

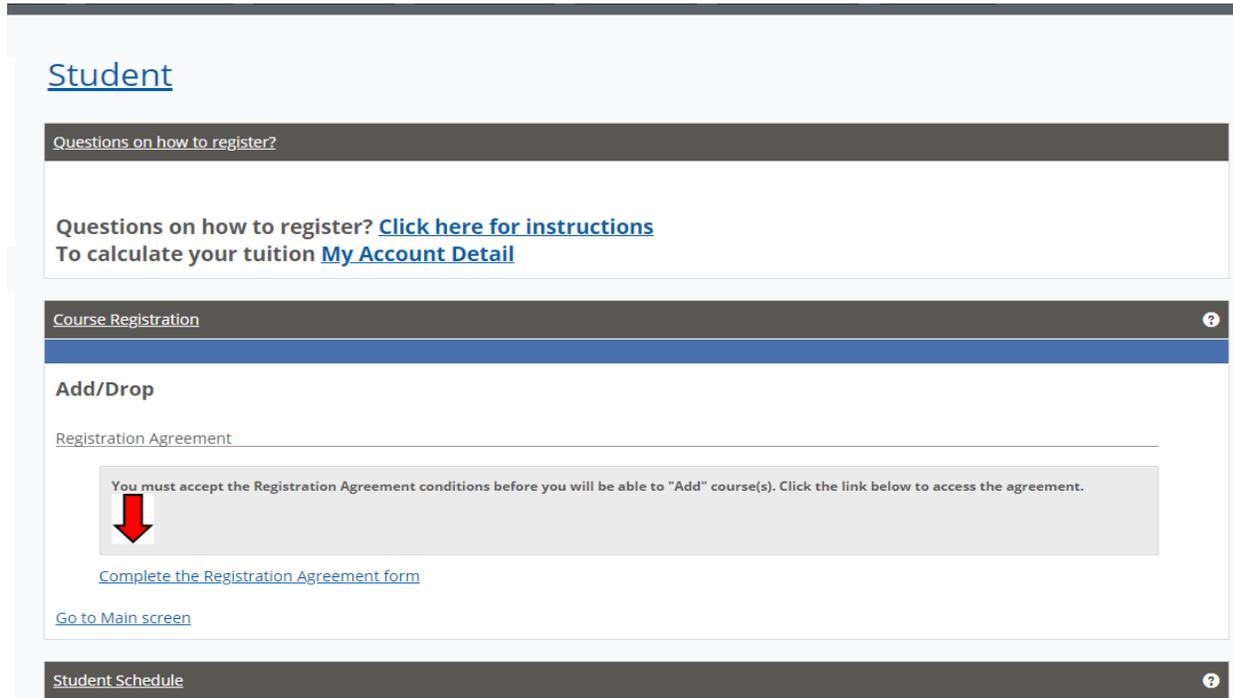
How to Register Online

Registering Online can be done in two ways – “Add/Drop Courses” or “Course Search.”

Log into myKirtland with your username (your six-digit student ID number) and password. If you do not remember your password, call our IT Department at (989) 275-5000, ext. 499 to have it reset.

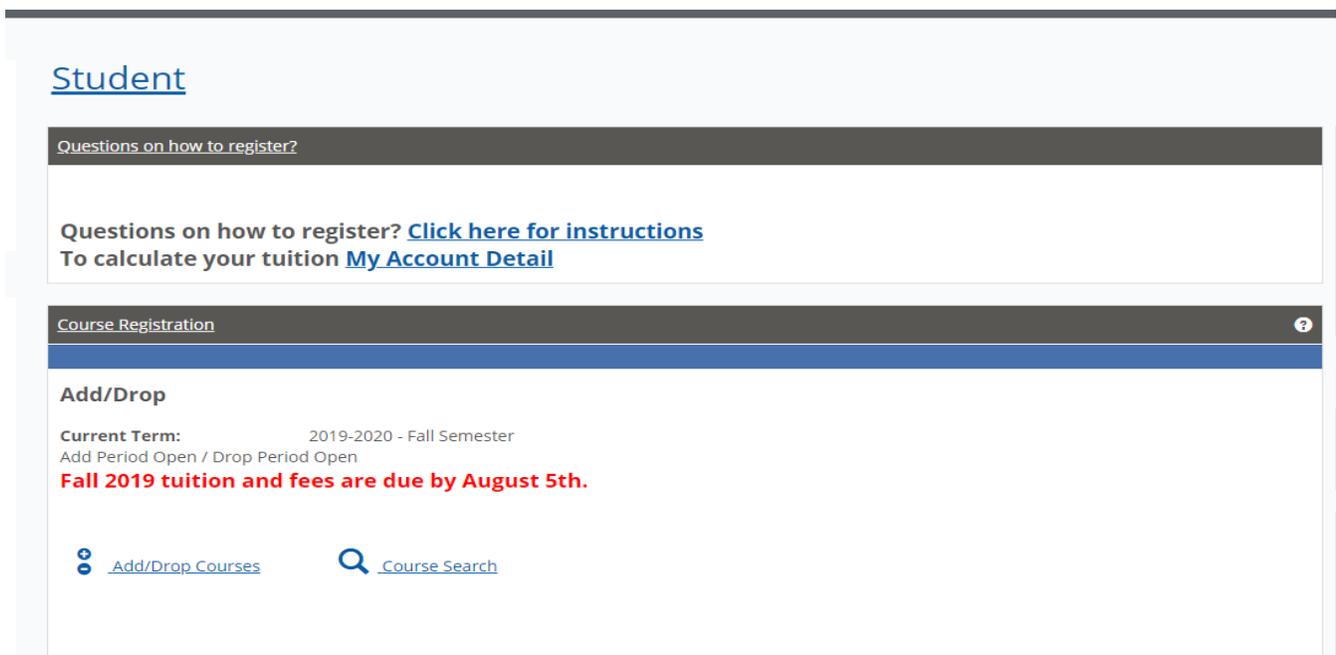
Click on the “Student” or “Academics” tab.

Accept the Registration Agreement terms. This needs to be done once every semester.



The screenshot shows the 'Student' tab selected. Under 'Course Registration', the 'Add/Drop' section is active. It displays a 'Registration Agreement' box with a red arrow pointing to a link: 'Complete the Registration Agreement form'. Below this, there is a link to 'Go to Main screen'. The 'Student Schedule' tab is visible at the bottom.

There is more than one way to find a course – Add/Drop Courses or Course Search.



The screenshot shows the 'Student' tab selected. Under 'Course Registration', the 'Add/Drop' section is active. It displays the 'Current Term' as '2019-2020 - Fall Semester' and 'Add Period Open / Drop Period Open'. A red notice states: 'Fall 2019 tuition and fees are due by August 5th.' At the bottom, there are two buttons: 'Add/Drop Courses' and 'Course Search'.

1. **Add/Drop Courses Option** - Click on “Add/Drop” Courses. It is recommended that you search for classes noting the course number of the class that has the days/times you want prior to using this option so you will know the entire course number.

In each box, type in the entire course code of the class you want. One course code per box. Click the “Add Courses” link below the boxes. **Click on the “Account Detail and e-cashier” link to generate your tuition.**

2. **Course Search Option** - Click on “Course Search.” Be sure the correct semester is in the “Term” box.

Keep the “Department” and the “Division” boxes at All.

1. Count five lines down to find the “Course Code Begins With” box. Type in the first three letters of the course code in the box.

For example, to find BIO-10100, type in BIO, then press enter. All of the courses beginning with BIO will be listed.

2. Type in the course name in the “Title” box. Press enter. (has to be the **EXACT** name)
3. In the “Course Code” box, click on the arrow to the right of “Begins With” and select “Ends With”. This is a good way to find classes that are online. For example, type 60 in the white box, then press enter. All courses ending in 60 will be listed. (Courses ending in the 60s {60, 61, 62} are online courses.)
4. Request specific instructor by clicking on the arrow to the right of the “Faculty” box; select an instructor. Press enter.
5. Request classes available at off-campus locations by clicking on the “Campus” button, then select the location you want. Press enter.

To add a class, check the box in the Action (first) column. Scroll to the bottom of the page and click “Add Courses.” Click on “Course Search” to search again.

Clicking “Reset” at the bottom of the “Course Search” page will clear previously searched entries.

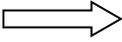
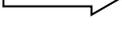
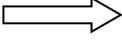
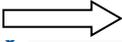
NOTE: Keep all boxes clear except for the box in which you are requesting the data. For example, make sure you do not have BIO in the course code begins with section then request a specific faculty member. “No Data Found” error may appear.

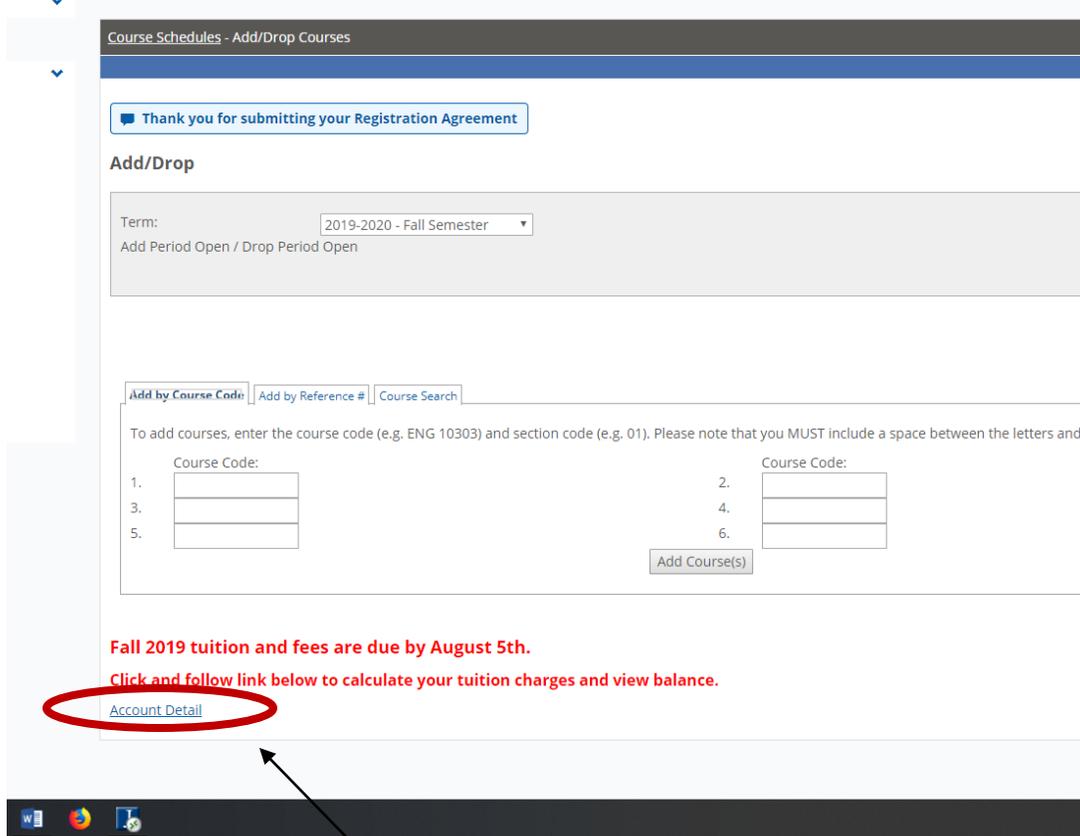
Courses that have co-requisites must be registered together. An example is General Chemistry and General Chemistry Lab (CHE-10101-00 and CHE-10102-00). If the courses are on two different pages, add one of the courses. An error message will appear. Click on “Prerequisite or Co-requisite” button. It will give you a list of those courses. Check the box for the desired course, then “Add Course.”

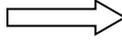
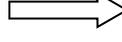
Click on the “Account Detail and e-cashier” link to generate your tuition.

Call the Registration Office at (989) 275-5000, ext. 251, from 8am-4:30pm with questions or if you need help.

Online Registration

1. Go to www.kirtland.edu
2. Hover over Sign in, then click on myKirtland
3. User ID  Your student id
Password  If you do not know what it is, contact our IT Dept at (989) 275-5000, ext. 499.
4. Click on  Student or Academics tab
5. Accept the Registration Agreement (this will only come up the first time you register each semester)
6. Click on  Add by Course Code



7. Put in the course numbers and section numbers
8. Click on  Add Course(s)
9. Click on  Account Detail for your billing information

Click on the “Account Detail and e-cashier” link to generate your tuition.