Registering for courses on-line is easy and convenient! Review the Frequently Asked Questions below for information to make your registration experience successful.

**Who is eligible for on-line registration?**
Generally, if you are a continuing degree-seeking student with at least 6 CMN credits completed and have no holds, then you are eligible for on-line registration. New, returning, and transfer students must meet with their Student Achievement Specialists to register for courses. Nursing students are not able to on-line register at this time.

**When can I register for courses?**
You are strongly encouraged to register during Priority Registration. However, you may register without penalty until the registration deadline. Please note: To promote timely graduation, early registration can help prevent class cancellations and wait lists.

**How do I prepare to register on-line?**
Here are a few steps to complete before you register:

1. Check MyEmpower to make sure there are no holds on your record.
2. Review your audit sheet to determine which courses you need to complete your degree. **A course must be listed on your audit sheet to be eligible for financial aid.**
3. Check the course descriptions in the academic catalog for prerequisites, co-requisites, or concurrent requisites or other restrictions (for example, Junior Standing).
4. Compare courses you need with the course schedule. Note that Emphasis Course Requirements may not be offered every semester. The course schedule is available under the Current Students tab on CMN’s website at www.menominee.edu.

**How do I register on-line for courses?**
Access the Student Information Center to log-in to your MyEmpower student account. Register on-line by selecting the Registration tab located at the top section of your profile screen. Follow the steps provided in the Student On-line Registration Instructions.

**What do I do if I have any pending registrations?**
A “pending registration” means that you are not enrolled in the course(s) you selected. MyEmpower will automatically prevent you from registering for the specific course(s) for these reasons:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisites not met</td>
<td>Course full to capacity</td>
</tr>
<tr>
<td>Allowable credits exceeded</td>
<td>Time conflict among 2 or more courses</td>
</tr>
<tr>
<td>Instructor/department consent missing</td>
<td></td>
</tr>
</tbody>
</table>

See your Student Achievement Specialist for assistance.
What do I do if I have a hold on my registration?
Because a hold may prevent you from registering, see below for the various hold types and the appropriate Student Services staff to contact for assistance.

- **Academic Hold (AH)** – Placed on your record by the Registrar’s Office if you are on Academic Probation or Academic Suspension. See your Student Achievement Specialist for assistance.
- **Bursar Hold (BH)** – Placed on your record by the Bursar’s Office if you owe money to the college. Contact the Bursar (Ext. 3034) to update your payment plan or wage assignment.
- **Financial Aid Hold (FA)** – Placed on your record by the Financial Aid Office if you are on Financial Aid Suspension. Contact the Financial Aid Office (Ext. 3039) to discuss your options.
- **Admissions Holds** – Placed on your record by the Admissions Office. Contact the Admissions Office (Ext. 3018) to update your records.
  - (AP) Previously applied - incomplete admission status
  - (CI, OD, OH) Missing admission document(s)
  - (UP) Stop-out for two consecutive semesters
  - (MA) Returned mail
  - (SS) Verification of Social Security number
  - (AU) Non-Degree/Special Student status
- **Registration Hold (RH)** – Placed on your record by your Student Achievement Specialist. Contact your Student Achievement Specialist for assistance.

How can I get my Registration Hold removed?
The Student Achievement Specialist will remove the registration hold based on review of the students’ progress during the registration appointment as needed.

How many credits may I take each semester?
If you want to be considered a full-time student, then you must register for at least 12 credits, excluding Summer Session when 6 or more credits is considered full-time. Keep in mind, though, that financial support is often based on credit load. If you want to take more than 18 credits, then you must see your Student Achievement Specialist for assistance.

What do I do if the course I want is full?
See your Student Achievement Specialist for assistance.

What do I do if I want to change my schedule?
You may adjust your schedule on-line until the last day to add/drop, which varies by session. Be aware that financial aid may be affected by changing your credit load. Following add/drop, see your Student Achievement Specialist for assistance.

What do I do if I want to withdraw from CMN?
If you struggle in any course, please contact your Student Achievement Specialist as soon as possible to learn how CMN can help you be successful. We are here to assist you! If you do
choose to withdraw, please see a Student Achievement Specialist to discuss any impact on financial aid.

**Can I register for classes if I am changing my major?**
First, see your Student Achievement Specialist to officially change your major because a course must be listed on your audit sheet to be eligible for financial aid. Then you may register.

**May I audit a course?**
Audit requests are not eligible for on-line registration. If you wish to audit a course, see your Student Achievement Specialist to complete a Course Audit Request.

**Who can help me if I am having trouble registering?**
See your Student Achievement Specialist for assistance.