

MyRecords Registration Procedures

Registering for classes in MyRecords is an easy process once you understand the steps. Before starting the registration process, log into MyRecords using your NetID and password.

Step 1 – Navigate to the Enrollment tab

The screenshot shows the MyRecords interface for a student. The navigation menu at the top includes Home, Academic Records, Admissions, **Enrollment** (circled with a red arrow pointing down), Financial Aid, Student Accounts, Profile, and Other Resources. The user is logged in as Jane Doe, with a 'Sign Out' link in the top right corner.

The main content area is divided into several sections:

- Message Center:** Shows holds, messages (1), notices sent (3), and a to-do list.
- Enrollment:** Displays a table of classes for Fall 2014.

Class	Description	Instructor	Credit Hours
PAMM-970	SEMINAR	Singh	1
PAMM-992	ADV TOPICS MICROBIOLOG	TBA	1
PAMM-999	DOCTORAL DISSERTATION	TBA	3
- Information:** Shows the user's name (Jane Doe), NetID, and login date (Friday October 17, 2014).
- What I Owe:** Shows a balance of \$ 0.00 with a 'Pay' button.
- Financial Aid:** Provides a link to 'View My Financial Aid'.
- Seguidor:** Provides a link to 'Access Seguidor'.
- Profile:** Displays personal information including address, email (jane.doe@unmc.edu), phone (999/967-1234), and FERPA status (Under the restrictions defined by the Family Education Rights and Privacy Act, you have not restricted your information from public release).
- Academic Records:** Shows a table of academic records.

Career	Degree	Status
Graduate	Doctor of Philosophy	Active

Step 2 – Select the Term and Add a Class or Classes to your Enrollment Shopping Cart

You add classes by searching and selecting classes from the class schedule. There are two search options. The **Quick Search** is great if you have a class number or know the class you want to view, for example PAMM 970. The **Advanced Search**, which can be accessed by the **Advanced Search** button, allows for a more extensive class search.

Enrollment

Fall 2019 **Spring 2020**

Shopping Cart

Class	Description	Location	Instructor	Credit Hours
BIOS-999-1	DOCTORAL DISSERTATION	TBA	TBA	1

Search by Class Nbr., Subject Catalog Nbr., or Title

Advanced Search [←](#) [Search](#) [Proceed to Enrollment Checklist](#)

Enrolled Classes

[BIOS-999-1 DOCTORAL DISSERTATION \(RSC\) - 1 credit hours](#)
[Class Details](#) [Drop Class](#)

[Print](#)

Dropped Classes

No dropped classes

Information

NUID:
Thursday October 31, 2019

Message Center

Holds

Messages

Notices Sent

To Do List

Change Of Status

Complete this [Change Of Status Form](#) if you plan to request:

- Leave of Absence from UNMC
- Return from a Leave of Absence from UNMC
- Update Expected Graduation Term
- Withdraw from UNMC

Links

[UNMC Catalog](#)

We recommend that you use the **Advanced Class Search** and start with a course **Subject**. If you know the course number you want, you can find it by using the **Catalog Number** drop down box. Only courses offered that term will appear as options.


Advanced Class Search

[Back to Enrollment](#)

Term	Fall 2014
Subject	Pathology & Microbiology
Catalog Number	
Last Name Search	
Select Days of the Week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday
Course Key Work	
<input type="checkbox"/> Open Classes	
Class Start Time	greater than or equal to
Class End Time	less than or equal to
<input type="button" value="Clear"/> <input type="button" value="Search"/>	

Information

Jane Doe
NUID
Friday October 17, 2014


Message Center 

Holds

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To Do List

Links 

Bookstore

Change of Campus

Enrollment Verification

CARE-Campus Records

Intercampus Registration

Name Change Request

Request Official Transcript

Request Unofficial Transcript

Once you have entered your search criteria, click the **Search** button. You will be presented with a list of all classes that meet your criteria. The list of classes will look like this:

Search Results

[Back to Enrollment](#)

Q / Displaying Results 1 - 15 of 15

- PAMM- 690: BIOLOGY OF DISEASE (5 hrs)
- PAMM- 690: BIOLOGY OF DISEASE (5 hrs)
- PAMM- 690: BIOLOGY OF DISEASE (5 hrs)
- PAMM- 720: PATHOLOGIC ANATOMY (4 hrs)
- PAMM- 760: OFF CAMPUS ELECTIVE (4 hrs)
- PAMM- 760A: OFF CAMPUS ELECTIVE (0 hrs)
- PAMM- 799: SPECIAL PROBLEM&RSCH (4-6 hrs)
- PAMM- 830: CLIN LAB MANAGEMENT (3 hrs)
- PAMM- 857: MEDICAL IMMUNOLOGY (2 hrs)
- PAMM- 896: NON-THESIS RESEARCH (1-9 hrs)
- PAMM- 899: MASTERS THESIS (1-9 hrs)
- PAMM- 950: SPECIAL TOPICS (1-3 hrs)
- PAMM- 970: SEMINAR (1 hrs)
- PAMM- 992: ADV TOPICS MICROBIOLOGY (1 hrs)
ADV TOPICS MICROBIOLOGY - BIOMEDICAL LITERATURE
- PAMM- 999: DOCTORAL DISSERTATION (1-15 hrs)

Information

Jane Doe
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Friday October 17, 2014

Message Center

- Holds**
- Messages**
- Notices Sent**
- To Do List**

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Once you have selected the class that you want to add to your shopping cart, click on the **Add to Cart** button.

Search Results

[Back to Enrollment](#)

Q / Results / PAMM 899MASTERS THESIS / Section: 1

PAMM- 899: MASTERS THESIS (1-9 hrs)

Section: 1 **Open**

Add To Cart

Class Details

Class Number:20224
Dates:Aug 25-Dec 19
Component:Research

Class Meetings

Time:TBA-TBA
Location:TBA
Instructor: TBA
Days:TBA

Information

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Entering Units for variable credit hour classes:

For variable credit hour classes, select the number of credit hours that you would like to enroll in and click **Continue**.



Student | Sign Out

Enrollment | Financial Aid | Student Accounts | Profile | Other Resources

Search Results

Q / Results / PAMM 899MASTERS THESIS / Section: 1

PAMM- 899: MASTERS THESIS (1-9 hrs)

Section: 1 Open

Class Details

Class Number:20224
Dates:Aug 25-Dec 19
Component:Research
Career:GRAD
Class Status:Active
Status:Open
Seats Available:997
Seats Cap:999
Seats Taken:2
Type:In Person
Class Topic:
Wait Cap:
Wait Available:0
Current Wait:
Session:Regular Academic Session
Consent:No Special Consent Required
Permits:0

Class Meetings

Time:TBA-TBA
Location:TBA
Instructor: TBA
Days:TBA
Campus:

Class Options

PAMM 899-1: MASTERS THESIS

Number Credits

1

Close Continue

Back to Enrollment

Add To Cart

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Step 3 – Submit your Shopping Cart to the Enrollment Process

Adding a class to your shopping cart does not reserve your spot in the class and does not mean you are registered in the class. You can leave classes in your shopping cart as long as you want, but you are not actually registered in them until you complete the registration process.

To begin the actual registration process, click on the **Proceed to Enrollment Checkout** button located beneath your shopping cart. This will take you to the registration confirmation page.

Enrollment

Fall 2014

Shopping Cart

Class	Description	Location	Instructor	Credit Hours
PAMM-899	MASTERS THESIS	TBA	TBA	1

Search by Class Nbr., Subject Catalog Nbr., or Title

Search

Advanced Search

Proceed to Enrollment Checkout

Enrolled Classes

Class	Description	Time	Location	Instructor	Credit Hours
PAMM-970	SEMINAR	TBA-TBA	TBA	Singh	1
PAMM-992	ADV TOPICS MICROBIOLOG	12:00PM-01:00PM	TBA	TBA	1
PAMM-999	DOCTORAL DISSERTATION	TBA-TBA	TBA	TBA	3

Dropped Classes

No dropped classes

Information

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Check the box next to the class you would like to enroll in.
You can edit **Variable Credit Hour Units** or Add a **Permission Number** for the course if needed before you complete your enrollment.
Click on the **Enroll Selected** button to submit your shopping cart to the system for processing.

Important Tip – Clicking the **Save** button will not enroll you in classes. The **Save** button saves any changes you might have made but leaves the courses in your shopping cart.



Enrollment Checkout

[Back to Enrollment](#)

PAMM-899: MASTERS THESIS Open

Class Type	Class Nbr.	Section	Days	Time	Location	Instructor
RSC	20224	1	TBA	TBA-TBA	TBA	TBA

Permission Nbr.

Units

Save **Enroll Selected** Return to Enrollment



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Before you can finalize your enrollment, an Enrollment Disclaimer screen will appear. After reading the statement, click **I Understand** to continue the enrollment process.



Enrollment Checkout

[Back to Enrollment](#)

Read the Statement Below Carefully

I understand that by submitting course registrations via MyRecords, I am considered officially enrolled and unless I complete the procedure to drop or withdraw completely, I am accountable for all tuition and related fees for my classes. Failure to attend class meetings does not constitute withdrawal from the class and does NOT eliminate the obligation to pay all tuition and related fees.




Information	
Jane Doe	
NUID	
Friday October 17, 2014	
Message Center 	
Holds	
Messages	
Notices Sent	
To Do List	
Links 	
Bookstore	
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Request Unofficial Transcript	

Once the process has been completed, the system will confirm whether you were successful in registering for classes in your shopping cart. If you have multiple classes in your shopping cart, the system will confirm the status of each class. Carefully review any error messages you receive and take action to resolve the errors.

Enrollment Checkout

[Back to Enrollment](#)

Enrollment Messages

-  **Success20224: PAMM-899 (RSC)**
 - This class has been added to your schedule.

Close

Information

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To Drop a Class

On the **Enrollment** tab, you will see the courses you are enrolled in for that term under the Enrolled Classes section. Click on the **Drop Class** link below the class to drop.

Enrollment

Fall 2019 **Spring 2020**

Shopping Cart

Class	Description	Location	Instructor	Credit Hours
BIOS-999-1	DOCTORAL DISSERTATION	TBA	TBA	1

Search by Class Nbr., Subject Catalog Nbr., or Title

Search

Advanced Search

Proceed to Enrollment Checkout

Enrolled Classes

Print

[_BIOS-999 1 DOCTORAL DISSERTATION \(RSC\) - 1 credit hours](#)

[Class Details](#) [Drop Class](#)

Dropped Classes

No dropped classes

Information

NUID
Thursday October 31, 2019

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Change Of Status

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UNMC Catalog

After you click on **Drop Class**, you will be asked to confirm your selection. If everything is correct, click on the **Continue** button to submit your request to the system for processing.

The image shows a web page with a modal dialog box titled "Read Statement Carefully". The dialog box contains the following text:

You are requesting to drop a class. Refer to the statement below for the refund percentage that will apply should you proceed to drop the class today. Please be aware that dropping below full-time status may reduce awarded federal financial aid and may impact your future aid eligibility.

Click Continue to proceed with dropping the class.

Refunds are no longer available for this class.

At the bottom of the dialog box are two buttons: "Cancel" and "Continue". A black arrow points from the "Continue" button in the dialog box to the "Continue" button in the background page. The background page has a header with "Enrollment" and "Financial" tabs. Below the header is a search bar with a "Search" button. At the bottom of the page is a "Print" button with a printer icon.

Once the drop process is complete the system will bring you back to the **Enrollment** tab, and you should not see the course under the **Enrolled Classes** section. If you dropped classes after the first week, you will see them under the **Dropped Classes** section.

Enrollment

Fall 2014

Shopping Cart

There are no classes in your cart.

Search by Class Nbr., Subject Catalog Nbr., or Title

Search

Advanced Search

Proceed to Enrollment Checkout

Enrolled Classes

[BIOS-999 1 DOCTORAL DISSERTATION \(RSC\) - 1 credit hours](#)
[Class Details](#) [Drop Class](#)

Print

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Dropped Classes

Class	Description
PAMM-899	MASTERS THESIS