

# *Navigating the MyU Portal*

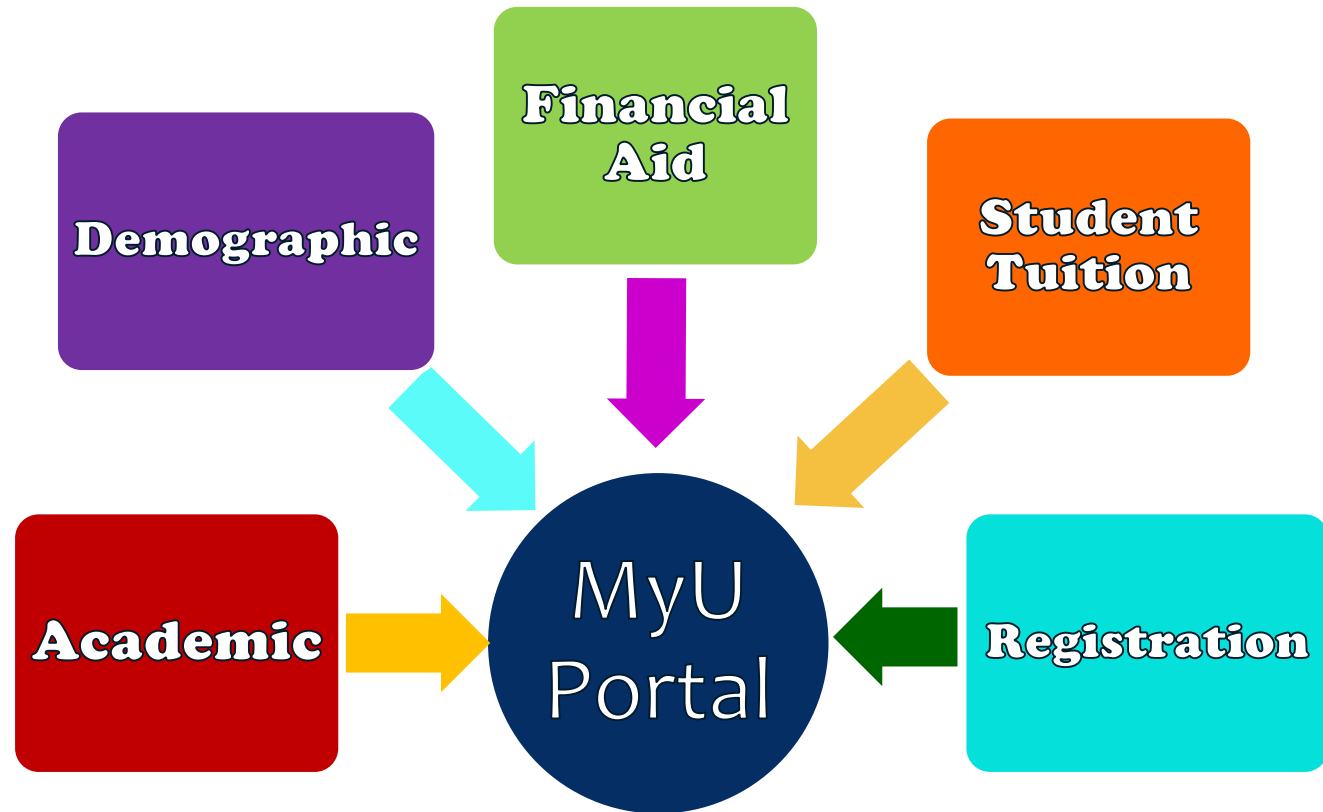
*Heidi H. Shoemake*  
*Student Information Systems*  
*2016-2017*



THE UNIVERSITY OF MISSISSIPPI  
MEDICAL CENTER

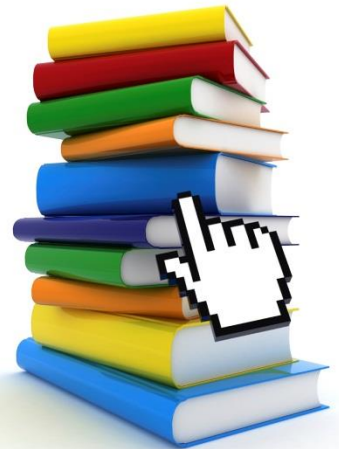
# MyU Portal

- \* Used by:
  - \* Students
  - \* Faculty
  - \* Staff
- \* Interactive “Front-End” display of data from SAP Student, Financial Aid and Billing Systems



## myu.umc.edu

- \* Not to be confused with my.umc.edu (Lawson)
- \* Internet Browsers:
  - \* Supported:
    - \* Internet Explorer: 8, 9, 10, and 11
    - \* Firefox
  - \* Not Supported:
    - \* Safari
    - \* Chrome
- \* Instructions to update browser settings:  
[https://www.umc.edu/education/academic\\_affairs/student\\_affairs/student\\_information\\_systems/essential\\_guide\\_for\\_internet\\_explorer\\_users.aspx](https://www.umc.edu/education/academic_affairs/student_affairs/student_information_systems/essential_guide_for_internet_explorer_users.aspx)
- Instructions to resolve compatibility settings with IE10 and 11:  
<http://windows.microsoft.com/en-us/internet-explorer/use-compatibility-view#ie=ie-10>



# Logging In

## Enter Network Login ID

Hint: this is the portion of your UMMC email address before @umc.edu ex: hshoemake@umc.edu network ID: hshoemake

## Password

Hint: this is the password you used to activate your MyU account

**THE UNIVERSITY OF MISSISSIPPI  
MEDICAL CENTER**

**Network Login ID**

**Password**

**Sign In**

**Guest Access**

**Password Help**

**Quick Links**

**IMPORTANT DATES**

**04/16/2012**

- Summer - Registration Begins
- Summer Intersession - Registration Begins

**08/06/2012**

- Summer Intersession - Last Day to Withdraw with Refund
- Summer Intersession - Last Day to Add Courses Online

**08/07/2012**

- Summer Intersession - No Tuition Refund after this Date
- Summer Intersession - Last Day to Add Courses With Approval

**08/24/2012**

- Fall Semester - Last Day to Add Courses Online

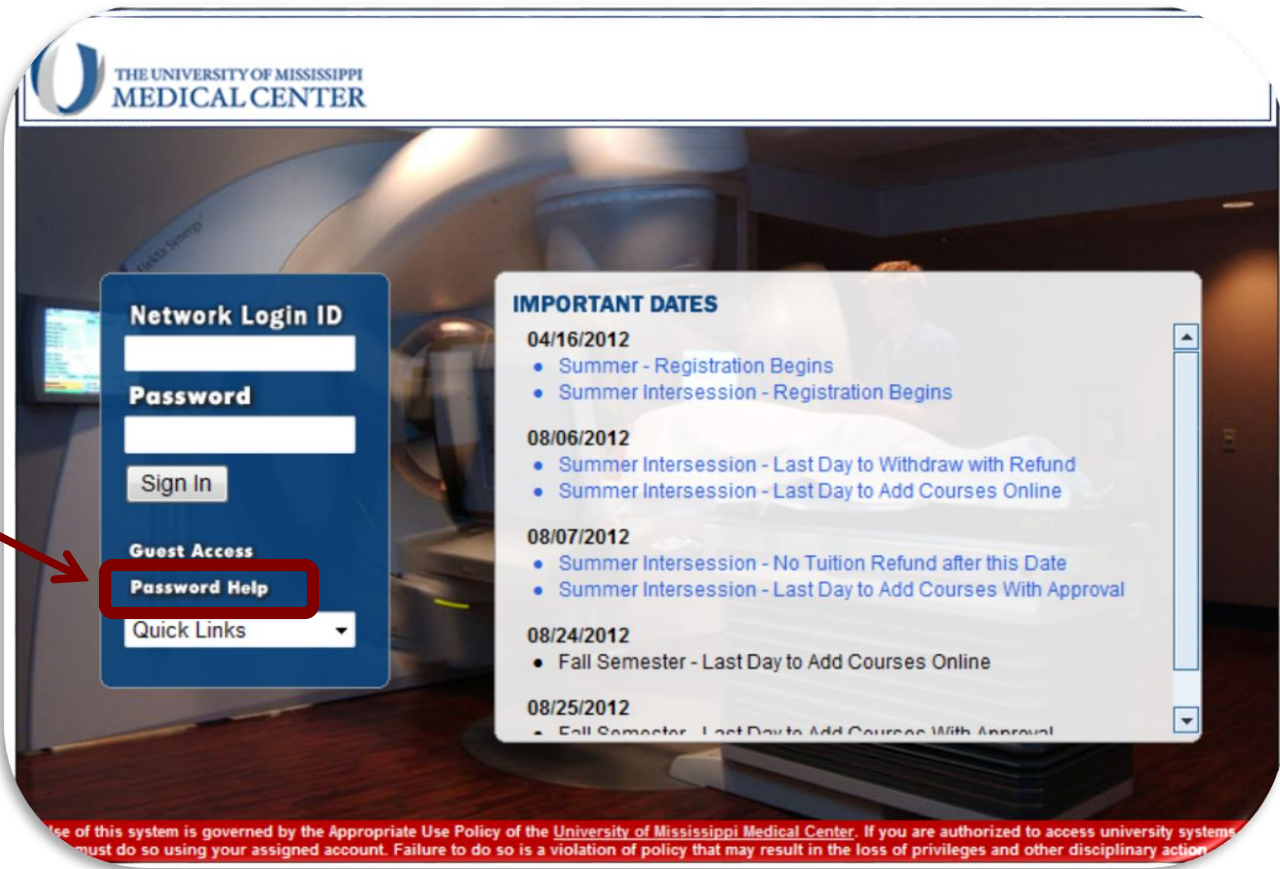
**08/25/2012**

- Fall Semester - Last Day to Add Courses With Approval

Use of this system is governed by the Appropriate Use Policy of the University of Mississippi Medical Center. If you are authorized to access university systems, you must do so using your assigned account. Failure to do so is a violation of policy that may result in the loss of privileges and other disciplinary action.

# Logging In

- \* If you forget your Network Login ID (username) and/or your Password, you can get this information using the “Password Help” link at myu.umc.edu



# Password Help

## Password Help

If you are a new student and are looking for Network Login ID, please click [Get Network Login ID](#) and follow the instructions to activate your account and set password.

**There are numerous reasons your password may not work. A few are:**

- 1) You must use your UMMC Network Login ID and not your Admission Application ID.
- 2) If you have not used your password in the last 90 days then it has expired and needs resetting. To reset a password go to <https://password.umd.edu/CAS/>.
- 3) Passwords are case sensitive and if your CAPS LOCK is on it may affect your entry.
- 4) You have entered the wrong password three times and your login is locked. It will automatically unlock in one hour.
- 5) Your new password must conform to the following rules:
  - Cannot reuse a previous password.
  - Must be a minimum of eight characters.
  - Must include letters, one of which must be UPPERCASE.
  - Must include at least one number.
  - Must include at least one special character. Available characters include:  
!"#\$%&'()\*+,-/;:<=>?@[\\]^\_`{|}~
  - Cannot contain the network login ID or any other easily guessable information such as: user's, child's or telephone number, city, etc.

in for any reason please contact the [Service Desk](#) at 601-984-1145.

### Get Network Logon ID and Student Number

First Name: \*

Last Name: \*

Date of Birth: \*

[Get Network Login ID](#)

- \* To Get Network Login ID:
- \* Select “Get Network Login ID Link
- \* Enter First Name, Last Name, and Date of Birth

Hint: You must use proper capitalization



# Password Help

## To Get Password:

- \* Select Password reset link
- \* Enter Network Login ID, Last 4 of SSN, and Day of Birth and “Reset My Password”

Hint: You must follow password rules

## Password Help

If you are a new student and are looking for Network Login ID, please click [Get Network Login ID](#) and follow the instructions to activate your account and set password.

**There are numerous reasons your password may not work. A few are:**

- 1) You must use your UMMC Network Login ID and not your Admission Application ID.
- 2) If you have not used your password in the last 90 days then it has expired and needs resetting. To reset a password go to <https://password.umc.edu/CAS>
- 3) Passwords are case sensitive and if your CAPS LOCK is on it may affect your entry.
- 4) You have entered the wrong password three times and your login is locked. It will automatically unlock in one hour.
- 5) Your new password must conform to the following rules:

- Cannot reuse a previous password.
- Must be a minimum of eight characters.
- Must include letters, one of which must be UPPERCASE.
- Must include at least one number.
- Must include at least one special character. Available characters include:  
!"#\$%&'()\*+,-/;:<=>?@[\\]^\_`{|}~
- Cannot contain the network login ID or any other easily guessable information such as: user's, child's or pet's name; birthdate, telephone number, city, etc.

In case you are still unable to log in for any reason please contact the [Service Desk](#) at 601-984-1145.

## Central Authentication System

Please provide:

Network Login ID:

Last 4 digits of your Social security number :

Day of your date of birth:

01 ▾

[I don't know my network login id](#)

[Reset my password >>](#)

# Navigation

## \* Main Screen

\* Tabs will vary depending on your role

\* Students will use New Student and Student Tabs

\* Links to UMMC Email and Canvas

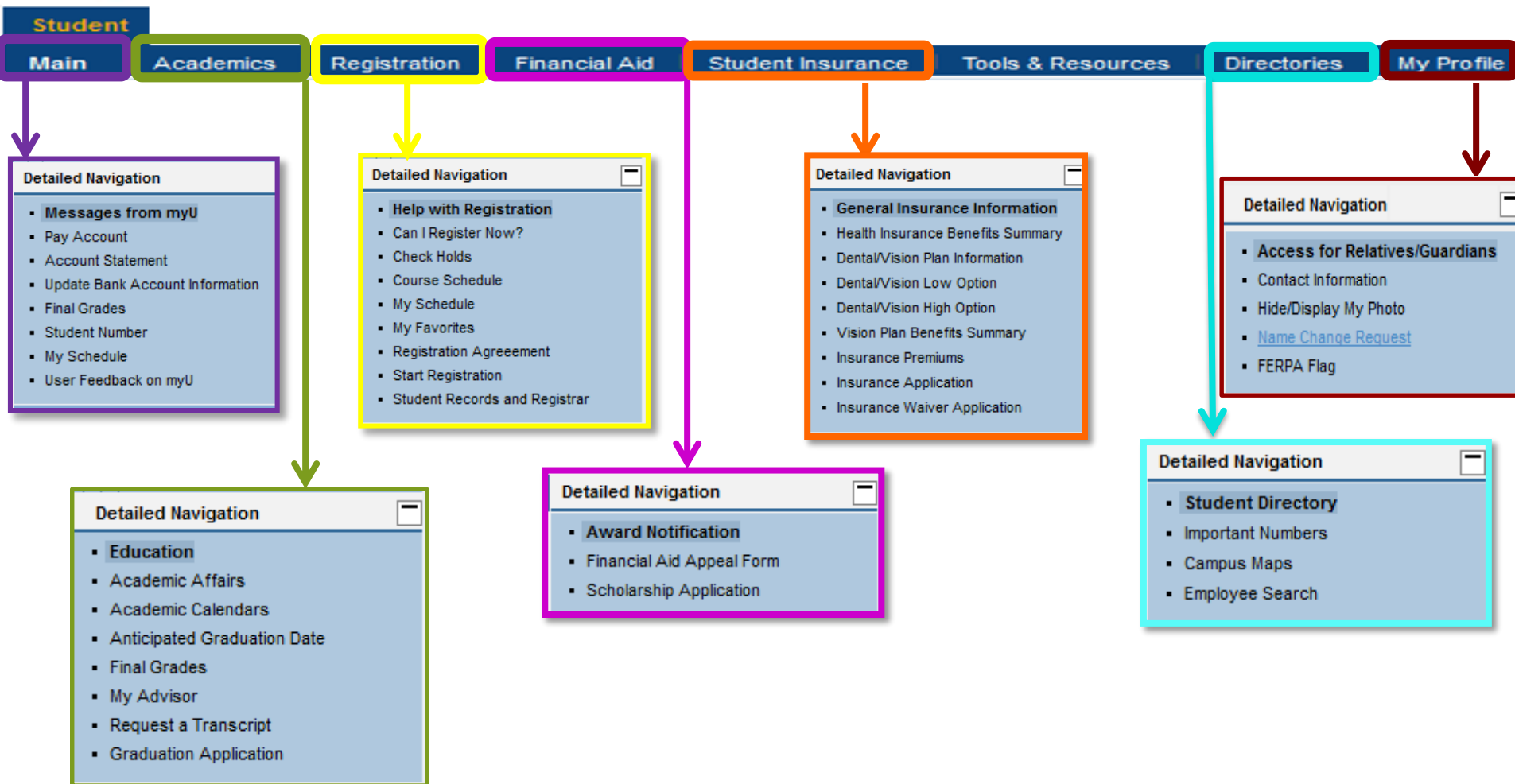
The screenshot shows the myU portal interface for The University of Mississippi Medical Center. The header includes the logo and the text "THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER". A welcome message for Heidi Shoemaker is displayed. The navigation bar contains tabs for various roles: Student, New Student, Faculty, Advisor, Academic Administrator, Employee, Administrator, Information Technology, Multicultural Affairs, and Financial Aid. The "Student" tab is highlighted with a red box and an arrow pointing to the text "Students will use New Student and Student Tabs". The "New Student" tab is also highlighted with a red box and an arrow pointing to the text "Students will use New Student and Student Tabs". The "Help" link is highlighted with a red box and an arrow pointing to the text "Links to UMMC Email and Canvas". The "Webmail" and "Canvas" links are also highlighted with a red box and an arrow pointing to the text "Links to UMMC Email and Canvas".

The main content area displays a "Detailed Navigation" sidebar on the left with links such as "Messages from myU", "Pay Account", "Account Statement", "Update Bank Account Information", "Final Grades", "Student Number", "My Schedule", and "User Feedback on myU". The main content area features a "Campus News" section with two items: "Late Registration Fees" and "New Enrollment Status Guidelines". A "Reminder" section is also present, titled "Information Update".

At the bottom of the page, a footer message states: "Messages from myU is a list of your daily announcements from The University of Mississippi Medical College."



# Student Tab



# Registration

## Registration Process:

1. Sign Registration Agreement
2. Sign FERPA Notice
3. My Favorites
4. Start Registration
5. My Schedule

The screenshot shows a web browser window with a university website. The top navigation bar includes links for Main, Academics, Registration, Financial Aid, Student Insurance, Tools & Resources, Directories, and My Profile. Below this is a breadcrumb trail: ... General Insurance Information > Information Technology > General Insurance Information > Access for Relatives/Guardians > Help with Registration. On the right of the breadcrumb trail are links for History, Back, and Forward. On the left side, there is a 'Detailed Navigation' menu with a list of links: Help with Registration, Can I Register Now?, Check Holds, Course Schedule, My Schedule, My Favorites, Registration Agreement, Start Registration, and Student Records and Registrar. Below this is a 'Portal Favorites' section that says 'There are no items to display' and a 'Site Index' dropdown menu. The main content area is titled 'Help with Registration' and contains a paragraph: 'The applications available to you here help with registering for classes. Find below a brief description of how each application can help you.' This is followed by a bulleted list of seven items: 'Can I register now?', 'Check Holds', 'Course Schedule', 'My Schedule', 'My Favorites', 'Registration Agreement', and 'Start Registration', each with a brief description of its function.

**Student**

Main | Academics | **Registration** | Financial Aid | Student Insurance | Tools & Resources | Directories | My Profile

... General Insurance Information > Information Technology > General Insurance Information > Access for Relatives/Guardians > Help with Registration | History | Back | Forward

**Detailed Navigation**

- **Help with Registration**
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites
- Registration Agreement
- Start Registration
- Student Records and Registrar

**Portal Favorites**

There are no items to display

Site Index

## Help with Registration

The applications available to you here help with registering for classes. Find below a brief description of how each application can help you.

- **Can I register now?** This application lets you know when the system is ready to allow you to register online.
- **Check Holds** Use this application to find out if you have any holds on your records. You cannot register for classes if you have a hold on your records.
- **Course Schedule** Lets you browse through courses offered.
- **My Schedule** Lets you view your class schedule for a selected year and term.
- **My Favorites** For the programs that lets students add and drop courses online. This application acts as a shopping basket. You add courses from the Course schedule to "My Favorites" and then add them from favorites to your schedule during registration.
- **Registration Agreement** Use this application to read and accept your registration agreement with UMMC for every term you wish to register.
- **Start Registration** Is to be used by students who are in programs that lets them book online.

# Registration Agreement

- \* Select “Registration Agreement” in Detailed Navigation Pane

- \* Registration Agreement must be completed every semester

- \* Select the appropriate year and term from the dropdown and click “Accept”

- \* Failure to accept Registration Agreement will result in a hold placed on your records

Detailed Navigation

- Help with Registration
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites
- **Registration Agreement**
- Start Registration
- Student Records and Registrar

Portal Favorites

There are no items to display

Site Index

## Registration Agreement With UMMC

**Before registering for classes at The University of Mississippi Medical Center (UMMC), you must read and accept this agreement.**

1. By registering for classes, I acknowledge that I am entering into a legally binding contract to pay all tuition and fees, including late fees and service charges on past due accounts. The late fee is \$100 per term for all accounts unpaid by the payment due date. Unpaid accounts are also subject to service charges at a rate of 1.5% per month. I also understand that I shall be liable for all collection costs and attorney fees that UMMC may incur to collect any unpaid balance on my student account.
2. I understand that I can register for classes, without penalty, from the time online registration begins up to two weeks prior to the first day of classes. After that time, I may be subject to one of the following late registration fees. A \$50 fee will be assessed during the two weeks prior to the start of the semester. Once the semester begins, a \$100 fee will be assessed. A late registration fee will only be charged once per semester/per program. No fee will be assessed during the initial registration into a program of study or while making modifications to an existing schedule.
3. If I am unable to attend UMMC for any reason, I must officially withdraw by sending a signed letter addressed to the Registrar's Office.
  - a. I am responsible for sending my letter as soon as I know that I will not be attending UMMC.
  - b. My letter can be mailed or faxed.
  - c. To avoid a financial obligation to UMMC, I understand that my letter must be postmarked or my fax must be sent **PRIOR** to the first day of classes for the semester or term.
  - d. If I officially withdraw **PRIOR** to the first day of classes for the semester or term, I understand that I will receive a credit for 100% of

**When you accept this agreement, you are acknowledging that you understand and agree to the above terms and conditions:**

I accept the registration agreement for the following Session(s):

2014-2015 - Summer Intersession ▼

Accept

I have accepted the Registration Agreement with UMMC for the following sessions for which I can register at this time:

**2014-2015 - Fall Semester**

# FERPA: Notification of Rights

## Notification of Rights under FERPA

### Summary/Purpose: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education

1. The right to inspect and review the student's education records within 45 days of the day the Medical Center receive

A student should submit to the director of student records and registrar a written request that identifies the re  
time and place where the records may be inspected. If records are not maintained by the director of student re

2. The right to request the amendment of the student's education records that the student believes are inaccurate, mi

A student who wishes to ask the Medical Center to amend a record should write the director of student record:

If the Medical Center decides not to amend the record as requested, the Medical Center will notify the student  
procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the Medical Center discloses personally identifiable information from t

The Medical Center discloses education records without a student's prior written consent under the FERPA ex  
administrative, supervisory, academic or research, or support staff position (including law enforcement unit p  
Medical Center employees or officials (such as an attorney, auditor, or collection agent); the Board of Trustees  
another school official in performing his or her tasks.

By clicking the button below you are acknowledging that you understand and agree to

Acknowledge

- \* After signing your Registration Agreement you will be directed to the “Notification of Rights under FERPA” screen
- \* Students must be notified of their rights under FERPA (Family Educational Rights and Privacy Act) on a yearly basis
- \* After reading this information, select the “Acknowledge” button to continue

# FERPA: Notification of Directory Information

- \* Next you will be prompted review UMMC's policy relative to Directory Information
- \* Directory information is information from a student's educational record that can be released without his or her prior consent
  - \* ex: name, program of study, degrees received, etc.
- \* After reading this information, select the "Acknowledge" button to continue

## Notification of Directory Information under FERPA

**Summary/Purpose:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99

The Family Educational Rights and Privacy Act (FERPA) allows The Medical Center to disclose the following directory information without consent available to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, e-mail address, expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to himself or herself to be designated directory information. It is the student's time of registration, through the [MyU Student Portal](#). This action will preclude any directory information about a student being released to a third party.

Students will be made aware of the possible consequences of withholding "directory information", such as missed mailings, messages, and announcements.

By clicking the button below you are acknowledging that you understand and agree to the above terms and conditions.

Acknowledge



# FERPA: Settings

- \* If you wish to prevent the release of Directory Information from your Educational Record, you can update your settings by selecting the “MyU Student Portal” link on the Notification of Directory Information under FERPA screen.
- \* This link will take you to your “FERPA Settings” screen. Here you can opt to set or remove a FERPA flag from your record.
- \* NOTE: You can make changes to this setting at any time by clicking on your “My Profile” link within MyU portal

**Please contact the Registrar's Office at 601-984-1080 for any questions related to FERPA**

**Notification of Directory Information under FERPA**

**Summary/Purpose:** The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) allows The Medical Center to disclose the following information to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to himself or herself to be disclosed to the general public through the [MyU Student Portal](#). This action will preclude any directory information about a student being released to the general public.

Students will be made aware of the possible consequences of withholding "directory information", such as the inability to receive certain awards, scholarships, and other benefits.

**FERPA Settings**

**Notification of Directory Information under FERPA**

**Summary/Purpose:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99.7)

**NOTIFICATION OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) allows The Medical Center to disclose the following information to the general public: full name, reported date of birth, dates of attendance, digitized image, local address and telephone number, expected with field and department of study, Medical Center prizes, residencies, fellowships, and similar honors awarded.

A student may choose not to allow the above information as it applies to himself or herself to be disclosed to the general public through the MyU Student Portal. This action will preclude any directory information about a student being released to the general public.

Students will be made aware of the possible consequences of withholding "directory information", such as the inability to receive certain awards, scholarships, and other benefits.

Currently you FERPA flag is not set.

# My Favorites

- \* Select “My Favorites” from Detailed Navigation Pane
- \* Select the appropriate Term, Year, and Program, and select Get My Favorites

The screenshot shows the 'My Favorites' page. On the left is the 'Detailed Navigation' pane with a list of links. 'My Favorites' is highlighted with a red box. Below it is the 'Portal Favorites' section showing 'There are no items to display'. On the right, the 'My Favorites' section contains a form with three dropdown menus: 'Academic Term' (set to 'Fall'), 'Academic Year' (set to '2012-2013'), and 'Program' (set to 'BS in Health Sciences'). A 'Get My Favorites' button is below these. An 'Important:' section follows with three bullet points explaining how to add courses and the need to start registration.

**Detailed Navigation**

- Help with Registration
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites**
- Registration Agreement
- Start Registration
- Student Records and Registrar

**Portal Favorites**

There are no items to display

**Site Index**

**My Favorites**

Academic Term: Fall

Academic Year: 2012-2013

Program: BS in Health Sciences

Get My Favorites

**Important:**

- You add courses to My Favorites by selecting Course Sch
- You must add courses to My Favorites before you can reg
- Once you have made your selections, select Start Registr

- \* On the next screen select Add to My Favorites

The screenshot shows the 'My Favorites for Fall 2012-2013' page. The 'Detailed Navigation' pane on the left is the same as in the previous screenshot, with 'My Favorites' highlighted. The main content area has a header 'My Favorites for Fall 2012-2013' and three buttons: 'Change Term/Year', 'Add to My Favorites' (highlighted with a red box), and 'Start Registration'. Below the buttons is a red error message with a large 'X' icon, stating 'You do not have any courses in My Favorites.' and providing two bullet points explaining the next steps.

**Detailed Navigation**

- Help with Registration
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites**
- Registration Agreement
- Start Registration
- Student Records and Registrar

**My Favorites for Fall 2012-2013**

Change Term/Year Add to My Favorites Start Registration

**X You do not have any courses in My Favorites.**

- You must add courses to My Favorites before you can register for them.
- Once you have made your selections, select Start Registration.



# My Favorites

Select course by using “Simple Search,” “Browse by Department,” or “Advanced Search” and Submit

**Student**

Main | Academics | **Registration** | Financial Aid | Student Insurance | Tools & Resources | Directories | My Profile

... General Insurance Information > Access for Relatives/Guardians > Help with Registration > Registration Agreement > My Favorites | History | Back

**Detailed Navigation**

- Help with Registration
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites**
- Registration Agreement
- Start Registration
- Student Records and Registrar

**Portal Favorites**

There are no items to display

Site Index

## Course Schedule for Fall Semester 2014-2015

[Browse by Department](#) | [Advanced Search](#)

### Simple Search

Enter a full or partial search string up to 12 characters in the field below. The '\*' character can be used as a "wildcard."

For Southern Studies courses, use 'S St' for the course prefix. For Gender Studies courses, use 'G St' for the course prefix.

Course name/title:  (Anat 611 or Anatomy)

### Browse by Department

SHR-Clinical Hlth Science Prog

### Advanced Search

Course Name/Title	<input type="text"/>
Instructor Last Name	<input type="text"/>
Instructor First Name	<input type="text"/>
Campus	Any <input type="button" value="v"/>
Meeting Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun
Meeting Times	8 am <input type="button" value="v"/> - 10 pm <input type="button" value="v"/> (Sections that begin on or after start time & end on or before end time.)

# My Favorites

- \* Select the appropriate section by putting a check in the box to the left of the section name and “Add to Favorites”
- \* Repeat this process for each course you wish to schedule

## Section Details for Fall Semester 2014-2015

 [Open in new window to print](#)

[New Search](#)

*This information is accurate as of 07/28/2014 at 03:41:20 PM.*

### Results for HS 652 ~ Program Development and Implementation

#### Section Details

[Add to Favorites](#)

☐ **Section 1 of HS 652**

Total Seats:  
99999

Seats Taken:  
10

**OPEN**

 **Info**

Online

Smith, Chester  
C

UMMC

[Add to Favorites](#)

# My Favorites

- \* After adding a course to “My Favorites” you will be presented with an overview of the courses you have selected
- \* You can continue adding or edit courses in “My Favorites” or “Start Registration” to add the course(s) to your schedule
  - \* From this screen, you can begin registering by selecting either of the “Start Registration” links below.

Detailed Navigation

- Help with Registration
- Can I Register Now?
- Check Holds
- Course Schedule
- My Schedule
- My Favorites**
- Registration Agreement
- Start Registration**
- Student Records and Registrar

Portal Favorites

There are no items to display

Site Index

## My Favorites for Fall 2014-2015

[Change Term/Year](#)
[Add to My Favorites](#)
[Start Registration](#)

✓ HS 652 Section 1 Added

**Important:** My Favorites is **NOT** your schedule. You **MUST** select **Start Registration** on the blue bar above to add courses in My Favorites to your schedule. Otherwise, you will not be registered for classes.

### My Favorites

Delete	Name	Section	Instructor	Time	Location	Campus
	<a href="#">HS 652</a>	Section 1	Smith, Chester C	-	-	UMMC Jackson

[Delete](#)

# Course Registration

- \* Begin by selecting the appropriate Term and Program from the dropdown and select “submit”
- \* From the Registration screen, you can view your schedule, add a course, drop a course, view your favorites, or go to your registration record for a different semester

**Registration**

Based on regulatory and reporting changes, **effective Summer 2014**, the Enrollment status definition at UMMC will adhere to the guidelines below. All students' enrollment status will be classified according to this table regardless of program of study. Financial Aid awards and all reporting will be completed accordingly.

Undergraduate		Graduate	
Full-Time	12 or above hours	Full-Time	9 or above hours
Three-Quarter Time	9 to 11 hours	Three-Quarter Time	7 to 8 hours
Half-Time	6 to 8 hours	Half-Time	5 to 6 hours
Less Than Half-Time	5 or below hours	Less Than Half-Time	4 or below hours

Before you register for any classes you must accept the **Registration Agreement**.  
Your options for registration are dependent on your school and/or program of study. You will be provided one of three types of registration:

- Administrative Registration (your advisor will select your classes and register you for classes, i.e., HS, D1, D2).
- Self-service Registration (you will select your classes, i.e., PhD, MSN)

Please select your academic term and program to begin registration.

Academic Term:

Program:

**Registration**

[My Schedule](#) [Add](#) [Drop](#) [My Favorites](#) [Change Term/Program](#)

Term: **Fall Semester**

Year: **2014-2015**

Program: **Doctor of Medicine (Medical)**

# Adding a Course

- \* To add a course, select the “Add” link

## Registration

[My Schedule](#)
[Add](#)
[Drop](#)
[My Favorites](#)
[Change Term/Program](#)

Term: **Fall Semester**

Year: **2014-2015**

Program: **Doctor of Medicine (Medical)**

- \* On the following screen, click in the checkbox next to the course(s) you wish to schedule, and select “Add”

## Add to My Schedule for Fall Semester 2014-2015

[Registration Menu](#)
[Add to My Favorites](#)

**Important:**

- You must check the Add box next to the course you wish to register and then select the **Add** button below.
- Select a suitable number of hours for courses with variable credit hours.

Add	Name	Section	Credit Hours	Instructor	Time	Location	Campus
<input checked="" type="checkbox"/>	<a href="#">HS 652</a>	Section 1	3	Smith, Chester C	-	-	UMMC Jackson

[Add](#)
[Cancel](#)

# Adding a Variable Credit Course

- \* A variable-credit course is one which can be taken for different credit hours based on the academic criteria of your program
- \* A variable credit course will have a drop-down on the Credit Hours field on the Registration Screen
- \* To register for this course, select the appropriate number of credit hours from the drop-down
- \* After you have selected the correct number of hours, check the “Add Box” and select “Add”

Registration Menu [Add to My Favorites](#)

**Important:**

- You must check the Add box next to the course you wish to register and below.
- Select a suitable number of hours for courses with variable credit hours.

Add	Name	Section	Credit Hours	Instructor	Time	L
<input type="checkbox"/>	<a href="#">HS 652</a>	Section 1	3	Smith, Chester C	-	

[Add](#) [Cancel](#)

Registration Menu [Add to My Favorites](#)

**Important:**

- You must check the Add box next to the course you wish to register and then select the **Add** button below.
- Select a suitable number of hours for courses with variable credit hours.

Add	Name	Section	Credit Hours	Instructor	Time	Location	Campus
<input type="checkbox"/>	<a href="#">HS 652</a>	Section 1	3	Smith, Chester C	-	-	UMMC Jackson

[Add](#) [Cancel](#)

Registration Menu [Add to My Favorites](#)

**Important:**

- You must check the Add box next to the course you wish to register and then select the **Add** button below.
- Select a suitable number of hours for courses with variable credit hours.

Add	Name	Section	Credit Hours	Instructor	Time	Location	Campus
<input checked="" type="checkbox"/>	<a href="#">HS 652</a>	Section 1	6	Smith, Chester C	-	-	UMMC Jackson

[Add](#) [Cancel](#)

# Dropping a Course

- \* To drop a course, select the “Drop” link

## Registration

[My Schedule](#)
[Add](#)
[Drop](#)
[My Favorites](#)
[Change Term/Program](#)

Term: **Fall Semester**

Year: **2014-2015**

Program: **Doctor of Medicine (Medical)**

- \* On the following screen, click in the checkbox next to the course(s) you wish to drop from your schedule, and select “Drop”

## Drop from My Schedule for Fall Semester 2014-2015

[Add to My Favorites](#)
[Registration Menu](#)

**Important:** You must check the Drop box next to the course you wish to drop and then select the **Drop** button below the schedule.

### Class Schedule

Drop	Name	Section	Credit Hours	Booking Status	Instructor	Time	Location	Campus
<input checked="" type="checkbox"/>	<a href="#">HS 652</a>	Section 1	3.00000	Booked	Smith, Chester C	-	-	UMMC Jackson

[Drop](#)
[Cancel](#)



# My Schedule

- \* You can view, email, and print your schedule by selecting the “My Schedule” link in the Detailed Navigation Pane

Detailed Navigation

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Portal Favorites

There are no items to display

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## My Schedule for Fall 2014-2015

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### My Schedule

Name	Section	Credit Hours	Booking Status	Instructor	Time	Location	Campus
<a href="#">HS 652</a>	Section 1	3	Booked	Smith, Chester C	-	-	UMMC Jackson
Heidi Shoemake (#30092100) - Fall Semester, 2014-2015 - Doctor of Medicine - Total Credits: 3							

Schedule generated on 07/29/2014 at 12:35 PM

# Questions



Service Desk: 601-984-1145 or [ServiceDesk@umc.edu](mailto:ServiceDesk@umc.edu)