



# Memorial Self-Service

## A Guide for First Time Users

This Guide is meant to supplement the procedures found at:

<http://www.mun.ca/regoff/registration/>

# What is Memorial Self-Service?



Memorial Self-Service provides students with access to:

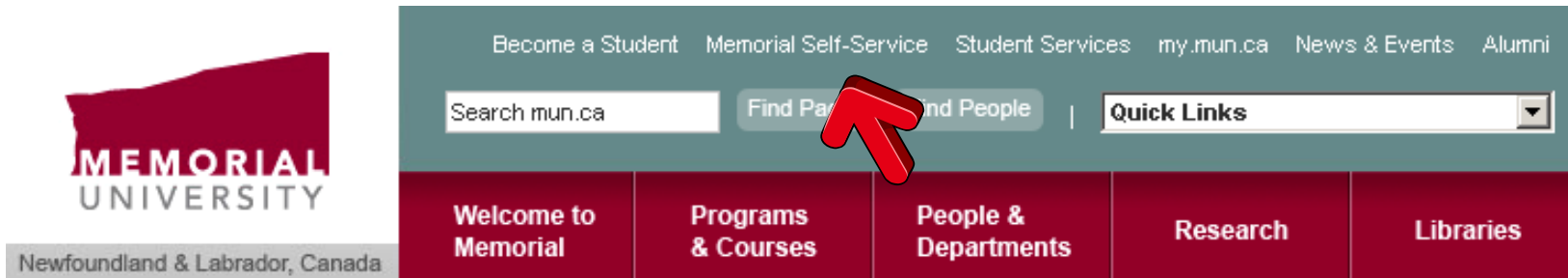
- Application Status
  - Course Offerings
  - Grades
  - Academic History
  - Online Credit Card Payment
  - Current e-mail and mailing address
- 
- It is also the easiest way to register for your courses!
  - You may also hear it called Student Web.

Note: The screenshots shown within this presentation are meant to be examples of the screens you will encounter when using Memorial Self-Service. What you see may not always look exactly the same.

# How do I access Memorial Self-Service?



**Step 1:** From the main MUN webpage ([www.mun.ca](http://www.mun.ca)) click **Memorial Self-Service**.



**Step 2:** Enter your “**User ID**” and “**PIN**” and click Login.

## **First time user?**

Your **User ID** is your Student Number.

Your **PIN** is the **YEAR** of your birth followed by the **DAY** of your birth.

**Ex:** If you were born on December 5, 1989, your PIN will be: 198905.

User ID:   
PIN:

Login


## **Forgot your PIN?**

Enter in your **User ID** and click the **Forgot PIN?** Button. Follow the steps to reset your PIN.

# How do I access Memorial Self-Service?



- **Step 3:** After successfully entering your temporary PIN, you will be asked to create a new 6 digit pin, as well as a Secret Question and Secret Answer.

 Your PIN has expired. Please change it now.

Re-enter Old PIN:

New PIN:

Re-enter new PIN:

- Your Secret Question will be asked to you if you forget your PIN in the future.

Question:

Answer:

**Note:** If you have forgotten your PIN, you will be asked various questions and answers to verify your identity. Make sure your secret question and answer is something you will remember, and is appropriate to be repeated to a third person.

# What do I do now?



- The Student Main Menu has many options available for you to use. Below is a description of the important menus you may need:

- ▲ [Personal Information](#)
- 📁 [Admissions](#)
- ▲ [Registration](#)
- ▲ [Graduation](#)
- ▲ [Academic Information Menu](#)
- ▲ [Financial Information](#)
- 📁 [MUNSU WebVote](#)
- 📁 [Course Evaluation Reports](#)
- ▲ [Distance Education](#)

- **Personal Information:** Update Phone Numbers, Mailing Addresses, E-mail Addresses, and Change your PIN and Secret Question
- **Registration:** View your Registration Time, Look up Course Offerings, Add or Drop a Course, View your Timetable
- **Academic Information Menu:** View Term Grades, View Academic Record, View Final Exam Schedule
- **Financial Information:** Make a Credit Card Payment, View your Account Summary

# When can I register?



- From within the Registration Menu click on **View Registration Times**.
- Select the correct term which you are enquiring about.
- Your registration time will be shown.
  - ✓ The time is shown is in Newfoundland Time.

Term	Start Date	Start Time
2007-2008 Fall	July 23, 2007	01:30 PM

Your screen will look something like this.

## Registration Menu

- Select Term
- View Registration Times
- Look up Course Offerings
- Add/Drop Classes
- Class Schedule
- Detail Schedule



- **First Year Students:**

In late June or early July a Memorial student will try to contact you either by phone or e-mail to remind you about your registration time.

# Course selection



- Before you start to search through the course offerings, it is important that you know what courses you want or need to register for.
- If you need help with your course selections, you should contact an Academic Advisor and/or read “A Guide To First Year”.
- You can speak with an advisor and pick up a Guide at one of the two locations below:

## **St. John's Campus**

***Academic Advising Centre***

**Science Building, Room 4053**

**Phone Number: 709-737-8801**

**(you may call collect if you wish)**

**E-mail: [advice@mun.ca](mailto:advice@mun.ca)**

## **Grenfell College:**

***Registrar's Office***

**Arts & Science Building, Room 277**

**Phone Number: 709-637-6298**

**or 1-866-381-7022**

**E-mail: [info@swgc.mun.ca](mailto:info@swgc.mun.ca)**

# Creating your class schedule









- After you know what courses you need, you have to create your **own** schedule.
- You can view the listed course offerings in three places:
  - ✓ The **Undergraduate Registration Procedures Booklet**
  - ✓ The **Office of the Registrar's website** at <http://www.mun.ca/regoff/registration/>
  - ✓ **Memorial Self-Service**
- Memorial Self-Service provides accurate up to date course offerings.
- There are many tools to help you plan your schedule. The Office of the Registrar has copies of the different campus timetables available on their website:  
<http://www.mun.ca/regoff/registration/timetables.php>



# Creating your class schedule



- From the **Registration** Menu click on **Look up Course Offerings**.
- If the system requests you to, select the correct term which you are enquiring about, and click **Submit**.

-  [Select Term](#)
-  [View Registration Times](#)
-  [Look up Course Offerings](#)
-  [Add/Drop Class](#)
-  [Class Schedule](#)
-  [Detail Schedule](#)



- If at any time you are on the wrong screen you can click on the **Return to Menu** button to move back to the previous menu, *or* you can click on **Student Main Menu** to return to the main menu.

Student Main Menu

Search



[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)



# Creating your class schedule



## HELPFUL HINTS:

- If you are doing a course with a lab, it is recommended that you fit your courses with your labs into your schedule **first**, before adding your non-lab courses to your schedule.
- It is also recommended that you try to fit your English course into your schedule last. There are more sections of first year English courses than any other course; therefore, it should be easy to fit into your schedule.

## TERMINOLOGY:

- The Course Registration Number (CRN) is a number distinct to each section of each course in the University.

CRN  
40007

# Looking up course offerings



- Course offerings are divided by Memorial's different campuses.
- If you want to search the offerings for Psychology 1000, select **Psychology** in the *Subject* field, type **1000** in the *Course Number* field, and select the *Campus* that you are attending where the course is offered (in this case either St. John's or Grenfell College).
- The other fields can be used to make your search more precise.
- When you are done, scroll to the bottom and click **Class Search**.

**Subject:**

**Course Number:**

**Campus:**

# Looking up course offerings



- All the course offerings for the course you searched will be displayed.

*Sections Found*

**Campus: St. John's**

Psychology																			
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructo
													Cap	Act	Rem	Cap	Act	Rem	
SR	<a href="#">41154</a>	PSYC	1000	001	1	3.000	Intro To Psychology	TR	10:30 am-11:45 am	284	0	284	999	0	999	0	0	0	Michelle E. Mercer (P)

**Comments:** Large screen presentation only.

**Campus: Sir Wilfred Grenfell College**

Psychology									
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	
SR	<a href="#">41159</a>	PSYC	1000	061	4	3.000	Intro To Psychology	MWF	

- Scroll to the left or right to see more information about each section being offered.

# Registering for courses



- If your registration time has not yet arrived, all course sections will be marked with an **SR**. If you are allowed to register, course sections will have square boxes next to them. Closed course sections are marked with a **C**.
- Select the check mark box for the section that fits your schedule.  
Now you have two options:
  - 1) Click the **Register** button, and register for the course, **or**
  - 2) Click the **Add to Worksheet** button to add the course to your Add/Drop Worksheet.



You can add other courses to the same Worksheet and then register for all your selected courses that are on the Worksheet at the same time.

- If these were not the results you were looking for, you can click the **Class Search** button to do another search.

# Important Notes about registering for your courses



- If you are registering for any math course you **must** have either completed or be registered for the Math Placement Test (MPT) first\*.
  - Math 1000 is a co-requisite for Physics 1050 and/or Chemistry 1050. This means they should be taken at the same time. Therefore, you must first register for Math 1000 first. You should register for these courses in the following order:  
**MPT (if you have not already written it), then Math 1000, and then Physics 1050 and/or Chemistry 1050**
  - If you have problems registering for Chemistry 1050 because of prerequisites, check the requirements in the Special Course Criteria Section of the Guide to First Year. You may be able to get a waiver, fill out the form at [www.mun.ca/chem/chemforms/forms.html](http://www.mun.ca/chem/chemforms/forms.html) or if you require more information you can call the Chemistry Department at 709-737-8746.
  - It is recommended that if possible, you **DO NOT** waitlist a course if seats are available in other sections. If you really hope to get into a particular section, you should register for a section with open seats, and then keep checking during the first few days of classes for your preferred section. Spaces often become available as other students change their schedules.
- \* The MPT is required for students entering into MATH 1050, 1051, 1090 or 1000. While the test is not mandatory for ALL students it is recommended that you write it. For further information contact the Academic Advising Centre (St. John's) or the Registrar's Office (Grenfell).

# Registering for courses



- If you click the **Add to Worksheet** button you will be taken to this screen where the CRN (Course Registration Number) will be listed.  
(There is important information listed at the top of the Worksheet, make sure to read it.)

## Add Classes Worksheet

CRNs

84057	83424		
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- After you have added all your courses to the Worksheet you can click the **Submit Changes** button.

# Registering for courses



- After clicking the **Submit Changes** button, or the **Register** button (on the course listing page) you will see this screen:

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Session	Cred	Title	In-Progress Pre-Reqs
**Registered** on Jul 17, 2007	None	83424	MST	2001	001	Full Term	3.000	Medieval Europe To 1050	No
**Registered** on Jul 17, 2007	None	84057	HIST	1015	001	Full Term	3.000	Ideas & Society in the West	No

- Listed below your registered courses is a summary of how many credit hours you are registered for, how many hours you will be billed for, and the maximum number of credit hours you may register for.

Total Credit Hours: 6.000  
Billing Hours: 6.000  
Maximum Hours: 15.000

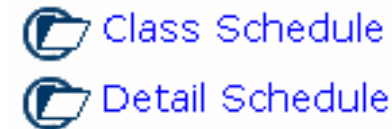
- Most courses are 3 credit hours
- The abbreviation **Cred** tells you how many credit hours each course is worth.



# Viewing your timetable



- After you have registered for all your courses you may want to print off your timetable. Click on the **Return to Menu** button at the top of the screen to go back to the **Registration Menu**.
- Click on **Class Schedule** and your time table will be displayed for the term you selected.
- If you click on **Detail Schedule** you can view a more in-depth form of your schedule.



## REMEMBER:

- It is recommended that if possible, you **DO NOT** waitlist a course if seats are available in other sections. If you really hope to get into a particular section, you should register for a section with open seats, and then keep checking during the first few days of classes for your preferred section. Spaces often become available as other students change their schedules.

# Paying your fees



- From the **Student Main Menu** select **Financial Information**.
- Click on **View Account Summary by Term** to view the fees that have been charged to your account and your Current Account Balance.



## Financial Information

- [Credit Card Payment](#)
- [View Account Summary by Term](#)
- [View Credit Card Payment History](#)
- [T2202A Information](#)

- To make an online payment to your account, you can click on **Credit Card Payment**.

(online payments are made over a secure connection)

- \*\* The deadline for paying your fees (without incurring a **Late Payment Fee**) is the first day of classes for each semester.

Credit Card information	
Credit Card:	<input type="text" value="Visa"/>
Card Number:	<input type="text"/>
Card Verification Digits:	<input type="text"/>
	Can't find the Card Verification Digits? Click <a href="#">here</a> for more information.
Card Holder Name:	<input type="text"/>
Expiration Month & Year:	<input type="text"/> / <input type="text"/>
Payment Amount: (\$\$\$\$.cc)	<input type="text"/>
<input type="button" value="Submit Payment"/>	

# A few helpful points



- With Memorial Self-Service you can tell how many seats are available in each section, or how many seats are left on the waitlist.

Cap	Act	Rem	WL Cap	WL Act	WL Rem
25	16	9	10	0	10

Cap – Number of seats available in a section

Act – Number of people registered in a section

Rem – Number of seats remaining in a section

WL Cap – Number of seats on the Waitlist

WL Act – Number of people currently on the waitlist

WL Rem – Number of seats remaining on the waitlist

# A few helpful points

- If at any time you are viewing information for the wrong term, simply go back to the **Registration Menu** and click on **Select Term**, then select the appropriate term.



**Select the term for processing then press the Submit button.**

Select a Term:

- Memorial Self-Service is the only way to register for your courses.
- As an exception, if you do not have web access, you can send in an alternate registration form. You should ensure this form is received at the Registrar's Office by the day you have to register. However, it will be accepted up until the first day of classes.
- The Alternate Registration form is located at the back of the Undergraduate Registration Procedures booklet.

# Problems?



- The Registration Help Line at 709-737-4445 or 709-737-3552 is available to answer your registration questions Monday to Friday, from 9 a.m. to 6:30 p.m. until July 31<sup>st</sup>, and 9 a.m. to 4:30 p.m. beginning August 1<sup>st</sup>. You can also e-mail [reghelp@mun.ca](mailto:reghelp@mun.ca) for prompt assistance during these hours and next-day response if you e-mail after regular hours.
- If you forgot your PIN or you can't access the site with your temporary PIN – you should contact the Registrar's Office at 709-737-4445 or by e-mail at [reghelp@mun.ca](mailto:reghelp@mun.ca)
- If you have problems with prerequisites that you completed in high school, you should contact the following offices:  
St. John's: 709-737-4431 or by e-mail at [admissions@mun.ca](mailto:admissions@mun.ca)  
Grenfell: 709-637-6298 or 1-866-381-7022
- If you have problems finding your way around Memorial Self-Service, or questions about this presentation please call the Academic Advising Centre (St. John's) at 709-737-8801 or the Registrar's Office (Grenfell College) at 709-637-6298.