REGISTRATION
HOW TO USE myShip PORTAL TO REGISTER FOR CLASSES

Presented by the Registrar’s Office
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ALTERNATE PIN

• See your advisor to obtain your alternate pin
• You will be prompted to enter your alternate pin when adding courses to your schedule
• After you’ve successfully registered for a course, you will not need to enter your pin on subsequent days
• You do not need a pin for winter term registration
LOG IN

• Log into your myShip account
• Click Student, then click My Academics
**Student View**

<table>
<thead>
<tr>
<th>What would you like to do?</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare for Registration</td>
<td>View registration status, registration windows, and pre-registration requirements.</td>
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<tr>
<td>Browse Classes</td>
<td>Browse for classes.</td>
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<tr>
<td>Browse Course Catalog</td>
<td>Look for course information, including course descriptions.</td>
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<tr>
<td>Registration (Add, Drop or Withdraw from Classes)</td>
<td>Search and register for your classes. You can also view and manage your schedule.</td>
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<td>View Registration History</td>
<td>View your past schedules and your ungraded classes.</td>
</tr>
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</table>
PREPARE FOR REGISTRATION

- Under **Registration** click Prepare for Registration
- You must register for classes during your allotted time slot
- Verify you have no holds which would prevent you from registering
REGISTRATION PERMITS AND OVERRIDEs

To receive a permit or override for a course, contact the secretary of the department where the course resides.
REGISTER FOR CLASSES

Navigate back to Landing Page by Clicking Student or Registration
SEARCH FOR CLASSES

• Now you can search for classes
• Enter any or all information (subject, course number, etc) then search
ADVANCED SEARCH OPTIONS

Remember to clear out your criteria if you want to perform a new search.
SEARCH AND REGISTER FOR CLASSES

Adjust panels

Calendar View

Summary View
Course Details Shown:
- Credit Hours
- Term
- Instructor
- Meeting Times
- Building
- Start Date
- End Date
- Campus
- Status
- Attribute

Adjust column width to see more details.
1. Drag Button to left side of screen to ensure it doesn’t get cut off when you widen columns

2. Click the 🌼 to choose which fields you do do/not want to display
VIEW SECTION INFORMATION

Information on Required Materials

Course Message

Restrictions, Pre-Reqs, Co-Reqs, Mutual Exclusions
To Add a Course to your Schedule, go to the last column on the right side and select Add
REGISTER FOR CLASSES

- Class Schedule and Registration Status will appear gray until schedule is submitted for processing
- Click Submit and a color-coded finalized class schedule appears in the bottom left side of the screen
WHAT DOES CONDITIONAL ADD & DROP DO?

This new functionality allows you to drop a class on the condition that you are able to successfully add another to take its place – keeps your seat in the original course in the event the swap fails.

If the class you want to add cannot be added, you will not lose your spot in the class you tried to drop.
If the class you want to drop cannot be dropped, you will not be added to the class you tried to add.
HOW TO USE CONDITIONAL ADD/DROP

1. The class in which the student desires to register must be in the summary box with a Pending status and action of Registered Through Web
2. The class the student wants to drop conditionally should have an action of Drop through Web
3. The Conditional Add and Drop box must be checked
4. After all three of the above are in place, click the Submit button
MAKING CHANGES DURING DROP/ADD

• Drop courses using the summary panel
• Spring/Fall – you may **NOT** drop your last class – must see your academic dean
• Summer/Winter – you **may** drop your last class

*Graduate students must fill out the Drop/Withdraw From Last Class Request Form to request a withdrawal from their final class.*
• If you find a course that is FULL, but waitlist seats are available. Click Add to add it to your Registration Summary and use the drop down menu to select Waitlist and click Submit.
If you know the course reference number (CRN’s) for the courses for which you wish to register, you may enter them directly and the course titles will populate.

Click Add to Summary to add them to Registration Summary.
VIEW INSTRUCTORS

If there are multiple instructors and you would like to see which instructor is teaching which session, click the expand tool.
EMAIL THE PROFESSOR

• Click on the course title, Class Details box will appear. Under Instructor/Meeting Times you will see where you can email your professor.
EMAIL OR PRINT SCHEDULE

- Click on the schedule and options tab and select the correct icon in the top right.

*Emailed schedules opened in Microsoft Outlook mobile application may not properly save to mobile calendar.*
If you cannot register for a course, you will see an error appear in the upper right corner.

You may also check the class details for more information.

Contact secretary of the department in which the course resides for permits or overrides for a course.
COMMON COURSE ADD ERRORS

• Preq and Test Score Error
• Link Error
• College Restriction
• Major Restriction
• Class Restriction

• Department or Instructor Permission Required
• Closed Section
• Corq Req
• Maximum Hours Exceeded
• Time Conflict
REGISTERING FOR CO-REQUISITES

• You must register for co-requisite courses at the same time

• If you already know both course crn’s, enter them on the enter crn’s tab and click add to summary

• If you don’t know both crn’s, search for and add both classes to registration summary before clicking submit
WITHDRAWING FROM A CLASS

• In Summary Panel drop down, Select Course Withdrawal Through WEB
• Select Submit to submit your withdrawal
• If your submission was successful, status for course should indicate course withdrawal through web on (date you submitted withdrawal)

*You may withdraw from all but your last class online for Fall/Spring terms. To withdraw from your last class, you must see your academic dean

*Graduate students must fill out the Drop/Withdraw From Last Class Request Form to request a withdrawal from their final class
**VIEW REGISTRATION INFORMATION**

**LOOK UP A SCHEDULE**
- View previous schedules and current schedule

**ACTIVE REGISTRATIONS**
- View courses currently registered into

**SCHEDULE BY CENTRIC PERIOD**
- View Winter and Spring registration together*
- View Summer A and B registration together*

*Only if registration exists for both terms

Fall registration will NOT appear here as it is not part of a centric period
QUESTIONS?

• **Technical** – Technology Help Desk
  (717) 477-HELP (x4357)
  helpdesk@ship.edu
  Student Help Desk: Lehman Library
  Faculty/Staff Help Desk: MCT 071

• **Course Closed** – Your Advisor

• **Course Error (pre-requisite, restrictions)** – Department in which the course resides

• **System** – Registrar’s Office
  717-477-1381
  registr@ship.edu
  Old Main 111