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
### 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.

![UNMC MyRecords](image)

**Enrollment**

#### Shopping Cart

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Location</th>
<th>Instructor</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO8-999-1</td>
<td>DOCTORAL DISSERTATION</td>
<td>TBA</td>
<td>TBA</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Enrolled Classes

- [+] BIO8-999 1: DOCTORAL DISSERTATION (RSC) - 1 credit hours

#### Dropped Classes

- No dropped classes

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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.
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:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAMM-690:</td>
<td>BIOLOGY OF DISEASE (5 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-690:</td>
<td>BIOLOGY OF DISEASE (5 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-720:</td>
<td>PATHOLOGIC ANATOMY (4 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-760:</td>
<td>OFF CAMPUS ELECTIVE (4 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-796:</td>
<td>NON-THESIS RESEARCH (1-9 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-950:</td>
<td>SPECIAL TOPICS (1-3 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-976:</td>
<td>SEMINAR (1 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-992:</td>
<td>ADV TOPICS MICROBIOLOGY (1 hrs)</td>
<td></td>
</tr>
<tr>
<td>PAMM-999:</td>
<td>DOCTORAL DISSERTATION (1-15 hrs)</td>
<td></td>
</tr>
</tbody>
</table>
Once you have selected the class that you want to add to your shopping cart, click on the Add to Cart button.
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**.
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.
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.

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### Enrollment Checkout

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Class Nbr.</th>
<th>Section</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSC</td>
<td>20224</td>
<td>1</td>
<td>TBA</td>
<td>TBA-TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

Permission Nbr.

<table>
<thead>
<tr>
<th>Permission Nbr.</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

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**Information**

Jane Doe  
NUID:  
Friday, October 17, 2014

**Message Center**

Holds

Messages

Notices Sent

To Do List

**Links**

- Bookstore
- Change of Campus
- Enrollment Verification
- CREATE-Campus Records
- Intercampus Registration
- Name Change Request
- Request Official Transcript
- Request Unofficial Transcript
Before you can finalize your enrollment, an Enrollment Disclaimer screen will appear. After reading the statement, click **I Understand** to continue the enrollment process.
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.
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.
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.

[Image of confirmation dialog box]

**Read Statement Carefully**

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.**
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.