



# Spring 2019 Registration Instructions

**Registration Opens:** Thursday, November 1, 2018

\*See fee schedule below

**Term Dates:** Sunday, January 6, 2019 – Monday, April 15, 2019

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## Registration Deadlines

**Current Students:** The deadline to register for all spring 2019 courses with no late fee is Wednesday, November 14, 2018. A late registration fee of \$75.00 per course will be assessed after this deadline, and until Saturday, January 5, 2019. During the "[schedule adjustment period](#)" (Sunday, January 6 – Thursday, January 10) a late fee of \$150 will be assessed.

### New Students:

**New Students (early confirmation, before 12/16):** The deadline to register for all spring 2019 courses is Saturday, January 5, 2019. A late registration fee of \$150.00 per course will be assessed after this deadline, through Thursday, January 10, 2018.

**New Students (late confirmation, after 12/17):** The deadline to register for spring 2019 courses is Thursday, January 10, 2019. No registration will be allowed after the first Thursday of each trimester.

**Contact the Office of the Registrar:** 410-888-9048 ext. 6620 or [Registrar@muih.edu](mailto:Registrar@muih.edu)

### Schedule adjustment period (Sunday, January 6 - Thursday, January 10)

A period of time that covers the first day of a trimester, Sunday through the first Thursday, of the first week of class in which late registration fees are assessed to current and early confirmed students.

**NOTE:** Registration will close for **all** students on **January 10<sup>th</sup> at 11:59 pm**. Drops should also be processed by this deadline if the course has already begun. There is no fee associated with dropping a course during the schedule adjustment period or before the course has begun.

## Registration Instructions

1. When you are ready to register, **log in to [my.muih.edu](http://my.muih.edu)** using your MUIH username and password. **Select Data Portal** from the main menu to access the course registration and grades system. Click on **Course Registration** in the left menu and follow the instructions to register for your courses.

**New Students:** Please review the **Departmental Plans of Study found on My MUIH:** [https://my.muih.edu/?page\\_id=206](https://my.muih.edu/?page_id=206). The Plans of Study detail a trimester-by-trimester layout of course enrollment for new spring 2019 students by program. Please reach out to your academic advisor if you have questions pertaining to your plan of study. You can find your academic advisor's information on the Data Portal under My Programs.

**Continuing Students:** Please go to **My Curricula** on your Data Portal and review your course progression. You will note an update to your progression report, showing whether or not a course is offered in the trimester for which you are registering. Please reach out to your academic advisor if you have questions pertaining to your plan of study.

\*Course descriptions and prerequisites are available in the academic catalog, available at <https://www.muih.edu/academics/academic-catalog>. Please also be sure to refer to the academic catalog to ensure that you have met course prerequisites.

2. Sort by the term you are registering for (SP19) and your designated academic program. Clicking on each course will display the full schedule of days and times for that specific course.

**Course Meeting Days and Times:** Click on a specific course to view the course meeting days and times within the online **Schedule of Courses:** <http://www.muih.edu/academics/office-registrar/course-schedule>. Verify the date and time courses are offered.

**Resident Courses:** Face-to-Face courses are designated with a section number of 1-99

**Online Courses:** Online courses are designated with a section number 200-299

## Courses with Early Registration Deadlines:

### Health and Wellness Coaching:

The registration deadline for the following course is [Wednesday, November 14](#).

**COA610** Fundamentals of Health and Wellness Coaching

**COA620** Applied Healing Strategies

### Master in Nutrition and Integrative Health:

The registration deadline for the following two courses is [TBD](#)

**NUTR654C** Clinic

**NUTR655C** Nutrition/Herbal Therapeutics Clinic

### Herbalism:

The registration deadline for the following three courses is [Wednesday, November 14](#)

**HRB605** Materia Medica I

**HRB622** Herbal Pharmacy

**HRB705** Materia Medica II

## Additional Information

**Registration Flags:** Please allow up to 72 hours for all flagged courses to be reviewed and approved or denied by your program's department and the Registrar. You may check your Data Portal through [my.muih.edu](http://my.muih.edu) to view courses registered under the section My Courses.

If you receive a flag for a date conflict, you need to obtain permission from the instructor(s) in writing, and forward the email to the registrar ([Registrar@muih.edu](mailto:Registrar@muih.edu)) with approval correspondences.

Some electives require priority seating and you may be automatically waitlisted until a seat is made available for your registration.

**Disability Services:** To receive accommodations due to a disability or for assistance with accessing course registration, please contact Michelle Coleman, Coordinator of Student Retention, Success and Disability Services, at 410-888-9048 ext. 6774 or [dscoordinator@muih.edu](mailto:dscoordinator@muih.edu).

Please note that support services may not be available until requested by students registered with Disability Services each term and students should reach out to Michelle Coleman to discuss and facilitate accommodation needs as soon as possible to ensure sufficient time to provide accommodations. Services such as interpreting, video captioning, alternative text formats, Braille materials and accessible furniture require advanced notice (4-6 weeks prior to the start of the term) to facilitate; while Disability Services will make reasonable efforts to accommodate requests made after the deadline, untimely requests may result in a delay or modification of services.

**Kits for NUTR or HRB Students:** If you are registering for one of the following courses: NUTR681, HRB605, HRB622, or HRB705—please ensure that your mailing address is correct on the Data Portal under [My Contact Information](#) by **12/7/2018**. Please note you are responsible for additional shipping fees if the kit is returned to us. If the kit is not returned to MUIH, you will be charged an additional kit fee. If your address information is incorrect, please email the correct information (include your name and ID number) to [Registrar@muih.edu](mailto:Registrar@muih.edu) from your MUIH email account.

**Verify Contact Information:** Navigate to your Data Portal and double-check that your contact information is correct under [My Contact Information](#). If the information is incorrect, please email the correct information (include your name and ID number) to [Registrar@muih.edu](mailto:Registrar@muih.edu) from your MUIH email account.

**MUIH 500: University Wide Orientation for New Students:** Is a self-paced course that begins on **11/18/2018**. Please be advised that registration for all students closes on **Thursday, January 10**. If you need to add MUIH 500 to your SP19 term after this date, please send an email request to [Registrar@muih.edu](mailto:Registrar@muih.edu).

**MUIH 550: Academic Research & Scholarship:** Is a self-paced course that begins on **12/23/2018**. Please be advised that registration for all students closes on **Thursday, January 6**. If you need to add MUIH 550 to your SP19 term after this date, please send an email request to [Registrar@muih.edu](mailto:Registrar@muih.edu).

**Accessing Online Courses and Canvas Classrooms for On-Campus Classes:** An online course user account will be created for you after registration is reviewed and approved by the Office of the Registrar. You may access the password for your online courses by clicking on **My Contact Information** within the Data Portal on [my.muih.edu](http://my.muih.edu). After acquiring the password, please follow instructions to log into [learn.muih.edu](http://learn.muih.edu) to access your online course or Canvas Classroom for your on-campus course. Courses open to students 7 days prior to the Course Start Date. You can use this time to review the syllabus and purchase required course materials. Faculty will be available on the official Course Start Date.

**On-Campus Classes:** Faculty members will provide students with a syllabus during the first day of class to discuss how the Canvas Classroom will be used in your on-campus class.

**Books and Recommended Readings:** To access information regarding books and recommended reading for classes, log into your Data Portal on [my.muih.edu](http://my.muih.edu) and select each course for details.

**Meeting Point Bookstore:** To purchase books contact 410-888-9048 ext. 6636 or [bookstore@muih.edu](mailto:bookstore@muih.edu). Check your Data Portal on [my.muih.edu](http://my.muih.edu) and with your academic department for recommended and required readings. You are not required to purchase books through The Meeting Point if they are available from other sources.

**Plans of Study:** It is recommended that students register for the suggested course load each trimester in order to complete their program in a timely fashion. The [Plans of Study](#) outline the recommended full-time and part time course load for newly accepted, students based on their starting date and program. Students wishing to modify their program may contact their Academic Advisor for suggested course loads.

**Financial Aid:** To apply for federal financial aid, please fill out a FAFSA form, available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Add the MUIH school code: G25784. To apply for MUIH scholarships, please review

<http://www.muih.edu/admissions/financial-aid/institutional-scholarships-and-fellowships> for instructions and information. If you have any questions, contact **Kristina Dean**, Director of Financial Aid, [Financialaid@muih.edu](mailto:Financialaid@muih.edu), 410-888-9048 ext. 6628.

**Full-Time and Part-Time Student Status:** Students receiving financial aid must be considered at least half-time students within any given trimester to maintain eligibility. Students must be enrolled in a minimum of three (3) credits, towards their degree, to be considered half-time. Students enrolled in six (6) credits or more are considered full-time.

**My MUIH Student Data Portal (Grades and Courses Enrolled):** Students are able to view enrolled courses on their Data Portal by logging into My MUIH, which provides access to registered courses, grades, and contact information. To access My MUIH, log on with your username and password at [my.muih.edu](http://my.muih.edu).

**Registration for Multiple Programs:** Students may need to wait until the next course offering if course times conflict between different programs in which they are currently enrolled. Students may seek assistance from their Academic Advisor.

**Sherman Cohn Library:** Students in online or web-assist courses are encouraged to log into the online courses site and use the **Ask a Librarian page**, available at <https://learn.muih.edu/courses/287> . On campus, students may visit the library in person. All students can reach the library by phone at 410-888-9048 ext. 6644 and are encouraged to visit the Research Tools page at <http://tinyurl.com/MUIH-Sherman-Cohn-Library/research-tools>

**Technical Support:** Students may contact the MUIH IT department about difficulties with My MUIH, their Data Portal, or muih.edu email by sending an email to [Help@muih.edu](mailto:Help@muih.edu).

**Tuition and Billing:** Students will receive a tuition bill from the Finance department. **Please check your muih.edu email for bills.** Students may contact the Finance department if special payment arrangements are needed. Contact **Brian Donelan** ([bdonelan@muih.edu](mailto:bdonelan@muih.edu)) for billing or payment questions at 410-888-9048 ext. 6684.

**Tuition and Fees:** All tuition and fees can be found on the MUIH website <http://www.muih.edu/admissions/tuition-fees>