

MyPark Registration Walkthrough

Accessing Registration Options (Registration Entry)	2
Registering for a Class	3
Waitlist Information	6
Dropping a Class Before the Term Has Started	7
Registration After the Term Has Started	8
Drop/Withdrawal After the Term Has Started	9

Accessing Registration Options (Registration Entry)

1. Sign in to [MyPark](#) with your Student ID number and password.
2. Click on the "Student" tab, then on "Enroll in Classes."

The screenshot shows the MyPark website interface. At the top, there is a navigation bar with the 'My Park' logo. Below it, a welcome message reads 'Welcome back Student Inquiring (Personal Info | Logout)'. A secondary navigation bar contains tabs for 'Home', 'Student', 'Offices', 'Campuses', 'Campus Life', and 'My Pages'. The 'Student' tab is selected. Below this, a breadcrumb trail shows 'You are here: Student > Student'. On the left, a 'Student' sidebar lists various services, with 'Enroll in Classes' highlighted by a black arrow. The main content area is divided into four sections: 'My Student Academic Tools' (containing links like 'Course Catalog (pdf)', 'Student's Class Schedule', 'Degree Audit', 'Grades', 'Enroll in Classes', 'Explore Graduate Programs', 'Graduation Application', 'Online Proctor System', 'Search for Classes', 'Transcript (Official)', and 'Transcript (Unofficial)'), 'My Student Financial Tools' (containing links like 'Apply for Financial Aid', 'Course and Fee Statement', 'Direct Deposit (ACH)', 'Document Tracking Status', 'Endowed Scholarship Application (Deadline February 1, 2011)', 'Financial Aid Appeal Form', 'Financial Aid Awards', 'Holds', and '1098-T form - Tuition Statement (Tax Document)'), 'My Student Services' (containing links like 'Athletics', 'Bookstore', 'Career Development', 'Health and Wellness', 'Housing Application', 'International Programs', 'Library', 'Public Safety', and 'Student Life'), and 'My Park Help Resources and Assistance' (containing links like 'Park Student Success Center (PSSC)', 'Academic Support Center', 'Information Technology Help Desk', 'Student Assistance Center', 'Student Right to Know', 'AVG Free Antivirus', 'Malwarebytes Anti-Malware', and 'Microsoft Security Essentials').

3. Click on "Set_Option" to choose the term for which you wish to register. Online terms use "T" as the abbreviation – for example, S1T, S2T, U1T, F1T, F2T.

The screenshot shows the 'Registration Entry' page for an 'Inquiring, Student'. The page title is 'Registration Entry Inquiring, Student'. Below the title, it states 'Registration is not open at this time.' There is a section titled 'Current Option Settings' with a table showing the current selection: 'Session' is 'SP', 'Year' is '2010', and 'Program' is 'UNDG'. Below the table is a 'Set_Options' button, which is highlighted by a black arrow.

The screenshot shows the 'Set Session' dropdown menu. The current session/year setting is '(SP) Spring-Parkville Daytime 2010 Undergraduate'. The dropdown menu is open, showing a list of session options. The option '(F1T) Fall I-Online Learning 2011 UNDG' is highlighted by a black arrow. The list of options includes: (F1C) Fall I-CD ROM 2010 UNDG, (F1J) Fall I-KC Accelerated 2010 UNDG, (F1J) Fall I-KC Accelerated 2011 UNDG, (F1L) Fall I-Whiteman 2010 UNDG, (F1L) Fall I-Whiteman 2011 UNDG, (F1P) Fall I-GRAD 2010 GRAD, (F1P) Fall I-GRAD 2011 GRAD, (F1T) Fall I-Online Learning 2010 UNDG, (F1T) Fall I-Online Learning 2011 UNDG, (F1WW) Fall I-Wentworth 2010 UNDG, (F1WW) Fall I-Wentworth 2011 UNDG, (F2J) Fall II-KC Accelerated 2010 UNDG, (F2J) Fall II-KC Accelerated 2011 UNDG, (F2L) Fall II-Whiteman 2010 UNDG, (F2L) Fall II-Whiteman 2011 UNDG, (F2P) Fall II-GRAD 2010 GRAD, (F2P) Fall II-GRAD 2011 GRAD, (F2T) Fall II-Online Learning 2010 UNDG, (F2T) Fall II-Online Learning 2011 UNDG, and (F2WW) Fall II - Wentworth 2010 UNDG.

4. Once your desired term is selected, click on "Set_New_Options."

Registering for a Class

1. After you have accessed the Registration Entry screen, you can register for class. To register, use the Question Marks (?’s) to select the course and section. First, click on the Question Mark (?) to the right of “Course Number.”

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

IMPORTANT NOTICE - PLEASE READ BEFORE REGISTERING: By registering for a course using MyPark, you are indicating that you have read and understand the applicable Park University catalog (<http://www.park.edu/Catalog/>) and that you understand that **the first eight (8) calendar days of a session constitute the enrollment adjustment period and if you drop a course during this period you will be assessed a 10% drop charge. All fees are non-refundable.**

IMPORTANT: After registering for your course(s), please click on **Course and Fee Statement** for the total amount due. This amount may be paid online on the **Course and Fee Statement** page, or via phone directly to our Accounting Department at 1-800-745-7275, extension 6433.

Also, if for any reason your education assistance such as VA benefits, Federally Funded Financial Aid or any other outside funding source payments cannot be collected by Park University, you agree to assume the obligation to pay in full all outstanding charges including all collection and/or legal fees.

Course Number: ? Section: ?

No courses currently registered.

Current Option Settings		
Session	Year	Program
F1T	2011	UNDG

2. Find the desired course from the list and click on the radio button (circle) to the left of the course. Then click on “Select.”

<input type="radio"/>	EC401	History of Economic Thought	<input type="radio"/>	EDC220	Child Growth & Devel for ECE &
<input type="radio"/>	EDC222	Early Childhood Principles	<input type="radio"/>	EDC325	Education of Exceptional Chldrn
<input type="button" value="Select"/>	Course	Title	<input type="button" value="Select"/>	Course	Title
<input type="radio"/>	EDC340	Language & Literacy Development	<input type="radio"/>	EDC347	Early Childhood Prog Management
<input type="radio"/>	EDC357	Family Involvement in ECE	<input type="radio"/>	EDE311	Child Lit for ECE & ELEM Tchrs
<input type="radio"/>	EDE335	Art,Music & Movement for ECE/ELE	<input type="radio"/>	EDE378	Science for ECE & Elem Tchrs
<input type="radio"/>	EDU107	Career Inquiry in Education	<input type="radio"/>	EDU203	Educational Psychology
<input type="radio"/>	EDU207	Technology in Education	<input type="radio"/>	EDU210	The School as a Social System
<input type="radio"/>	EDU310	Issues in Diversity and World	<input checked="" type="radio"/>	EN105	First Yr Wrtnng Seminar I:
<input type="radio"/>	EN106	First Yr Wrtnng Seminar II:	<input type="radio"/>	EN201	Introduction to Literature
<input type="radio"/>	EN221	African-American Literature	<input type="radio"/>	EN232	Introduction to Poetry
<input type="radio"/>	EN234	Introduction to Fiction	<input type="radio"/>	EN306A	Prof Wrtnng in the Disciplines:
<input type="radio"/>	EN306B	Prof Writing in the Disciplines:	<input type="radio"/>	EN306C	Prof Wrtnng in the Disciplines:
<input type="radio"/>	EN311	Creative Writing	<input type="radio"/>	EN320	Literature for Young Adults
<input type="radio"/>	EN325	Modern Grammar	<input type="radio"/>	EN355	International Literature
<input type="radio"/>	EN356	Women's Literature	<input type="radio"/>	FI201	Personal Financial Management
<input type="radio"/>	FI360	Financial Management	<input type="radio"/>	FI363	Financial Institutions & Markets
<input type="radio"/>	FI410	Problems in Corporate Finance	<input type="radio"/>	FI415	Financial Analysis and Planning
<input type="radio"/>	FI417	Investment Analysis & Management	<input type="radio"/>	FI425	Principles of Real Estate
<input type="radio"/>	FR103	Elementary French I	<input type="radio"/>	GGH110	Cultural Geography
<input type="radio"/>	GGH140	Economic Geography	<input type="radio"/>	GGH200	Geography of North America
<input type="radio"/>	GGH305	Geography of Russia	<input type="radio"/>	GGH310	Geography of Terrorism
<input type="radio"/>	GGH312	Military Geography	<input type="radio"/>	GGP115	Physical Geography
<input type="button" value="Select"/>	Course	Title	<input type="button" value="Select"/>	Course	Title
<input type="radio"/>	GGP205	Introduction to Meteorology	<input type="radio"/>	GO101	Introductory Geology
<input type="radio"/>	GO125	Natural Disasters	<input type="radio"/>	GO141	Introduction to Physical Geology
<input type="radio"/>	GO300	Introduction to Dinosaurs	<input type="radio"/>	HC260	Legal Issues in Hlth Care Deliv
<input type="radio"/>	HC351	Org & Adm of Hlth Care Programs	<input type="radio"/>	HC451	Hlth Care & the Political Procs

3. Click on the Question Mark (?) to the right of "Section."

Registration Entry
 Inquiring, Student - ID: 386006
 F1T - 2011

To ADD: Enter course and section number, then click **Add**.
 To DROP: Mark course to drop, then click **Drop**.
 To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
 When finished, close browser or click other option to perform other activities.

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IMPORTANT: After registering for your course(s), please click on Course and Fee Statement for the total amount due. This amount may be paid online on the Course and Fee Statement page, or via phone directly to our Accounting Department at 1-800-745-7275, extension 6433.

Also, if for any reason your education assistance such as VA benefits, Federally Funded Financial Aid or any other outside funding source payments cannot be collected by Park University, you agree to assume the obligation to pay in full all outstanding charges including all collection and/or legal fees.

No courses currently registered.

Current Option Settings		
Session	Year	Program
F1T	2011	UNDG

4. Find a section where the status is "Open." Click on the radio button (circle) to the left of that section. Then click on "Select." (Note: if there are no open sections, you can select a closed section and have the option to put yourself on the waitlist. See page 6 of this guide for more information)

Section Schedule

EN105 - First Yr Wrtnng Seminar I:

EN 105 (C) First Year Writing Seminar I: Critical Reading, Writing and Thinking Across Contexts: An introduction to the recursive processes of writing, the course will emphasize discovery and writing-as-thinking. Students will engage various personal and academics genres, with attention to analyzing the audience and purpose for different writing situations. Course readings expose students to a variety of genres and topics from a range of cultural contexts to promote critical thinking and dialogue. Peer response, reflection and revision are emphasized through a summative course portfolio. 3:0:3

Mark the section you wish to select.

Select	Section	Instructor	Reg/Limit	Status	Hours	Reqmts	Campus	Building	Room	Dates	Days	Beg	End
<input type="radio"/>	DL	staff	18 / 18	Closed	3		DIST			08/15/2011 - 10/09/2011		TBA	
<input checked="" type="radio"/>	DLA	staff	9 / 18	Open	3		DIST			08/15/2011 - 10/09/2011		TBA	
<input type="radio"/>	DLB	staff	0 / 18	Open	3		DIST			08/15/2011 - 10/09/2011		TBA	

5. Click on "Add."

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

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Course Number: ? Section: ?

No courses currently registered.

Current Option Settings		
Session	Year	Program
F1T	2011	UNDG

6. You will receive a message that the course has been added. You are now registered.

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

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IMPORTANT: After registering for your course(s), please click on Course and Fee Statement for the total amount due. This amount may be paid online on the Course and Fee Statement page, or via phone directly to our Accounting Department at 1-800-745-7275, extension 6433.

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Course Number: ? Section: ?

The course EN105 has been added.

										Total Hours:		3.00
Drop	Course	Sec	Title	Hours	Days	Beg	End	Bldg	Room			
C	EN105	DLA	First Yr Wrtnng Seminar I:	3.00	-----	00:00a	00:00a					

Current Option Settings

Session	Year	Program
F1T	2011	UNDG

Waitlist Information

If the course section you want to register for is closed, you may add yourself to the waitlist. If a student drops the class before the term or during the add/drop week, you will be contacted by email and you will have 2 business days to register and confirm for the course.

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

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IMPORTANT: After registering for your course(s), please click on **Course and Fee Statement** for the total amount due. This amount may be paid online on the **Course and Fee Statement** page, or via phone directly to our Accounting Department at 1-800-745-7275, extension 6433.

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Course Number: ? Section: ?

This course section is full. The option to put yourself on a waitlist is available for this course. Check to see if another section of this course is offered by entering the course number and clicking on the ? by the section box.

No courses currently registered.

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
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Also, if for any reason your education assistance such as VA benefits, Federally Funded Financial Aid or any other outside funding source payments cannot be collected by Park University, you agree to assume the obligation to pay in full all outstanding charges including all collection and/or legal fees.

Course Number: ? Section: ?

You have been added to the waitlist for course EN105.

Drop	Course	Sec	Title	Hours	Days	Beg	End	Bldg	Room	Total Hours:
<input type="checkbox"/>	EN105	DL	First Yr Wrt - WAIT LISTED -	3.00	-----	00:00a	00:00a			0.00

Dropping a Class Before the Term Has Started

1. After accessing the Registration Entry screen, you can view your current schedule at the bottom of the page. To drop a specific course, click on the Radio Button (circle) to the left of the course to be dropped, then click on "Drop."

Registration Entry
Inquiring, Student - ID: 386006
F1T - 2011

To ADD: Enter course and section number, then click **Add**.
To DROP: Mark course to drop, then click **Drop**.
To SWAP: Enter course and section number to add and mark course to drop, then click **Swap**.
When finished, close browser or click other option to perform other activities.

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Also, if for any reason your education assistance such as VA benefits, Federally Funded Financial Aid or any other outside funding source payments cannot be collected by Park University, you agree to assume the obligation to pay in full all outstanding charges including all collection and/or legal fees.

Course Number: ? Section: ?

The course CA103 has been added.

Drop	Course	Sec	Title	Hours	Days	Beg	End	Bldg	Room
<input checked="" type="radio"/>	EN105	DL	First Yr Wrtng Seminar I:	3.00	-----	00:00a	00:00a		
<input type="radio"/>	CA103	DL	Public Speaking	3.00	-----	00:00a	00:00a		

Current Option Settings

Session	Year	Program
F1T	2011	UNDG

Registration After the Term Has Started

Open Registration (the ability to register through MyPark) closes the Thursday before the term begins. Registration is still possible through the first week of the term, however.

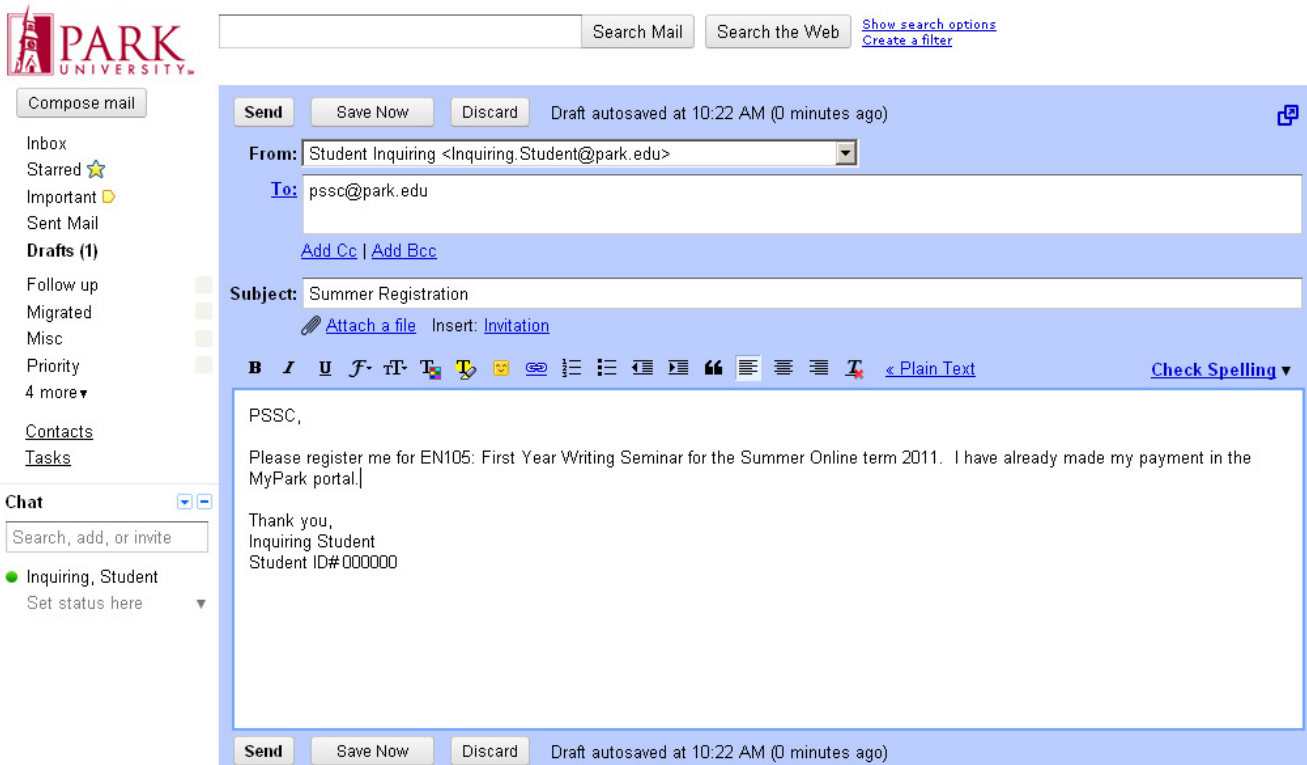
Please note that after the term has started, there is a \$50 late fee for registration. Confirmation is also due at the time of registration.

If you wish to register after the term has started, you may:

1. Access your Park Google e-mail using your Student ID number and password.

Note: Registration requests cannot be accepted from a personal e-mail account.

2. Send a registration request to pssc@park.edu. You will need to include your Name, Student ID number, the course and term for which you'd like to register, and how you intend to confirm your registration.



The screenshot shows a Gmail interface with a draft email. On the left is a navigation sidebar with folders like 'Compose mail', 'Inbox', 'Starred', 'Important', 'Sent Mail', 'Drafts (1)', 'Follow up', 'Migrated', 'Misc', 'Priority', and '4 more'. Below these are 'Contacts' and 'Tasks'. At the bottom of the sidebar is a 'Chat' section with a search bar and a contact named 'Inquiring, Student'. The main area shows a draft email with the following details:

- Send** | Save Now | Discard | Draft autosaved at 10:22 AM (0 minutes ago)
- From:** Student Inquiring <Inquiring.Student@park.edu>
- To:** pssc@park.edu
- Subject:** Summer Registration
- Body:**

PSSC,

Please register me for EN105: First Year Writing Seminar for the Summer Online term 2011. I have already made my payment in the MyPark portal.

Thank you,
Inquiring Student
Student ID# 000000
- Send** | Save Now | Discard | Draft autosaved at 10:22 AM (0 minutes ago)

Drop/Withdrawal After the Term Has Started

The first eight calendar days of a term constitutes the Enrollment Adjustment Period. During Enrollment Adjustment, you can exchange courses with no charge. However, if you need to simply drop a class during this time, 10% of the tuition plus all fees will still be due.

After the first eight days, removing a class from your schedule is considered a withdrawal and will be recorded on your transcripts. Course withdrawals receive a tuition refund by the following schedule:

Week 1	90%
Week 2	60%
Week 3	40%
Week 4	20%
Week 5	0%

If you wish to drop or withdraw after the term has started, you may:

1. Access your Park Google e-mail using your Student ID number and password.

Note: Registration requests cannot be accepted from a personal e-mail account.

2. Send a drop/withdraw request to pssc@park.edu. You will need to include your Name, Student ID number and the course you want to drop.

The screenshot shows a Gmail interface with a draft email. On the left is the navigation sidebar with folders like Inboxes, Starred, Important, Sent Mail, Drafts (1), Follow up, Migrated, Misc, Priority, and 4 more. Below these are links for Contacts and Tasks, and a Chat section with a search bar and a contact named 'Inquiring, Student'. The main area shows a draft email with the following details:

- From:** Student Inquiring <Inquiring.Student@park.edu>
- To:** pssc@park.edu
- Subject:** Summer Registration

The email body contains the following text:

PSSC,
Please drop me from EN105: First Year Writing Seminar for the Summer Online term 2011. I am aware that I will only receive a partial refund.
Thank you,
Inquiring Student
Student ID#000000