



# Registration Instructions

## Fall 2017 (July 5 – September 7)

Registration opens July 5<sup>th</sup>

### Registration Deadlines

**Current Students:** The deadline to register for all fall 2017 courses with no late fee is Tuesday, July 18, 2017. A late registration fee of \$75.00 per course will be assessed after this deadline, and until Saturday, September 2, 2017. During the "schedule adjustment period" (Sunday, September 3<sup>rd</sup> – Thursday, September 7<sup>th</sup>) a late fee of \$150 will be assessed.

**New Students (early confirmation, before 8/13):** The deadline to register for all fall 2017 courses is Saturday, September 2, 2017. A late registration fee of \$150.00 per course will be assessed after this deadline, through Thursday, September 7, 2017.

**New Students (late confirmation, after 8/14):** The deadline to register for fall 2017 courses is Thursday, September 7, 2017. No registration will be allowed after the first Thursday of each trimester.

**Contact the Office of the Registrar:** 410-888-9048 ext. 6659 or [Registrar@muih.edu](mailto:Registrar@muih.edu)

### Schedule adjustment period (September 3rd to September 7th)

A period of time that covers the first day of a trimester, Sunday through the first Thursday, of the first week of class in which late registration fees are assessed to current and early confirmed students.

**NOTE:** Registration will close for **all** students on September 7<sup>th</sup> at 11:59 pm. Drops should also be processed by this deadline if the course has already begun. There is no fee associated with dropping a course during the schedule adjustment period or before the course has begun.

### Registration Instructions

1. When you are ready to register, **log in to [my.muih.edu](http://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](https://my.muih.edu/?page_id=206). The Plans of Study detail a trimester by trimester layout of course enrollment for new fall 2017 students by program. Please reach out to your academic advisor if you have questions pertaining to your plan of study. You can find your academic advisor's information on the Data Portal under My Programs.

**Continuing Students:** Please go to **My Curricula** 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 for which you are registering. Please reach out to your academic advisor if you have questions pertaining to your plan of study.

\*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.

2. Sort by the term you are registering for (FA17) and your designated academic program. Clicking on each course will display the full schedule of days and times for that specific course.

**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>. Verify the date and time courses are offered.

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

### **Courses with Early Registration Deadlines:**

#### **Health and Wellness Coaching Students:**

The registration deadline for the following course is Tuesday, July 18<sup>th</sup>  
**COA620** Applied Healing Strategies

#### **Master in Nutrition and Integrative Health Students:**

The registration deadline for the following two courses is Monday, August 21<sup>st</sup>  
**NUTR654C** Clinic  
**NUTR655C** Nutrition/Herbal Therapeutics Clinic

### **Additional Information**

**Registration Flags:** Please allow up to 96 hours for all flagged courses to be reviewed and approved or denied by your program's department and the Registrar. You may check your Data Portal through [my.muih.edu](http://my.muih.edu) to view courses registered under the section My Courses.

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](mailto:registrar@muih.edu)) with approval correspondences.

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

**MUIH 500: University Wide Orientation for New Students:** Is a self-paced course that begins on **Thursday, August 3rd**. Please be advised that registration for all students closes on 9/7. If you need to add MUIH 500 to your FA17 term after this date, please send an email request to [Registrar@muih.edu](mailto:Registrar@muih.edu).

**MUIH 550: Academic Research & Scholarship:** Is a self-paced course that begins on **Sunday, August 20<sup>th</sup>**. Please be advised that registration for all students closes on 9/7. If you need to add MUIH 550 to your FA17 term after this date, please send an email request to [Registrar@muih.edu](mailto:Registrar@muih.edu).

**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](http://my.muih.edu). After acquiring the password, please follow instructions to log into [learn.muih.edu](http://learn.muih.edu) to access your online course or Canvas Classroom for your on-

campus course. Courses open to students 7 days prior to the Course Start Date. You can use this time to review the syllabus and purchase required course materials. Faculty will be available on the official Course Start Date.

**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.

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

**Meeting Point Bookstore:** To purchase books contact 410-888-9048 ext. 6636 or [bookstore@muih.edu](mailto:bookstore@muih.edu). Check your Data Portal on [my.muih.edu](http://my.muih.edu) and with your academic department for recommended and required readings. You are not required to purchase books through The Meeting Point if they are available from other sources.

**Plans of Study:** It is recommended that students register for the suggested course load each trimester 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, students based on their starting date and program. Students wishing to modify their program may contact their Academic Advisor for suggested course loads.

**Financial Aid:** To apply for federal financial aid, please fill out a FAFSA form, available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Add the MUIH school code: G25784. To apply for MUIH scholarships, please review <http://www.muih.edu/admissions/financial-aid/institutional-scholarships-and-fellowships> for instructions and information. If you have any questions, contact **Kristina Dean**, Director of Financial Aid, [Financialaid@muih.edu](mailto: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, towards their degree, to be considered half-time. Students enrolled in six (6) credits or more are considered full-time.

**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](http://my.muih.edu).

**Registration for Multiple Programs:** Students may need to wait until the next course offering if course times conflict between different programs in which they are currently enrolled. 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**, available at <https://learn.muih.edu/courses/287>. On campus, students may visit the library in person. All students can reach the library by phone at 410-888-9048 ext. 6644 and are encouraged 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](http://muih.edu) email by sending an email to [Help@muih.edu](mailto:Help@muih.edu).

**\*Updated\* Tuition and Billing:** Students will receive a tuition bill from the Finance department. **Please check your [muih.edu](http://muih.edu) email for bills.** Students may contact the Finance department if special payment arrangements are needed. Contact **Brian Donelan** ([bdonelan@muih.edu](mailto:bdonelan@muih.edu)) for billing or

payment questions at 410-888-9048 ext. 6684. **Fees:** Please see the tuition and fees page on the MUIH website

<http://www.muih.edu/admissions/tuition-fees>

**New fee – Credit card processing fee:** Students who pay their tuition bills with a credit card will be charged a fee of 2.75% of the amount charged to cover the credit card processing costs.

**New fee – Graduation fee:** Students will be charged a non-refundable fee of \$75 for graduation. The fee covers administrative costs associated with completing the graduation review and diploma preparations. This cost also covers one copy of the diploma. Please note that the graduation fee is required regardless of whether or not you participate in the commencement ceremony.