Registration Instructions
Fall 2013
Trimester Dates: Sept. 3 - Dec. 14

1. Registration Instructions
You may ONLY register for courses/electives under your accepted, designated academic program.

Please review the Schedule of Courses found online at http://muih.edu/academics/office-registrar/course-schedule. Sort by the term you are registering for (FA13) and your designated academic program. Clicking on each course will display the course description and full schedule of days and times for that specific course. Please be sure to refer to the online academic catalog to ensure that you have met course prerequisites, and review the Fall 2013 Registration Guide for your program to select your courses.

When you are ready to register, log in to My MUIH using your MUIH username and password: http://intranet.tai.edu:8000/

Go to the Students menu and select Data Portal (formerly Data Report) 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.

Please note:

- **Students in the following programs are automatically registered for classes:** Acupuncture, Chinese Herbs, Oriental Medicine, Evening/Weekend Acupuncture; Evening/Weekend Oriental Medicine and Transformative Leadership & Social Change January 13 cohort. Students who are automatically registered for classes will ONLY need to register for their elective courses.

- **Students in all other programs must register online for their all of their courses based on the Schedule of Courses.**

- **Course meeting days and times:** Click on the specific course to view the course meeting days and times.

- **Online Courses:** ONLY students accepted in the online programs may register for online classes.

2. Registration for Multiple Programs
Students may need to wait until the next time a course is offered if course times conflict between the programs.

3. My MUIH 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: http://intranet.tai.edu:8000/

4. Technical Support
Students may contact our Technical Support department about difficulties logging in or accessing their My MUIH Data Portal. **Dan Wessels**, IT specialist, dwessels@muih.edu, 410-888-9048 ext. 6643, can assist with Intranet access and connectivity issues, email, login, and passwords reset. **Chip Ali**, database systems manager/programmer, cali@muih.edu, 410-888-9048 ext. 6669, can help with student data report issues.

5. Tuition and Billing
Students will receive a tuition bill from the Finance department. Students may contact the Finance department if special payment arrangements are needed. Contact **Brian Donelan** (bdonelan@muih.edu) from the Finance department for billing or payment questions at 410-888-9048 ext. 6684.
6. 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 our school code G25784. For more information, contact Kristina Dean, Director of Financial Aid, kdean@muih.edu, 410-888-9048 ext. 6628.

7. Meeting Point Bookstore
To access information regarding books and recommended reading for classes, contact 410-888-9048 ext. 6636 or bookstore@muih.edu.

Registration Deadlines

Current Students: The deadline to register for all Fall 2013 courses is Friday, July 26. A late registration fee of $75.00 shall be assessed after this deadline.

Newly Accepted Students: The deadline to register for all Fall 2013 courses is Friday, Aug. 30. A late registration fee of $75.00 shall be assessed after this deadline.

Late Accepted Students: The deadline for late accepted students (accepted after Sept. 1) to register for Fall 2013 courses is Friday, Sept. 13.

Contact the Registrar’s Office
410-888-9048 ext. 6659 or 6620 or registrar@muih.edu
http://www.muih.edu/academics/office-registrar