



MarymountManhattan

## **ONLINE REGISTRATION**

**STUDENT MANUAL**

*Summer and Fall 2022*

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## **WELCOME TO ONLINE REGISTRATION!**

IMPORTANT INFORMATION ENCLOSED  
PLEASE READ CAREFULLY

Dear Student,

It's time once again to register for upcoming terms at Marymount Manhattan College.

Enhancements continue to be made to the process that will improve student service and transparency. Over 90% of students eligible to register online have done so in past semesters, and we hope to have a better response for the upcoming January, Spring, Summer, and Fall semesters.

This manual gives you all the information you need for a successful registration process.

### **IT'S BETTER ONLINE THAN IN LINE!**

Computers and Laptops are available on-campus:

- In the Library
- Computer labs (Carson Hall 410 and 411)

### **ONLINE REGISTRATION**

1. Who can register online this term?
  - Continuing degree-seeking students
  - Non-matriculated students (audit students, visiting students, alumni), as long as all pre-requisites are met.
2. When can I register this term?

Your personal priority registration date and time will be emailed to you through your MMC email account. These slots will be available based on the number of credits completed as of January 31, 2022. Before you can log into MMC Connect to complete the registration process you must have an active MMC account, have cleared all restrictions (holds) on your account and seen your advisor (who will release you to register).
3. How difficult is it to register online?

If you are prepared, MMC Connect will allow you to register quickly and easily. Currently you can see your profile, transcript, course schedule, financial aid status, account statement, restrictions, clearances and other information through MMC Connect. Take the time before registration to go through the menu to become familiar with the information offered there. For instructions on how to register in MMC Connect, click on the "How to Register Online" video, which can be found in the "How-To Video" tab under [Registration Information](#).

## **GETTING CONNECTED**

You should already be using MMC Connect but if you have not and plan to register online, you must activate your account immediately!

- To activate your MMC e-mail account, go to the Information Technology department on the 4<sup>th</sup> floor of Carson Hall or call 212-517-0580 if staff are working remotely. They will get you started!
- If you are active please remember that your login and password for MMC Connect is the same as your MMC email account.
- Notices regarding online registration will only be sent through MMC e-mail, so check your MMC account at least once a day. Failure to do so can result in loss of important information regarding your priority registration date and time.
- Click on [Online Registration in MMC Connect](#) for a manual guideline to registration.
- Click on the “How to Register Online” video in the [“How-To Video”](#) tab for video instructions.

## **ACADEMIC ADVISEMENT**

- Bring a copy of your program evaluation with you when you meet with your faculty advisor.
- Meet with your faculty advisor before attempting to register online. If you are a double major especially in different disciplines, you must meet with both faculty advisors.
- Many courses have been known to close quickly, so choosing alternate courses with your advisor is *highly* recommended.
- Bring a completed Advisement Planning Worksheet with you during your advisement session. Your Advisor will review your choices and ensure that the courses meet your degree requirements. The [Registration Agreement form](#) can be downloaded on the Academic Advisement forms webpage: <https://www.mmm.edu/offices/academic-advisement/academic-advisement-forms.php>
- Your faculty advisor will “clear” you for registration once you have been advised and a prescribed set of courses has been determined and approved, by placing a HBA (has been advised) Clearance on your account. If you have not been advised and do not have a HBA Clearance on your account or you have other major restrictions such as AR (Student Accounts), P3 (Academic Advisement), etc, MMC Connect will not allow you to register online.
- HEOP, Academic Access, College Honor’s Program, and International students must see their Program Director for registration approval. Your Program Director will release you for registration

### **SPECIAL NOTE FOR NON-MATRICULATED STUDENTS:**

- Non-degree students who do not wish to complete a degree at MMC will be allowed to register on their priority date.
- Non-degree students who are planning to pursue a degree at MMC will be required to meet with an Academic Advisor in the Office of Academic Advisement to review their course selections before registering online.

## **AVOIDING DELAYS**

To ensure a smooth online registration experience, you should begin clearing any or all of the following today so that you do not encounter any delays during the process.

- Holds – If you have restrictions (holds) on your account, they must be removed before you register. Clearances such as HBA and IC must be obtained. Check Restrictions and Clearances on MMC Connect until registration begins. All holds need to be lifted manually, so contact the appropriate office well before your priority registration date/time. At that point students can only access MMC Connect on or after their scheduled date and time. You can check Restrictions/Clearances on MMC Connect.
- Pre-requisites/Course Restrictions – MMC Connect will not allow you to register for courses if you have not completed the appropriate pre-requisites or do not meet restriction requirements. Students may request a prerequisite/restriction waiver by completing the online prerequisite waiver form. Go to “Prereq Waiver” under “Planning and Scheduling Forms” on the Office of Academic Advisement’s webpage - <https://www.mmm.edu/offices/academic-advisement/academic-advisement-forms.php> or Go to your student portal and click on the [Prerequisite Waiver form](#) under “Forms”, if available, to start your request.
- Student service representatives or the registrar staff will process the approved prerequisite waiver. Note – an approved prerequisite waiver does not guarantee enrollment (e.g. course/time conflict, class is closed, student account hold, etc.)
- Restriction for Advanced Interdisciplinary Perspectives (AIPs) – Students must have 39 credits completed\*. The 39 credits can include your Spring and Summer 2022 credits. ***Students cannot count their preregistered Fall 2022 courses as part of their 39 credits in progress. Students will receive the following alert message in Express Registration if they do not have the required credits:*** “Must complete 39 credits before the start of the Spring term.”
- Closed courses – Closed classes will not allow you to register into them. If you receive a message that your desired course/section is closed, MMC Connect will inform you automatically if the course/course section is available for waitlisting. You will be allowed to choose to be placed on a “waitlist.” In addition, MMC Connect will inform you via MMC email, if you have been accepted into the waitlisted class.  
Note: if you are approved into a waitlisted class you will be given 3 days to register yourself into the class or it will be offered to the next student on the list.
- Time conflicts – If two courses meet at the same time, MMC Connect will not allow registration into both. You will need to resolve this with your Advisor prior to your priority on-line registration time/date.
- Overload credits – You may take up to 18 credits during the Fall or Spring semesters provided you have at least a 3.0 cumulative grade point average. MMC Connect will not allow registration for more than 17 credits if you do not have a 3.0. If your GPA is below 3.0, you must obtain permission to take 18

credits from the Associate Director of Academic Advisement in the Advisement Office.

- Permission required – Some courses require the permission of the instructor before registration is allowed. These courses must be processed manually or remotely by the Center’s student service representatives or by the registrar staff. Bring or email the signed permission form to the Center during office hours. Other courses, such as MUS 350 - Songwriting in the Studio, require faculty consent. The student should contact the faculty for approval.
- Repeated courses – There are only certain circumstances under which MMC Connect will allow you to repeat a course:
  - If the course is allowed to be repeated (check online college catalogue under course description)
  - If you received a grade of UW, WF, W, or F in a course
  - Grade Waiver Petition – Matriculated students may petition to the Associate Director of Academic Advisement for grade waiver consideration. -Only grades of D, F, and WF are eligible for grade waivers. Grades of “UW” and “W” are ineligible for grade waivers. For complete details - see “Grade Waiver Petition” in our online academic catalog at <https://www.mmm.edu/offices/academic-advisement/academic-standards-amp-practices.php>

If approved, the old grade(s) will remain on your student transcript; however, only the new grade will be included in the calculation of your cumulative GPA. *Remember that credits in repeated or waived courses count only once toward your degree requirements and repeating or waiving a course may impact your federal financial aid eligibility.*

#### **A NOTE ABOUT SPECIAL REGISTRATIONS**

There are special registrations that cannot be processed online. The following registrations require additional paperwork that must be submitted to the Center for Student Services at the time of registration:

- Internships
- Independent Study
- Research
- Profession Immersion
- Study Abroad
- Maintenance of Matriculation
- Prior Learning Assessment
- Pass/Fail
- Consortium Program with Hunter College
- Consortium Program with Pace University
- Complete Withdrawals from the College

Click to view [Online Registration in MMC Connect.](#)

**IN-PERSON REGISTRATION (Not Available for Summer and Fall 2022 Registration)**

Registration will be processed 100% virtual. Students are encouraged to register via MMC Connect. Although the Center for Student Services is open for business, staff will **not** be available for registration processing.

If you are experiencing technical issues with online registration you can download a Registration Agreement Form. You may obtain a form from the Office of Academic Advisement Forms page under "Planning and Scheduling Forms" - <https://www.mmm.edu/offices/academic-advisement/academic-advisement-forms.php>.

If you have difficulty with the form, you can obtain all the necessary signatures via email from your Faculty Advisor and/or Program Director. You will also have to abide by all of the same regulations as the online registrants, as outlined in this manual.

Once you have been advised and cleared for registration, you may submit your registration form to the registrar at [registrar@mmm.edu](mailto:registrar@mmm.edu). You must accompany your registration form with your email approvals from your academic advisor.

**RESTRICTIONS / CLEARANCES CODES**

All holds must be lifted and clearances must be obtained before attempting to register online. MMC Connect will prevent registration for any student with a restriction. Additionally HBA and IC clearances must appear on your account. You may view your holds online through MMC Connect.

**ACADEMIC PROFILE**

[GRADES](#)  
[ACADEMIC HISTORY](#)  
[MY CLASS SCHEDULE](#)  
[MY PROFILE](#)  
[STUDENT RESTRICTIONS/CLEARANCES](#)

a) Click on Student Restrictions/Clearances

**Student Restrictions/Clearances**

**SUBMIT**

b) Click the [Submit] button – Your holds, restrictions, and clearances will be displayed

Code	Description	Start Date	End Date
IC	Immunization Complete - this is not a restriction..	03/20/2009	
HBA	You have been advised - you are cleared providing no other restrictions exist	02/01/2009	

**Current Students!**  
Make sure you have an HBA listed. Otherwise, you will not be able register! Contact your faculty advisor if you do not see an HBA on your account.

c) Restriction/Clearance codes:

- ❖ **ACADEMIC RESTRICTIONS (HOLDS)** - See the Office of Academic Advisement in the lower level of Nugent Hall Room 052 about these holds.

• AA Academic Advisement Hold	• P1 1st Semester Probation
• AP Academic Pursuit	• P2 2 <sup>nd</sup> Semester Probation
• NDG Non-Degree Advisement	• P3 3 <sup>rd</sup> Semester Probation

- ❖ ADMINISTRATIVE RESTRICTIONS (HOLDS) – Contact the department by phone – In-person meeting by appointment

Code	Description	Department
HE	HEOP	HEOP Office – Nugent Hall 350-212-517-0592
IM/IC	Immunization	Counseling & Wellness Center – Carson Hall 806-212-774-0700
P3	Probation	Academic Advisement -LL Nugent Hall 052 – <a href="mailto:advisement@mmm.edu">advisement@mmm.edu</a>
RA	Re-Admit	Academic Advisement – LL Nugent Hall 052 – 212-517-0568
RG	Registrar	Registrar – 212-517-0501

- ❖ FINANCIAL RESTRICTION (HOLDS)

Code	Description	Department
AR	Account Balance	Center for Student Services – LL Nugent Hall 052 – 212-517-0500
EC/FA	Financial Aid	Center for Student Services – LL Nugent Hall 052 – 212-517-0500
AL	Library	Nugent Hall – 250 – 212-774-4802

- ❖ CLEARANCES (cleared to register –no action needed)

Code	Description	Department
HBA	Have been advised	Faculty Advisor
IC	Immunization complete	Counseling & Wellness Center – Carson Hall 806-212-774-0700

### **FREQUENTLY ASKED QUESTIONS**

- Q1. How long will online registration be available?  
A. Click on the following link to view the last day to register online [Registration Dates and Deadlines](#) webpage.
- Q2. What if I change my mind or make a mistake?  
A. Make every attempt to ensure that all your courses are correct before clicking “Submit.” If you make a mistake, you will have the ability to add and drop courses online.



- Q3. What if a class is not accepted because it is closed or canceled?  
A. MMC Connect will allow you to add alternate courses. Click to view [Online Registration in MMC Connect](#) instructions.
- Q4. May I add and drop courses online?  
A. MMC Connect will allow you to add and drop courses online until the day before the start of term. View [Registration Dates and Deadlines](#) page for more information.
- Q5. Why does it say that all my courses are “unavailable for the specified term”?  
A. You did not enter a double-digit section number. If you are registering for the first section of a particular course, make sure you type “01” into the Express Registration field.
- Q6. How many times may I make a change to my program online?  
A. You will be allowed to add and drop courses freely until you reach 17 credits (or 18, if you have a GPA of 3.0 or higher). Check the [Registration Dates and Deadlines](#) webpage to view important deadlines and to see when fees will be in effect.
- Q7. Can I completely withdraw from MMC online?  
A. For complete withdrawals from the College, you will need to visit the Office of Academic Advisement in the lower level of Nugent Hall-Room 052. [MMC Connect](#) will not allow you to withdraw from all of your courses.
- Q8. Can I still register if I miss my Priority Registration date?  
A. If you do not register on your Priority Registration date/time, you may register on any later date/time during the online registration period. View [Registration Dates and Deadlines](#) page.
- Q9. Why does the computer say that I have a class conflict when I do not have one?  
A. Check the bulletin for additional lab, recitation, project/production hours. For some classes, especially in Dance/Theatre production classes, you need to be available for additional days. In such cases, register for all other classes online. You will not be able to enroll in the class that caused the class conflict. You will need to contact the appropriate department (e.g. FAPA) to approve the conflict. If the department approves the time conflict, you will have to submit an approved program change (PC) form to the CSS for processing.
- Q10. Can I request an earlier timeslot for registration?  
A. Once assigned, we are unable to alter your registration time slot. If you miss your registration time, you can register anytime after your assigned time.
- Q11. What do I do if I never received an email with my priority registration information?  
A. Every student has been assigned a priority date and time. Check the [Registration Dates and Deadlines](#) webpage to see when you are expected to receive your priority registration date/time email notification. Make sure your email is not full. The Center for Student Services and the Office of Academic Advisement will be given a listing of student priority dates and times.
- Q12. What happens when I find out I failed one of my prerequisites?

- A. Speak with an Academic Advisor immediately. You will be dropped from the course that requires the prerequisite. Your registration and account will be adjusted, accordingly. Your status may change as a result of the drop. You may need to add another course to give yourself a fulltime credit load. Any adjustments to your schedule (add/drop) on or after the start of term must be processed manually, in person, down in the Center for Student Services (CSS).

Q13. Why can't I view my grades on MMConnect?

- A. Just a few days before registration, the MMC Portal shuts down. Check the [Registration Dates and Deadlines](#) webpage to view when Information Technology Department plans on closing down the portal. Once the portal is offline, you will no longer have access to your academic, billing, or financial records. MMConnect will not be available until your priority registration date/time starts.

### **REGISTRATION DATES AND DEADLINES**

Click on the following link to view [Registration Dates and Deadlines](#) webpage.

#### **Priority Registration Information**

- Your priority registration date and time will be sent to your MMC email account. On the registration portal link you will see listed your registration date and time and any restrictions (holds) and clearances on your account.
- Check the [Registration Dates and Deadlines](#) webpage to see when the portal link will shut down. The portal link will restrict students from accessing MMC Connect until their scheduled priority registration time on their scheduled date. Access to your grades, account statement, etc. will be blocked, so print out any necessary information before this date and time.
- Once registration begins, access to MMC Connect will be blocked until your priority date and time. At that time the portal link will give you access to MMC Connect.
- The registration portal link page will show your registration date and time, count down the remaining time until you can access MMC Connect and it will list any restrictions (holds) and clearances on your account.
- Your priority time will be based on the number of credits completed as of January 2022. Classes you are currently taking are not counted. Your time slot will be randomly sorted within each group.
- Account restrictions (holds) must be resolved prior to the beginning of priority registration. You will not be able to register during your time slot if holds are not removed by the appropriate College office

**ONLINE FINANCIAL BILL**

Your account statement (bill) will show information regarding your tuition and fee charges, pending financial aid, and your account balance. For instructions on how to view your account or make a payment, click on the following link:

<http://www.mmm.edu/offices/center-for-student-services/make-a-payment/>



The Office of the Registrar  
212-517-0501

THE CENTER FOR STUDENT SERVICES  
Financial Aid, Student Accounts, International Student Services  
(212) 517-0500

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Office of Academic Advisement  
(212) 517-0568

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Information Technology Help Desk  
(212) 517-0580

For technical questions regarding MMC Connect and  
the MMC Website.

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Online Registration Begins  
March 31, 2022

MMC Connect is available from 7:00AM – 11:30PM