

Registering for Courses via myGate

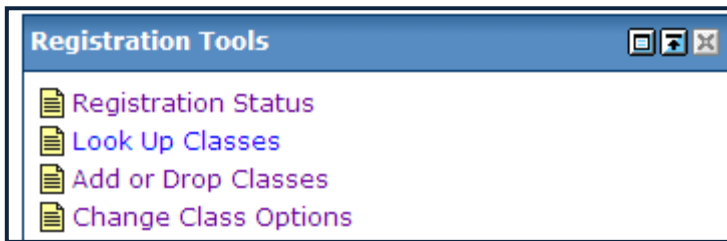
1. Login to myGate by clicking on the myGate icon on Racernet (<http://campus.murraystate.edu/>)



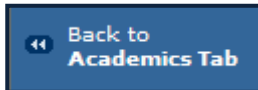
2. Enter your User Name and Password.
3. Once logged in, select the Academics Tab.



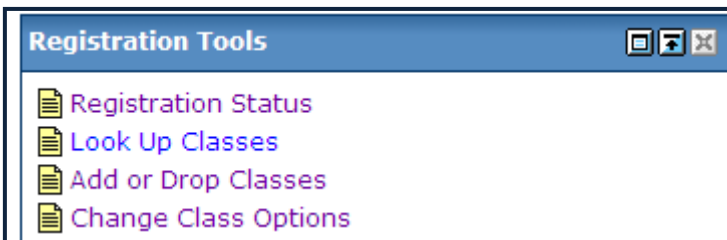
4. Select Registration Status from the Registration Tools channel and then select the proper term to check for holds on your account, registration eligibility and your classification for registration purposes. To view the time table for advanced scheduling, visit: <http://www.murraystate.edu/registrar/content/schtimes.htm>.



5. Click the "Back to Academics link at the top-left to go back to your main Academics tab.



6. Select Add or Drop Classes from the Registration Tools channel.



7. Select the appropriate term and click Submit.

A form with a label 'Select a Term:' followed by a dropdown menu showing 'Fall 2009' and a downward arrow. Below the dropdown is a 'Submit' button.

8. Enter the course reference number (CRN) in the fields as shown below and click Submit. You may enter as many or as few CRNs at a time as desired. If you do not know the CRN, select Class Search to search for available courses.

Add Classes Worksheet

CRNs

9. Once you've added the CRNs, click Submit Changes to officially register for the courses. Your schedule should appear on the screen like the example shown below.

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 12, 2009	None	82999	MKT	566	01	Undergraduate	3.000	Standard Letter		Marketing Management
Web Registered on Mar 12, 2009	None	81736	MGT	550	01	Undergraduate	3.000	Standard Letter		Human Resource Management
Web Registered on Mar 12, 2009	None	81804	MKT	568	01	Undergraduate	3.000	Standard Letter		Global Marketing Management

Total Credit Hours: 9.000
Billing Hours: 9.000
Maximum Hours: 19.000
Date: Mar 12, 2009 12:04 pm

*Note: Registration Errors will appear if you have tried to register for a course that is closed, has a pre-requisite not met, co-requisite not met, test score not met, time conflict, permission of instructor required, or a required lab. Courses with a Registration Add Error will not be added to your schedule as long as the error exists.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Dept Chair Approval Requi	81805	MKT	595	01	Undergraduate	3.000	Standard Letter		Special Problems