January Term Registration and Other Tips

Course Registration

1) Log in to MyMountHolyoke. Visit https://my.mtholyoke.edu and log in using your Mount Holyoke username and password.

2) Navigate to your student self-service menu. Choose Students under the Self-Service menu to see the first level of options. These include functions for accessing your records, schedule, registration, bills, and more.

3) Registration. Find Registration within Course Registration & Bill Payment on the Students Self-Service Menu. You will see a list of registration options that allow you to add classes, check your schedule, drop classes, manage your waitlist, and perform other registration tasks.

4) Search for January Term classes. Choose Search and Register for Classes. In the Term field, choose January Term.

   - To see all January Term classes, regardless of subject, choose only January Term and no other options, then click Submit.
   - To see January Term classes in a specific subject, choose that subject from the Subject menu. PaGE classes are found at the bottom of the menu with a "thru PaGE" designation. For example, "Education (thru PaGE)." Then click Submit.

5) Learn more about the classes. In the search results, you can see the meeting days/times, instructor, credits, and capacity of each class.
   - The last column of the search results indicates whether the class has any registration requirements (such as a prerequisite or instructor permission).
Click on a class's meeting information to read the course description and learn about any registration requirements or other notes/comments the course may have. This information will open in a Class Information tab that you can close when done to return to your Course Selection Results tab.

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6) Register for a class.

- After deciding on a class, check the box next to it in the Course Selection Results and click Submit. This step adds the class to your list of requested sections. You are not registered for requested sections until the next step. They are just in a "shopping cart" for now.

Choose Register next to a class on your list to enroll in it. Other choices are Remove from List (to remove the class from your shopping cart) and Waitlist (to add yourself to the waitlist for a class that is full).
When you click Submit, the system will tell you the results (usually that you were registered successfully). If there is an obstacle to registration, the system will explain the reason at the top of the page.

The bottom half of your list indicates all classes for which you are currently registered. You can check the box next to any course and click Submit to drop it from your schedule.

**7) Other options on the Registration page.** Back on your main registration page, there are other options you can use for adding and dropping classes:

- **Register for previously selected classes.** This option displays your requested sections ("shopping cart") that you have not taken action on yet. From the list of requests in the top half of the page, you may choose to register, remove, or waitlist for a class. You can also use the bottom half of the page to drop classes you already have on your schedule.

- **Drop classes.** This page looks and works exactly like the "Register for previously selected classes" option, with current requests at the top and classes you are actually registered for on the bottom. Check the box next to the class you wish to drop and click Submit to have it removed from your schedule. Check the top of the resulting page to confirm the class was dropped.
● **Manage waitlist.** This option allows you to remove waitlisted courses from your list. If you are no longer interested in a course you are waitlisted for, please drop it so that the instructor is aware of who is truly interested in registering. This option is available at any time, even when registration is closed. Choose Remove next to the waitlisted course you wish to drop, then click Submit.

8) **Check your schedule.** Return to your Students menu to check your schedule. Choose Academic Records from the Students menu, then choose Class Schedule and the January Term. The classes listed are the ones you are officially registered in for the term.

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### Course Grades

At the end of the January Term, faculty will grade your course. Grades are posted on the date published on the Academic Calendar for January Term. To see your grade, visit MyMountHolyoke and choose Academic Records from your Students Self-Service Menu. Choose Unofficial Transcript, then choose the appropriate level, either Non-Matriculated Transcript for courses taken as a non-matriculated student or Graduate Transcript for courses taken as part of a graduate degree program such as the MAT.

- Mount Holyoke undergraduate degree-seeking students take January Term courses as non-matriculated students. January courses are found under the Non-Matriculated Transcript. Students wishing to transfer January work to the undergraduate transcript should contact registrar@mtholyoke.edu.

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### Emergency Contact Information

Please update your emergency contact information and keep it current. Choose Demographics & Contact Info from your Students Self-Service menu, then choose Emergency Contacts. Fill in the information requested and submit.