office referred to in the hold before you proceed with registration.

If you do not have any holds, you can proceed with course registration as long as the add period is open (this will be displayed below the current term as shown below).

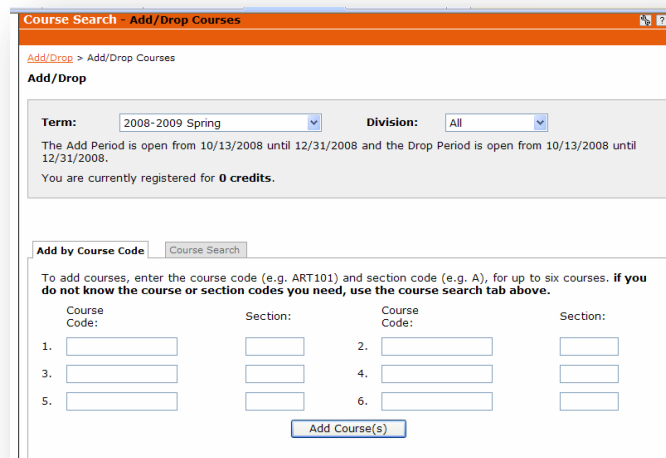


To add a course, click on **Add/Drop Courses**. This will open up the *Add/Drop* option.

- Select the appropriate **term** or **subterm** from the drop down menu next to **Term**.
- Then select the appropriate **Division** from the drop down menu --either **graduate**, **undergraduate**, or **all**.

The dates of the *Add* and *Drop Periods* will appear below the drop-down menus, along with the number of credits that you are already registered for during the selected term.

If you know the course code (i.e. HUMN 152) of the class you wish to add, then use the **Add by Course Code** tab. Type the course code in the **Course Code** field and the section letter (A-Z) in the **Section** field, then click the **Add Course(s)** button at the bottom of the portlet.



Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

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Otherwise, click on the **Course Search** tab, shaded in gray, to activate it and search for class information. This gives you the option to search by a course's title or course code. It also allows you to select all the courses offered by a particular department, such as Education. Simply select it from the **Department** drop-down menu. Then, click the **Search** button.

The screenshot shows the 'Course Search' interface. At the top, there are two tabs: 'Add by Course Code' and 'Course Search'. The 'Course Search' tab is selected and highlighted with a red circle. Below the tabs, there are several search criteria, each with a dropdown menu and a text input field: 'Title: Begins With', 'Course Code: Begins With', 'Term: 2008-2009 Spring', 'Department: All', and 'Division: All'. At the bottom of the search area, there is a 'Search' button and a link for 'More Search Options'.

To search for courses offered on particular days of the week, select the **More Search Options** link next to the **Search** button. This opens up more detailed search options as shown below:


The screenshot shows the 'More Search Options' search form. It includes filters for Term, Department, Course Number Range, Title, Course Code, Division, Time, Meeting days (with checkboxes for Monday through Sunday), Faculty, Campus, Building, Section Status, and Min/Max Hours. 'Search' and 'Reset' buttons are at the bottom.

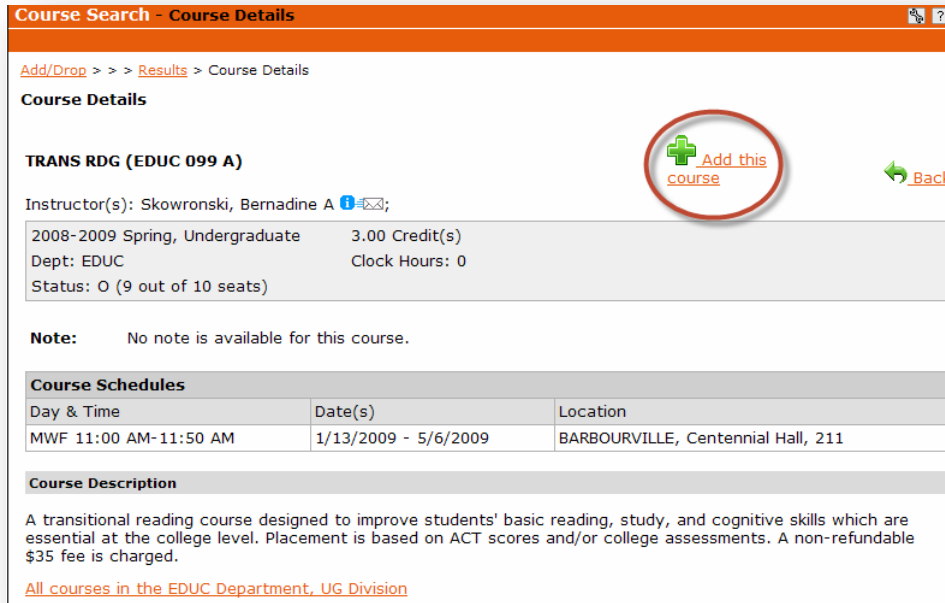
Once you have found a class that you want to add, you can **click in the checkbox** under the **Add** column in the initial search list (shown below) and then click on the **Add Courses** button.

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input checked="" type="checkbox"/>	EDUC 099 <small>A</small>	TRANS RDG	Skowronski, Bernadine A	10/10	O	MWF 11:00 AM-11:50 AM	3.00

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If you click on the course code in the search list, you will bring up more details about the course.

You can also add a class from the **Course Details** page by clicking on the green plus sign  next to **Add this course** as shown below.




Course Search - Course Details

[Add/Drop](#) > > > [Results](#) > Course Details

Course Details

TRANS RDG (EDUC 099 A)

Instructor(s): Skowronski, Bernadine A ;

2008-2009 Spring, Undergraduate	3.00 Credit(s)
Dept: EDUC	Clock Hours: 0
Status: O (9 out of 10 seats)	

Note: No note is available for this course.

Course Schedules

Day & Time	Date(s)	Location
MWF 11:00 AM-11:50 AM	1/13/2009 - 5/6/2009	BARBOURVILLE, Centennial Hall, 211

Course Description

A transitional reading course designed to improve students' basic reading, study, and cognitive skills which are essential at the college level. Placement is based on ACT scores and/or college assessments. A non-refundable \$35 fee is charged.

[All courses in the EDUC Department, UG Division](#)

If you experience problems while attempting to register, the Registrar's Office, Student Support Services, and the Library are all available to help.

The Registrar's Office is open M-F, 8 a.m.-4:30 p.m. and is located downstairs in Speed Hall. Their number is (606) 546-1208.

If you have technical issues with this process, please submit a ticket to the [Help Desk](#) or call the Technology Support Desk at (606) 546-1626.