Click on the “sign in” button and enter your NetID and password to use the Part-Time MBA Web Registration system.
Landing Page/Message of the Day

Once logged in, you can navigate through the system via the tabs across the top of each page:

- Message of the Day
- Search For Classes
- My Cart
- My Classes

Displayed at the top of each page are your name, the active term, the current items in your Cart, enrolled classes and waitlists.

**Message of the Day tab** - Check this page for important information including system issues/updates and course updates.
Search for Classes tab

Search for Classes enables you to search on a variety of criteria such as day of the week, department, keyword search, or display all classes. Click “search” when you have selected your criteria.
Search Results

On the Search Results page, you can:
- Click on the course to view the course description, prerequisites and schedule information.
- Click on links to professor and course evaluations (TCE’s), and instructor bios.
- Sort the search results by clicking on the column headings where available.
- Column descriptions are available at the end of the tutorial.
You can also add a course to your Cart or Enroll by clicking on the buttons indicated below.

The "My Cart" feature allows you to pre-select courses for which you might have interest. From the Search Results page, if you click on “add to cart” for a particular course, a pop-up screen will appear to confirm this transaction.

**NOTE:** When the shopping cart opens prior to web registration, the “add to cart” buttons will appear. Following this, when web registration is active, the enroll buttons will appear.
Add to Cart/Enroll

The course will then show “IN CART” to verify this transaction. IMPORTANT: Adding a course to your cart is not considered an enrollment transaction. You must officially register for this course by using the enroll button.

Similarly, when you click on the “enroll” button, the course will then show “ENROLLED” to verify this transaction. You do not have to put a class in your Cart first in order to enroll.

NOTE: The system is configured to not allow you to enroll in a course if it is before you are eligible to register, there is a time conflict with another course that you are already registered for, or you do not have the prerequisites.
Waitlist Pop-Up

If you try to enroll in a class that is full, a pop up screen will appear informing you that the class is full and that you have been automatically added to the waitlist.
My Cart tab

If you have added courses to your Cart, you can view them on the “My Cart” tab. You are able to delete the course from your cart or enroll.
My Classes tab

This page lists all the courses you are registered for and any waitlists you are on. When Drop is selected, a warning message will ask if you are sure you want to continue with the Drop.
**WaitList Auto Drop**

IMPORTANT! If you are on any waitlists, be sure to select an auto drop course to avoid being skipped over if an open seat becomes available. Once the course is selected, be sure to click on the “save” button.
Signing Out

Be sure to sign out by clicking on the “Sign Out” link in the upper right-hand corner of the screen.
**Search Results - Column Descriptions**

**Course** - This is linked to a course summary which includes the day the class is held, time, location, syllabus, prerequisites, etc.

**Section** - determines where and when the class is held (see below for section descriptions)

**Title** - course name

**tce** (under Title) - this links to the course’s past teacher/course evaluation results

**Credits** - how many credits the class is worth (mostly 0.5 or 1 credit)

**Times** - what time of day the class meets

**Location** - where the class is held

**Instructor(s)** - professor’s name and link to their bio page

**tce** (under Instructor) - this links to the professor’s past teacher/course evaluation results

**Open Seats** - this indicates how many open seats are left in the course

**1st Class Req’s** - while students are expected to attend all classes for a course, some professors require mandatory attendance of the first class in order to continue in the class. Please note this when registering for a class.

**Section Descriptions:**

71*- PT evening class at Wieboldt from 6-9pm
72*- PT evening class at Wieboldt from 6-9pm
76*- PT Saturday class at Wieboldt either from 9:00am-12:00pm or 1:30pm-4:30pm
31- Shared section between PT and FT. Class is held at Wieboldt from 6:00-9:00pm
81- Shared section between PT and FT. Class is held at Jacobs in Evanston from 6:30-9:30pm

*This excludes SEEK 440A which is held over the weekend. Please check the course schedule for specific dates and times.

All other section numbers are FT classes held during the day up in Evanston.