

Student Self-Serve Course Add/Drop Tutorial

Miami Regional University, Office of Information Technology

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COURSES



ACADEMICS



STAFF



CLASSES

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Access the MRU Student Portal at:

<https://portal.mru.edu>

1 – To enter, click the blue **LOGIN** button on the top right

2 – Select Student Portal Homepage to proceed

After accessing the Student Portal, type your Username and Password in the form

Note that the Username is unique and is the combination of the **FIRST FOUR LETTERS OF YOUR FIRST NAME** and the **FIRST TWO LETTERS OF YOUR LAST NAME**.

This combination may apply to several students so a number will be added after the letters starting with 1.

The Password is set by the student.

If you forgot your password or your username, please contact Office of Information Technology for assistance at helpdesk.mru.edu

[Back to home](#)

➡ Login

Required Field *

Username *

Password *

Password is case sensitive

[Create a New Account](#) | [Forgot your Password](#)

Login

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1:00a							
1:30a							
2:00a							
2:30a							

1 Student Name: Garcia Columbie, Mirtha

Program Version:

Standard V4 - Associate of Science in Nursing

Enroll Status: Active

2 ID: 14-MG5235

Academic Advisor:

Start Date: 05/08/2017

Weekday	Start Time	End Time	Campus	Building	Room #	Course	Section	Description	Instructor	Audit	Credits	Date Start	Date End	Delivery M.
3 Term: 2018-UG1 - 2018 UG Jan 8					5	6	7							
						12.00	Credits							
S	2:00 PM	11:00 PM	MAIN - Miami Regional University	MSPRING S	MS-WG B3	NUR1200C #	E-S-WG AB	Clinicals for Nursing Concepts II	Illas, Carmen	No	0.00	01/13/18	04/21/18	Clinical
R	2:00 PM	11:00 PM	MAIN - Miami Regional University	MSPRING S	MS-WC HP	NUR1220C #	E-R-WE S1	Clinical for Mental Health Nursing	Ramon, Lily	No	0.00	01/11/18	02/08/18	Clinical
T	5:15 PM	8:15 PM	MAIN - Miami Regional University	MSPRING S	202	NUR1220	E-T	Mental Health Nursing	Cardelli, Ivette	No	4.00	01/09/18	04/17/18	Classroom
M	5:15 PM	11:05 PM	MAIN - Miami Regional University	MSPRING S	101	NUR1200	E-M	Nursing Concepts II	Vallin, Carlos	No	8.00	01/08/18	04/16/18	Classroom

U-Sunday

M-Monday

T-Tuesday

W-Wednesday

R-Thursday

F-Friday

S-Saturday

- Pass/Fail Course

Comments:

This is how a typical class schedule appears:

1 – Student Name

2 – Student ID

3 – Present Term enrolled

4 – Day of the week and legend

5 – Room # in MRU or location where the course takes place

6 – Code for the course

7 – Section and day of the course.

Note: The first letter of the section means the time of the day Morning (M) or Evening (E). The second letter refers to the day and the rest represents the location, if outside the MRU campus.

Course Schedule Search

Select the appropriate Campus and Term. Use the following search criteria to narrow your focus when searching for a course.

Course Schedule Search

In this step please check the availability of the course. To access this form:

1 – Click on Campus Info

2 – Click on Course Schedule

On this form, the search options to obtain which courses are available can be changed

3 – Select the current Term, to find on the schedule

4 – Check or uncheck the days for more or less availability options

5 – Type the course code based on the Schedule

6 – This option searches Open courses or Open & Closed courses

7 – These options limit time of day, e.g. all day, morning or evening

8 – When done, click Search to view the results

Campus

Term **3**

Keyword

☒ Mon

☒ Tue

☒ Wed

☒ Thu

☒ Fri

☒ Sat

☒ Sun

Course **5**

Section ☒ Open ☐ Open & Closed **6**

Earliest Start Time **7**

Latest Start Time

Course Type

[Search](#)

8

Results for Term: 2018 UG Jan 8

Denotes a class where Pass/Fail is Required.

Show entries

Search

	Course	Course Title	Section	Course Start/End Date	Credits	Course Schedule
	NUR1200C ##	Clinicals for Nursing Concepts II	E-U-CRR	1/14/2018 to 4/22/2018	0.00	Click for Details
	NUR1200C ##	Clinicals for Nursing Concepts II	E-F-WGAB	1/12/2018 to 4/20/2018	0.00	Click for Details
	NUR1200C ##	Clinicals for Nursing Concepts II	E-R-SW	1/11/2018 to 4/19/2018	0.00	Click for Details
	NUR1200C ##	Clinicals for Nursing Concepts II	M-S-CRR	1/13/2018 to 4/21/2018	0.00	Click for Details
	NUR1200C ##	Clinicals for Nursing Concepts II	E-S-WGAB	1/13/2018 to 4/21/2018	0.00	Click for Details

Showing 1 to 5 of 5 entries

Previous Next

After the system retrieves the matching courses, the results appear below the previous form

All the results reflect the same Course and Course Title columns

Choices can be made based on the Section and Course Start/End Date columns

Note that the last column allows for viewing more details about the specific class

It is recommended that you take note of the Section code to avoid adding a wrong course in the registration stage, later on.

Nursing Concepts IV

1 This course reinforces critical thinking items for adult clients in critical care, trauma and emergency care settings and includes informatics, invasive monitoring, electrocardiographic monitoring, diagnostic testing, nutrition, pharmacology and the application of the nursing process for conditions of the cardiovascular, gastrointestinal, immune and hematologic, neurologic, renal urinary, respiratory systems, and trauma tic injury. Students will also participate in skills and virtual laboratory experiences as well as clinical externship. Prerequisites: BSC1085, BSC1085L, BSC1086, BSC1086L, MAC1105, ENC1101, PSY2012, DEP1000, MCB2010, MCB2010L, NUR1100, NUR1120, NUR1200, NUR1220, NUR2300, NUR2320.

Details 2

Course	NUR2400	Type	Lab/Lecture/Clinical
Section:	E-R	Avail Seats:	50 3
Credits	6.00	Campus	MAIN - Miami Regional University

Below is the course schedule from 1/11/2018 to 4/19/2018. Hover over a highlighted day within the calendar to view the course schedule.

4

Next Month ▶

January 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	
11	12	13	14	15	16	
18	19	20	21	22	23	
25	26	27	28			

5

Class Schedule

- 5:15pm-10:15pm
 - Bldg: MSPRINGS
 - Room: 101
 - Instr: Garcia

Prerequisites 6

Below is a list of your prerequisites.

If more details about a course are desired, this form appears:

- 1 – The description of the course will always be the same as in the MRU catalog
- 2 – This group of details may change according to the specific course selected
- 3 – The Available Seats field is important. If there are very few seats available, there is a good chance that the course might not be available after dropping another course.
- 4 – The calendars represent the period in which the course takes place
- 5 – Hover over the highlighted days for more information about the class schedule
- 6 – This space will only populate if the current course has prerequisites, like a previous course

Essentially, check this information to know the period in which the course takes place and the availability of seats. It is very important to check the prerequisites because if those are not already met, the system will not allow for adding this course, after dropping another.

Online Registration

Welcome to Online Registration. Please select your term below and check your registration status.

After finalizing the available options, this is the next step
Through the online registration, students can drop and add courses

The steps are as follows:
1 – Select Academics on the left side menu
2 – Click on Online Registration

- View My Grades
- Appeal Form
- Financial Aid
- My Profile
- Message Center
- My Finances
- My Classes
- My Financial Aid
- My Career
- My ...
- Ex ...
- Vi ...

Enrollment 5/9/2016 Standard V4 - Associate of Science in Nursing 3 Term 2019 UG May 6

Registration Status :

This will open the current form
3 – Select the Term of enrollment
4 – Click on Register to start the Add/Drop process

Show ALL entries Search

A	Code	Term Description	Registration Period	Last Day to Add	Last Day to Drop	Status
	2019-UG2	2019 UG May 6	4/20/2019 12:00 AM - 5/10/2019 11:59 PM	5/10/2019 11:59 PM	5/10/2019 11:59 PM	Open

Showing 1 to 1 of 1 entries Previous 1 Next

This screen provides some extra information
A – The current registration period information, providing the Start and End date of the Add/Drop.
B – Your actual course list, retrieved using the provided Term.
These courses match the ones on your schedule.

4 Register

Show ALL entries Search

B	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status
	PHI2604	Critical Thinking/Ethics	E-F	F 5:15PM- 8:15PM	3.0	MAIN		Registered
	NUR2480L	Laboratory for Nursing Integration	E-T	T 9:20PM- 11:20PM	0.0	MAIN		Registered
	NUR2480	Nursing Integration	E-T	T 5:15PM- 9:15PM	4.0	MAIN		Registered

Showing 1 to 3 of 3 entries Previous 1 Next

[Course Search](#) [Quick Add](#)

Display

Required

Type

All

Level

All

Meeting Days

MO TU WE TH FR SA SU

☒

☒

☒

☒

☒

☒

☒

☐ Meets ONLY on these days

Class Starts:

Any

Class Ends:

Any

Reset

Search

This screen is a temporary window where the Add/Drop process takes place.

The interface contains the following components:

1 – List of available courses, to identify courses to add once current courses are dropped

2 – List of current course instances, clicking on the red cross will mark a course for dropping

Nothing is final at this point, so canceling will leave things the way they currently are.

Required Courses

Add	1	Title
PreReq	BSC1086	Human Anatomy and Physiology II
PreReq	BSC1086	Human Anatomy and Physiology II
PreReq	BSC1086L	Human Anatomy and Physiology II Lab
PreReq	BSC1086L	Human Anatomy and Physiology II Lab
+	ENC1101	English Composition I
+	ENC1101	English Composition I
+	ENC1101	English Composition I
PreReq	NUR1100	Nursing Concepts I
PreReq	NUR1100	Nursing Concepts I

Please click the Register / Drop button to complete the registration process.

Show

ALL

 entries

2

Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status
<input checked="" type="checkbox"/>	✖	BSC1085	Human Anatomy and Physiology I	E-R	H 5:15PM- 8:30PM	3.0	MAIN		Registered
<input checked="" type="checkbox"/>	✖	BSC1085L	Human Anatomy and Physiology I Lab	E-R2	H 8:35PM- 11:05PM	1.0	MAIN		Registered
<input checked="" type="checkbox"/>	✖	MAC1105	College Algebra	E-M	M 5:15PM- 8:30PM	3.0	MAIN		Registered
<input checked="" type="checkbox"/>	✖	MCB2010	Microbiology	E-M	M 5:15PM- 8:30PM	3.0	MAIN		Registered
<input checked="" type="checkbox"/>	✖	MCB2010L	Laboratory for Microbiology	E-T2ND	T 8:30PM- 10:50PM	1.0	MAIN		Registered

Showing 1 to 5 of 5 entries

Previous1Next

Course selected for dropping

1 – Once you clicked on the course you desire to drop, the active button will turn into a green plus sign

Select	Action	Code	Title	Section
<input checked="" type="checkbox"/>		BSC1085	Human Anatomy and Physiology I	E-R
<input checked="" type="checkbox"/>		BSC1085L	Human Anatomy and Physiology I Lab	E-R2
<input checked="" type="checkbox"/>		MAC1105	College Algebra	E-M
<input checked="" type="checkbox"/>		MCB2010	Microbiology	E-M
<input checked="" type="checkbox"/>		MCB2010L	Laboratory for Microbiology	E-T2ND

It is strongly recommended that you select only one course to be dropped at the time

2 – When you are ready, click on **Register/Drop** button to proceed with the Drop

Please click the Register / Drop button to complete the registration process.

Show **ALL** entries

Search

2

Register / Drop

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status
<input checked="" type="checkbox"/>		BSC1085	Human Anatomy and Physiology I	E-R	H 5:15PM- 8:30PM	3.0	MAIN		Registered
<input checked="" type="checkbox"/>		BSC1085L	Human Anatomy and Physiology I Lab	E-R2	H 8:35PM- 11:05PM	1.0	MAIN		Registered
<input checked="" type="checkbox"/>		MAC1105	College Algebra	E-M	M 5:15PM- 8:30PM	3.0	MAIN		Pending Drop
<input checked="" type="checkbox"/>		MCB2010	Microbiology	E-M	M 5:15PM- 8:30PM	3.0	MAIN		Registered
<input checked="" type="checkbox"/>		MCB2010L	Laboratory for Microbiology	E-T2ND	T 8:30PM- 10:50PM	1.0	MAIN		Registered

After clicking the button, this form will be displayed:

1 – All the information concerning to the student

2 – List of course(s) pending to be dropped

Please check carefully if you selected the correct course to drop

3 – Once ready to drop the course, click on Register/Drop to complete the process

Note that this is an important step, clicking Register/Drop will drop the course

Register

Student Information

1

Student

Ramses Abreu

Student ID

18-RA9517

Address

700 S Royal Poinciana Blvd.

Student Status

Future Start

Program

Miami Springs, FL 33166

Enrollment ID

AB19040126

Start Date

Standard V5 - Associate of Science in Nursing

Enrollment Status

Open

5/6/2019

Selected Courses

Code	Title	Section	Schedule	Credits	Campus	Instructor	Reason	Last Day to Drop
MAC1105	College Algebra	E-M	M 5:15PM- 8:30PM	3.0	MAIN			5/10/2019 12:00 AM

Return to View Courses

2

3

Register / Drop

Student Information

Student	Ramses Abreu
Address	700 S Royal Poinciana Blvd.
	Miami Springs, FL 33166
Program	Standard V5 - Associate of Science in Nursing
Start Date	5/6/2019

Student ID 18-RA9517

After clicking on Register/Drop, this form will be displayed:

1 – Note that in the example, the current courses of the student decrease by one, so there is room to add another course
Note that the process will be correct if adding an occurrence of the same dropped course but with different characteristics (Place, Day, Section, etc.)

2 – The next step is to close the page and start the Add process.

Course Schedule

2 [Close Window](#) [Return to View Courses](#)

Courses Not Registered

The following courses could not be registered:

MAC1105 **1**

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Reason	Last Day to Drop
BSC108S	Human Anatomy and Physiology I	E-R	H 5:15PM- 8:30PM	3.0	MAIN			5/10/2019 12:00 AM
BSC1085L	Human Anatomy and Physiology I Lab	E-R2	H 8:35PM- 11:05PM	1.0	MAIN			5/10/2019 12:00 AM
MCB2010	Microbiology	E-M	M 5:15PM- 8:30PM	3.0	MAIN			5/10/2019 12:00 AM
MCB2010L	Laboratory for Microbiology	E-T2ND	T 8:30PM- 10:50PM	1.0	MAIN			5/10/2019 12:00 AM

Registration Information

Once the window closes, repeat the process, which starts by clicking on Begin Online Registration (See previous slide)

1 – In the available courses identify the course that was dropped and click on the green plus symbol to add it to the active courses

2 – The assigned courses will appear in this section

3 – Since the action is to add, not drop courses, select the course, click on **Register/Drop** to end the Add process

Required Courses											
	ENC1101	English Composition I		M-W	W 4						45 of 50
	ENC1101	English Composition I		TN	S 9						29 of 50
	ENC1101	English Composition I		E-W	W 5						38 of 50
	MAC1105	College Algebra	1	M-M	M 4						36 of 40
	MAC1105	College Algebra		E-M	M 5						21 of 40
PreReq	NUR1100	Nursing Concepts I		M-M	M 4						33 of 70
PreReq	NUR1100	Nursing Concepts I		E-M	M 5:15PM-9:35PM	8.00	MAIN		Available		21 of 70
PreReq	NUR1100C	Clinicals for Nursing Concepts I		M-F-HARM	F 7:00AM-4:00PM	0.00	MAIN		Available		1 of 10
PreReq	NUR1100C	Clinicals for Nursing Concepts I		E-F-CRR	F 2:00PM-11:00PM	0.00	MAIN		Available		2 of 10
PreReq	NUR1100C	Clinicals for Nursing Concepts I		M-R-NSP	H 7:00AM-5:00PM	0.00	MAIN		Available		1 of 10
PreReq	NUR1100C	Clinicals for Nursing Concepts I		M-U-NSP	H 7:00AM-4:00PM	0.00	MAIN		Available		5 of 10
Selected Courses											

Please click the Register / Drop button to complete the registration process.

Show [ALL](#) entries

Search

Select	Action	Code	Title	Section	Schedule	Credits	Campus	Instructor	Status	
<input checked="" type="checkbox"/>		BSC1085	Human Anatomy and Physiology I	E-R	H 5:15PM- 8:30PM	3.0	MAIN		Registered	
<input checked="" type="checkbox"/>		BSC1085L	Human Anatomy and Physiology I Lab	E-R2	H 8:35PM- 11:05PM	1.0	MAIN		Registered	
<input checked="" type="checkbox"/>		MAC1105	College Algebra	M-M	M 8:00AM- 11:15AM	3.0	MAIN		Selected	
<input checked="" type="checkbox"/>		MCB2010	Microbiology	E-M	M 5:15PM- 8:30PM	3.0	MAIN		Registered	

Student Information

Student	Ramses Abreu	Student ID	18-RA9517
Address	700 S Royal Poinciana Blvd.	Student Status	Future Start
Program	Miami Springs, FL 33166	Enrollment ID	AB19040126
Start Date	Standard V5 - Associate of Science in Nursing	Enrollment Status	Open
	5/6/2019		

Selected Courses

Code	Title	Section	Schedule	Credits	Campus	Instructor	Reason	Last Day to Drop
MAC1105	College Algebra	M-M	M 8:00AM- 11:15AM	3.0	MAIN			5/10/2019 12:00 AM

[Return to View Courses](#)[Register / Drop](#)

After clicking the button, this form will be displayed:

- 1 – All the information concerning to the student
- 2 – List of course(s) pending to be added

Please check if the correct course to add is selected

3 – Once ready to add the course, click on Register/Drop to complete the process

Note that this is a definitive step, clicking Register/Drop will add the course

Student Information



Student Ramses Abreu

Address 700 S Royal Poinciana Blvd.

Miami Springs, FL 33166

Program Standard V5 - Associate of Science
in Nursing

Start Date 5/6/2019

After clicking on Register/Drop, this form will be presented.

- 1 – Note that in the example, the current courses of the student increases by one, so all courses are displayed
- 2 – Now select the page and start then check once again if the process concluded successfully

Course Schedule

[Close Window](#)[Return to View Courses](#)

Classroom assignments are subject to change. Please check your schedule within 24 hours of your course start date to check for your room changes.

Code	Title	Section	Schedule	Credits	Campus	Instructor	Reason	Last Day to Drop
BSC1085	Human Anatomy and Physiology I	E-R	H 5:15PM- 8:30PM	3.0	MAIN			5/10/2019 12:00 AM
BSC1085L	Human Anatomy and Physiology I Lab	E-R2	H 8:35PM- 11:05PM	1.0	MAIN			5/10/2019 12:00 AM
MAC1105	College Algebra	M-M	M 8:00AM- 11:15AM	3.0	MAIN			5/10/2019 12:00 AM
MCB2010	Microbiology	E-M	M 5:15PM- 8:30PM	3.0	MAIN			5/10/2019 12:00 AM
MCB2010L	Laboratory for Microbiology	E-T2ND	T 8:30PM- 10:50PM	1.0	MAIN			5/10/2019 12:00 AM

- Campus Info
- Academics 1
 - Online Registration
 - View Attendance
 - Degree Audit
 - Your Class Schedule 2
 - GPA Calculator
 - View My Grades
- Financial Aid
- My Profile
- Message Center
- My Finances
- My Classes
- My Financial Aid
- My Career
- My Documents
- External Links
- Virtual Library

[My Home Page](#)

[0 Holds](#)

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My Class Schedule

Your current class schedule is displayed below. Click on a class title below to view the details, syllabi, textbook requirements and homework for each class.

[Schedule Report](#) 3

NOTE: Adobe Acrobat Reader is required to view your online PDF documents. You can download the most recent version of the free software. [Get Acrobat Reader now.](#)

View by Term 2018 UG Jan 8

Once the Add/Drop process is complete, download the Schedule Report again to be sure the right courses are finalized

It is recommended to repeat this process, one course at a time
Dropping several courses simultaneously may increase the risk of recovering them later

View by [List](#) | [Week](#)

Week

Week 1: 1/8/2018 - 1/14/2018

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1:00a							
1:30a							
2:00a							
2:30a							