



Registration Instructions

Spring 2016 (January 3 – April 16)

Registration opens November 2, 2015

Registration Deadlines

Current Students: The deadline to register for all Spring 2016 courses is **Friday, November 20, 2015**. A late registration fee of \$75.00 will be assessed after this deadline.

New Students (early accept): The deadline to register for all Spring 2016 courses is **Wednesday, December 23, 2015**. A late registration fee of \$75.00 may be assessed after this deadline depending on when you are accepted.

New Students (late accept): The deadline for late accepted students (beginning December 24) to register for Spring 2016 courses is **Friday, January 8, 2016**. A late registration fee of \$75.00 may be assessed after this deadline.

Contact the Office of the Registrar: 410-888-9048 ext. 6659 or registrar@muih.edu

Registration Instructions

1. When you are ready to register, **log in to 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. The Plans of Study detail a trimester by trimester layout of course enrollment for new SPRING 2016 students by program.

Continuing Students: Please go to My Curriculum 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 you are registering for.

*Course descriptions 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. You may **ONLY** register for courses/electives in your accepted, designated academic program.

2. Verify the date and time courses are offered. Please **review the Schedule of Courses** found on muih.edu: <http://muih.edu/academics/office-registrar/course-schedule>

Sort by the term you are registering for (SP16) and your designated academic program. Clicking on each course will display the full schedule of days and times for that specific course.

Notes:

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

If you are unable to register for a particular course, it may be because you have not met the pre-requisites for that course, the course you have chosen is not part of your designated program, or because you have an outstanding hold on your account. Hold information is visible within the Data Portal under My Contact Information. Contact the appropriate office to have it removed.

Registration Holds: Students must resolve all holds prior to gaining access to register for classes.

Doctor of Acupuncture or Doctor of Oriental Medicine courses: Continuing students and returning alumni must **self-register** for the doctoral program courses that consist of 22 credits beyond the master's programs.

Students in the following programs are automatically registered for classes: Master of Acupuncture or Oriental Medicine, Post-Baccalaureate Certificate in Chinese Herbs, and Master of Arts in Applied Healing Arts/Transformative Leadership and Social Change Jan 11 and Jan 12 students. Students who are automatically registered for classes will **ONLY** need to register for their elective courses.

Note: Current students and returning alumni enrolled in the Doctor of Acupuncture or Oriental Medicine will be batched registered in the courses that relate to their master's degree but must self-register for the doctoral program courses that consist of 22 credits beyond the master's programs.

Registration Flags: Please allow up to 96 hours for all flagged courses for which you registered to be reviewed and approved or denied by the Office of the Registrar. You may check your Data Portal through my.muih.edu to view courses registered under section called My Courses.

Note: 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) with approval correspondences.

Additional Information

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. After acquiring the password, please follow instructions to log into learn.muih.edu to access your online course or Canvas Classroom for your on-campus course.

Note: Students will gain access to all Canvas Classrooms three days prior to the start of the course.

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

Plans of Study: It is recommended that students register for the suggested course load each term 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, Spring 2016 students based on their starting date and

program. Students wishing to modify their program may contact their Academic Advisor for suggested course loads.

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>

Financial Aid: Funding opportunities for students include loans and scholarships. To apply for financial aid, please fill out a FAFSA form, available at www.fafsa.ed.gov. Add the MUIH school code: G25784. For more information, contact **Kristina Dean**, Director of Financial Aid, 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 to be considered half-time. Students enrolled in six (6) credits or more are considered full-time.

Meeting Point Bookstore: To purchase books contact 410-888-9048 ext. 6636 or bookstore@muih.edu. Check your Data Portal on my.muih.edu and with your academic department for recommended and required readings.

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.

Online Courses: Online courses are designated with the Section number 200-299.

Fees:

Please see the tuition and fees page on the MUIH website <http://www.muih.edu/admissions/tuition-fees>

Registration for Multiple Programs: Students may need to wait until the next course offering if course times conflict between each program in which they are currently enrolled. Or 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, also available at <http://tinyurl.com/askshermancohnlibrary>. On campus, students may visit the library in person. All students are encouraged to reach the library by phone at 410-888-9048 ext. 6644 and 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 IT@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) for billing or payment questions at 410-888-9048 ext. 6684.

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.