



## 2019 Registration Instructions

**Summer 2019 Term Dates:** April 28, 2019 – August 5, 2019

### Registration Dates

Register without a late fee March 4 -April 1

A late fee of \$75 per course will be assessed after April 1

A late fee of \$150 per course will be assessed for registrations that occur April 27- May 2<sup>nd</sup>.

### Registration Instructions

1. 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 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 and prerequisites 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 (ex. SU19) 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 a Section number 200-299

**Resident Courses:** Face-to-Face courses are designated with a Section numbers 1-99

**Hybrid Courses:**

## **Additional Information**

**Registration Flags:** Please allow up to 72 hours for all flagged courses to be reviewed and approved or denied by your program's department. 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.

**Disability Services:** To receive accommodations due to a disability or for assistance with accessing course registration, please contact Michelle Coleman, Director of Student Retention, Success and Disability Services, at 410-888-9048 ext. 6774 or [dscoordinator@muih.edu](mailto:dscoordinator@muih.edu).

Please note that support services may not be available until requested by students registered with Disability Services each term and students should reach out to Michelle Coleman to discuss and facilitate accommodation needs as soon as possible to ensure sufficient time to provide accommodations. Services such as interpreting, video captioning, alternative text formats, Braille materials and accessible furniture require advanced notice (4-6 weeks prior to the start of the term) to facilitate; while Disability Services will make reasonable efforts to accommodate requests made after the deadline, untimely requests may result in a delay or modification of services.

**Kits for NUTR or HRB Students:** If you are registering for one of the following courses: NUTR681, HRB605, HRB622, HRB620b, HRB705, or HRB642—please ensure that your mailing address is correct on the Data Portal under [My Contact Information](#). Please note you are responsible for additional shipping fees if the kit is returned to us. If the kit is not returned to MUIH, you will be charged an additional kit fee. If your address information is incorrect, please email the correct information (include your name and ID number) to [Registrar@muih.edu](mailto:Registrar@muih.edu) from your MUIH email account.

**Verify Contact Information:** Navigate to your Data Portal and double-check that your contact information is correct under [My Contact Information](#). If the information is incorrect, please email the correct information (include your name and ID number) to [Registrar@muih.edu](mailto:Registrar@muih.edu) from your MUIH email account.

**MUIH 500: University Wide Orientation for New Students:** Is a self-paced online course.

**MUIH 550: Academic Research & Scholarship:** Is a self-paced online course.

**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

**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](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 email by sending an email to [Help@muih.edu](mailto:Help@muih.edu).

**Tuition and Billing:** Students will receive a tuition bill from the Finance department. **Please check your 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.

**Tuition and Fees:** All tuition and fees can be found on the MUIH website <http://www.muih.edu/admissions/tuition-fees>

For questions about course selections, please make an appointment with your academic advisor.

**Acupuncture and Oriental Medicine and Integrative Health Sciences**

Chelsey Barrett, [cbarrett@muih.edu](mailto:cbarrett@muih.edu)

**Health Coaching and Health Promotion**

Melissa Huselton, [mhuselton@muih.edu](mailto:mhuselton@muih.edu)

**Yoga Therapy, Ayurveda, and Therapeutic Herbalism**

Matt Mazick, [mmazick@muih.edu](mailto:mmazick@muih.edu)

**Nutrition**

MUIH advisement team, [advising@muih.edu](mailto:advising@muih.edu)