# Methodist College Online Registration Guide

Get your classes in four steps!
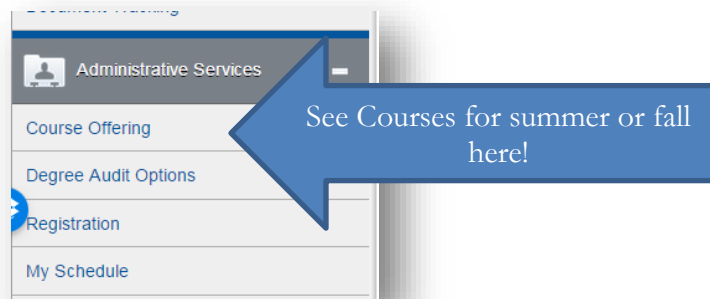Follow the easy steps below to complete your registration.

## Step 1 : LOG ON and Check Out The Schedule!

- Use your CAMS username and password to log in to your portal.
- To access the student portal, go to https://cams.methodistcol.edu/estudent/login.asp. When you go to look up classes for the summer and fall semester OR register for classes, make sure that you sign into either SU-18 or FA-18

Ollie Owl
Current term: SP-16 (Change) → Current term
Edit Profile   Change Passw...
Logout
A A A
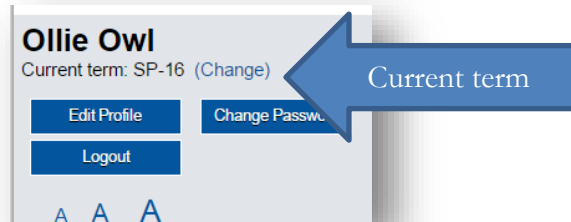
You will be able to find the most recent version of the summer or fall 2018 schedule by logging on to the Course Offering in the Student Portal. The College reserves the right to change any scheduled dates or times when such action becomes necessary.

Administrative Services
Course Offering   ← See Courses for summer or fall here!
Degree Audit Options
Registration
My Schedule

- ****Tip: Try not to use the back arrow button; the system sometimes gets confused. Try to select from the menu as much as possible. ****
- You can scroll through the schedule page by page OR You can filter courses by day, time, and department.
- Select "Show Filter" to apply filter criteria. Hit "apply filter" to display courses.

Show Filter
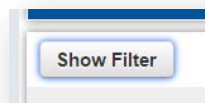
Select "Hide Filter" to search page by page.

Hide Filter
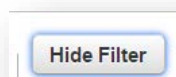
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Note: If you want to see course information for multiple departments, hold "CTRL" key and click on the departments, then click "apply filter."

Hide Filter

Schedule Filter Options

Scheduled Day(s):

Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday

Search by day of the week

Start Time From:

Start Time To:

Additional Filter Options

Campuses:

Main

Divisions:

BSN

MSN
Public Health
RN-BSN

Search by department

Departments:

ACT
ART
ASM
BIO
COM
ECN
ENG

Select All   Clear All   Select All   Clear All   Select All   Clear All

Apply Filter   Reset Filter

After clicking Apply Filter, the page with course detail will pop up. If you click on the course title, a pop up screen with course description and pre-requisite info will be displayed.

ART301ClassPL01

+ Book List

Exploring The Body: An Artistic Journey   3

Instructor

Click here for course descriptions & pre/co-reqs!

Start

Master Course

Dept	Crs ID	Type	Name	Division	Credits
BH	200	LecBH	Holistic Health and Healthcare	Health Sciences	2

This course introduces the learner to an integrative approach to healthcare in which the body, mind and spirit comprise an integrated whole. The course approaches holism from a systems perspective and applies the concept of holism to both the client system and the caring role, emphasizing the multidimensional role of the healthcare provider within the context of the physical, psychological, sociocultural, developmental, and spiritual dimensions and needs of the client system.

No Co-requisite formula found

Prerequisite Formula

BH321LecBH

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**Step Two**   : GO TO A WORKSHOP!

If you plan on enrolling for the spring semester, it would be a good idea to stop in at an advising workshop prior to completing the online registration process. It's always a great idea to check in to make sure that you are on the right track to graduation!

Step Three   : Register for Classes

- Students will register for courses by college level on the assigned registration day determined by the Registrar's Office. Your academic advisor, college level, and total earned hours can all be found in your CAMS student portal. **This information will also be sent via email to every currently enrolled student.**
- To get started, click "Registration" on the menu bar.
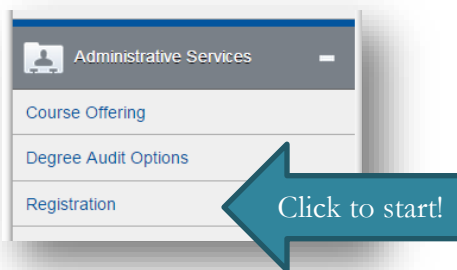
NOTE: Double-check that you have the correct term (SP-18 for the spring 2018 semester)! If it does not say the term you are planning on registering for, click on "Change" in the upper left corner of the screen under your name. From there, you will be able to select "SP-18" from a list that will pop up.
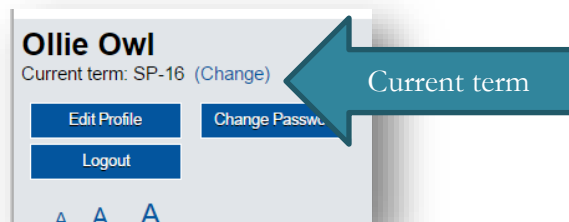
Next, Select Classes!
Click on the 'Credit' box next to each course you want to enroll in for the spring semester.

Once you've selected your courses, click on 'process registration' to add the course to your schedule. It's the green button: Green for GO!

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Process Registration

Classes are sorted by course department and course number. You can click on the numbers at the top right of the page to advance through the pages of available classes (if you click "Next," it will bring you to pages 11-19; not the next page) **OR** a simpler method is to use the course filter to find each of your classes.

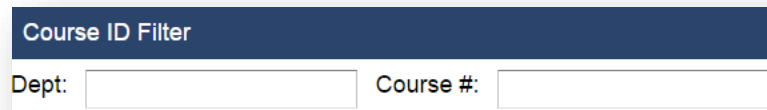**To Flip Page By Page Through The Entire Course Offering**

1 **2** **3** **4** **5** **6** **7** **8** **9** **10** **Next**
Viewing Page #1 (Total Pages: 14)

To Use The Course Filter

First, click on 'Show Filter.'

Show Filter

Enter the department prefix and, if desired, the course number of the course for which you want to register; it is not necessary to select anything else in the filter.

Course ID Filter

Dept: [   ]   Course #: [   ]

Click "apply filter" to see the course(s) for which you searched.

Apply Filter

Note: The student portal will remember the courses you've checked, so you do not need to hit "process registration" after every course. You can put checks beside all of the classes that you wish to take and then finalize your registration by clicking on "Process Registration."

Classes without checkboxes are not available for registration for the following reasons:

Reg - You have already registered for that course in that semester.

Prereq - You have not met the prerequisites for the class or, in some cases, have met them through a different method (placement testing, transfer work, AP credit, etc.) that is not recognized by the online registration system.

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Coreq – There is another course that you must take concurrent to the one you selected in order for you to be eligible to take the course. This happens most frequently with clinicals. You have to select BOTH the clinical AND the theory section before clicking 'process registration.'

Consult the Troubleshooting Guide for further direction about these or any other issues that you may encounter during online registration. The Troubleshooting Guide is available with your registration information materials.

Step Four : Adjust your schedule!

After you register for your classes, you may make changes to your class schedule through the student portal until 12:00AM the first day of classes.

NOTE: If you fail to pass a currently enrolled course needed as a pre/co-requisite, you will be administratively dropped from the course by the Registrar.
This will occur following the posting of final grades in May and/or August.

Prior to the close of online registration, students can make adjustments to their schedule by clicking on 'registration.' The list of courses you've already registered for will be displayed at the top of the page above the beginning of the schedule of classes.
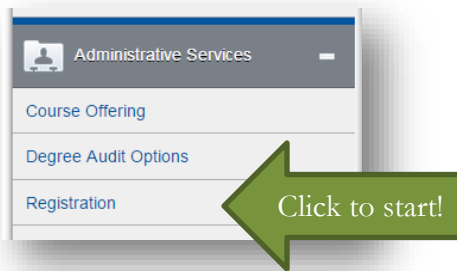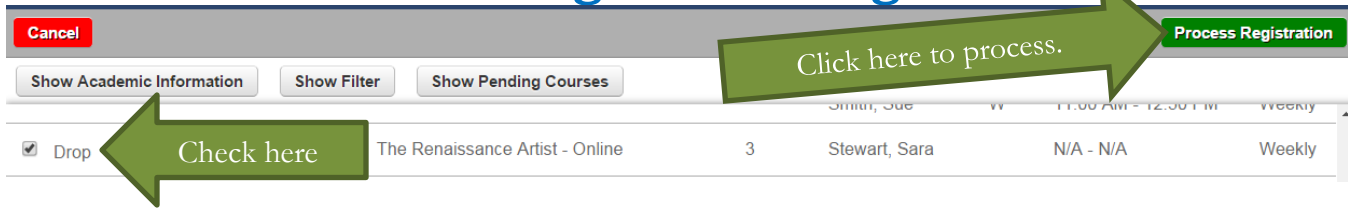

To add: Follow same procedure as when registering, checking 'credit' and 'process registration.'
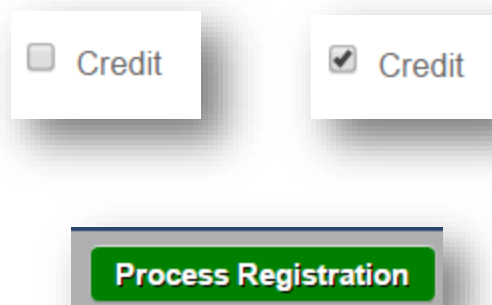
To drop: In your current schedule at the top of the screen, check the box under 'drop' for the course you wish to drop and click process registration.

To add and drop at the same time: Place a check in the 'drop' box for the course you want to drop, find the course you want to add and check 'credit,' and then click 'process registration.' This will drop the old course and add the new course at the same time.

After all your classes have been selected, scroll back to the top of the page and click process registration.
Your course schedule will be displayed at the top of the screen. Click on any Course ID to display any additional information about the class including co-requisites and prerequisites.

At midnight the day classes begin, access to registration via the student portal will be closed and changes to your schedule must be done through using registration and/or drop/withdrawal forms located on the Registrar's Office page of the Methodist College website or at the Welcome Window in room W104.

What Else Do I Need to Know?

Students who need to make adjustments to their schedule once online registration has closed will need to complete the registration form to add courses or the drop/withdrawal form to remove classes from their schedule. **Registration and Drop/Withdrawal forms will only be processed if they are signed by the student's assigned advising educator, the Vice Chancellor for Academic Affairs, the Dean of Nursing, the Dean of Arts and Sciences, the Chair of the Undergraduate Nursing Program or the Director of Advising.**

**Please remember— courses listed as closed on one day may become available at a later point in time, so continue to check for availability online during the registration period. –We call this 'stalking' the offering. If your first choice section is filled before you can register for it, you can keep an eye on the course by looking at the offering to see if becomes available. **

**Also, please remember that some courses may be cancelled due to low enrollment. In the case that this happens, Academic Administration and the Registrar's Office will work with student to find appropriate replacement courses. **