



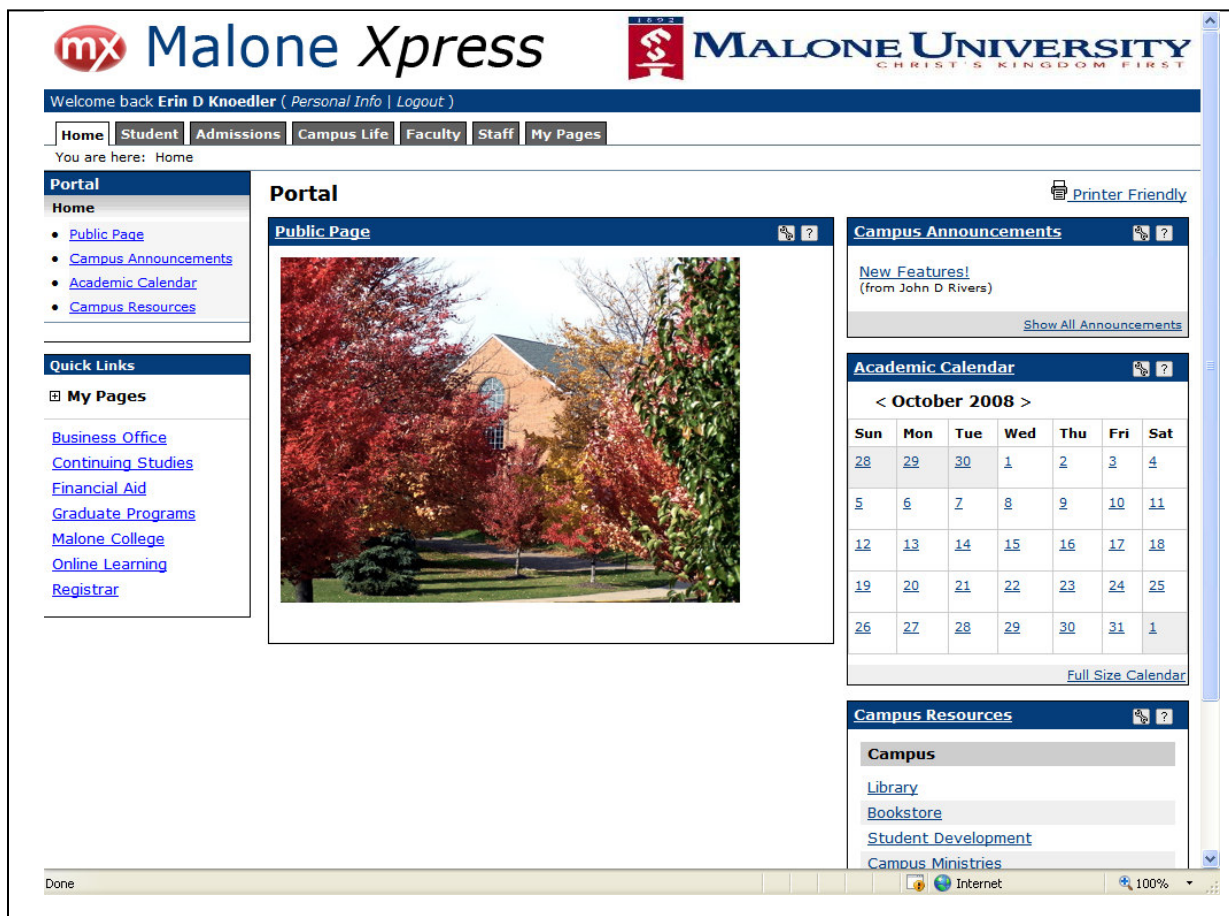
Web Registration

This training document will provide students with the steps and information needed to complete Web Registration. These are important because failure to follow these steps could prevent or delay registration for classes.

Note: Students also have the option of registering in person through the Office of the Registrar.

Step-by-Step Instructions for Web Registration

1. Log-in to  MaloneXpress by clicking on any of the MaloneXpress or  MX icons found on the Malone Web site. Your log-in credentials are the same as you use to log in to Malone to retrieve email and access your student account.
2. Once logged into MX, you will be directed to the Home page as displayed below. **NOTE: DO NOT use the Back and Forward buttons to navigate these web pages. You must use the links on the left hand side of the page, or by clicking on the page names (underneath the red tabs) indicating “You are here:”**



The screenshot shows the MaloneXpress student portal. At the top, there is a navigation bar with the MaloneXpress logo and the Malone University logo. Below the navigation bar, a welcome message reads "Welcome back Erin D Knoedler (Personal Info | Logout)". A secondary navigation bar contains tabs for Home, Student, Admissions, Campus Life, Faculty, Staff, and My Pages. The main content area is divided into several sections: a left sidebar with "Portal" and "Quick Links" (including My Pages, Business Office, Continuing Studies, Financial Aid, Graduate Programs, Malone College, Online Learning, and Registrar); a central "Public Page" featuring a photograph of a building with autumn trees; a "Campus Announcements" section with a "New Features!" announcement; an "Academic Calendar" for October 2008; and a "Campus Resources" section with links to Campus, Library, Bookstore, Student Development, and Campus Ministries. The browser's status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

3. Across the top of the MX window, you will see grey tabs that assist in navigating the site. As a student, you will see a tab marked "Student." At this point, click on the Student Tab to navigate to that page; this will take you to the screen displayed next.

The screenshot displays the Malone Xpress Student Information System interface. At the top, the logo for "Malone Xpress" and "MALONE UNIVERSITY CHRIST'S KINGDOM FIRST" is visible. A navigation bar includes tabs for Home, Student, Admissions, Campus Life, Faculty, Staff, and My Pages. The user is logged in as Erin D Knoedler. The main content area is divided into several sections:

- Student Information:** A welcome message for the Malone College Express system, providing 24-hour access to student information.
- Bookmarks:** A section titled "Student Resources" containing links for PHIZ, Print Balance, and Student E-mail.
- Student Files:** A section titled "Ungrouped" containing links for "Student Web Registration Guide (.pdf, 1209K)" and "Undergraduate Fall 08 Reg. Schedule (.pdf, 45K)".
- Announcements:** A section titled "New Features!" with a link to "Show All Announcements".
- Calendar:** A calendar for October 2008, showing dates from 28 to 31.

On the left side, there is a "Quick Links" menu with categories like "My Pages" and "Business Office". The bottom of the page shows a Windows taskbar with the Internet Explorer browser open at 100% zoom.

4. Once a tab has been selected, you can navigate within the page using the blue/grey menus listed down the left column of the screen: **STUDENT: Info; Academic Advising; Financial Aid; Schedule and Grades; Student Accounts**. The page shown above is the Intro Page and while open, you can see there are five portals linking to different information found in this web page. You can access these portals in two ways; either by selecting the blue link in the left hand column below the page title or by clicking on the name found in the blue title bar of each portal.
5. To start Web Registration, you will need to select from the Left Column—the link titled **Schedule and Grades**. On this page you will find six portals, as displayed in the next screen below.

Welcome back **Erin D Knoedler** ([Personal Info](#) | [Logout](#))

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Student > Schedule and Grades

Student

- Intro Page
- Academic Advising
- Financial Aid
- Schedule and Grades
 - Student Schedule
 - Grade Report
 - Course Schedules
 - Course History
 - GPA Projection
 - Unofficial Transcript
- Student Accounts

Quick Links

My Pages

- Business Office
- Continuing Studies
- Financial Aid
- Graduate Programs
- Malone College
- Online Learning
- Registrar

Schedule and Grades [Printer Friendly](#)

Student Schedule

Course Schedule for Erin D Knoedler

[View Details](#)

Fall Semester, 2008 - All Divisions

| Course | Title | Meets |
|------------------------|-------|-------|
| No Courses to display. | | |

Course History

To view your complete course history, click the View Course History link

[View Course History](#)

GPA Projection

Please select a Division for which to calculate your projected GPA.

Division: Undergraduate School

Unofficial Transcript

Division: Undergraduate School

[View Unofficial Transcript](#)

Course Schedules

Add/Drop

Current Term: Fall Semester, 2008
Add Period Closed / Drop Period Closed

6. The portal through which you will begin Web Registration is titled **Course Schedules**. Click on this portal, either on the left hand column, or the name in the blue title bar. On this page you will find the Add/Drop link. Click on this link to see the screen as displayed below.

Welcome back **Erin D Knoedler** ([Personal Info](#) | [Logout](#))

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Student > Schedule and Grades

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Schedule and Grades [Printer Friendly](#)

Course Schedules - Add/Drop Courses

[Add/Drop](#) > Add/Drop Courses

Add/Drop

Term: Fall Semester, 2008 Division: All

The Add/Drop Periods are closed.
You are currently registered for **0** credits.

Add by Course Code

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. If you do not know the course or section codes you need, use the course search tab above.

| Course Code: | Section: | Course Code: | Section: |
|-------------------------|----------------------|-------------------------|----------------------|
| 1. <input type="text"/> | <input type="text"/> | 2. <input type="text"/> | <input type="text"/> |
| 3. <input type="text"/> | <input type="text"/> | 4. <input type="text"/> | <input type="text"/> |
| 5. <input type="text"/> | <input type="text"/> | 6. <input type="text"/> | <input type="text"/> |

Your Schedule (Registered)

- Notice that, although there is a statement showing the Add Period Closed/Drop Period Closed, it is the *current (or default) term being displayed*. You will need to click on the *Add/Drop Courses drop down menu to select the term for which you are registering*. Once you click on the Add/Drop Courses, you will be taken to the Web Registration window, as pictured below.

The screenshot shows the Malone Xpress web portal. The main content area is titled "Schedule and Grades" and "Course Schedules - Add/Drop Courses". A dropdown menu for "Term" is set to "Fall Semester, 2008". Below this, it states "The Add/Drop Periods are closed. You are currently registered for 0 credits." There is a section for "Add by Course Code" with a "Course Search" tab. Below this is a table with columns for "Course Code" and "Section" for 6 courses. A green arrow points to the "Term" dropdown menu.

- Click on the drop-down menu located to the right of the Term and you will get a list similar to that shown above. Select **Spring Semester, 2009**.
- Here you will be able to add your course selections either by entering the course code (e.g. ART 101) and section code (e.g. A), or if you don't know the course or section codes you need, use the course search tab. **NOTE: A space must be inserted between the subject and number (ART 101) in order for this feature to work. ADDITIONALLY: Any course without a Section Number must have a blank space (hit spacebar once) in the empty Section Field. Here is a sample break-out of a course code for your reference; (Subject - THEO) (Number - 211 - always 3 digits) (Section – 01 or A for a lab course section. Don't include any L lab designation – just the initial character A, B, C et cetera).** If you experience any difficulty in entering courses in this manner, it is recommended that you use the course search feature to add courses to your schedule. This is what the course search window will look like:

Welcome back Erin D Knoedler (Personal Info | Logout)

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Student > Schedule and Grades

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- Online Learning
- Registrar

Schedule and Grades Printer Friendly

Course Schedules - Add/Drop Courses

Add/Drop > Add/Drop Courses

Add/Drop

Term: Fall Semester, 2008 Division: All

The Add/Drop Periods are closed.
You are currently registered for **0 credits**.

Add by Course Code **Course Search**

Title: Begins With
Course Code: Begins With
Term: Fall Semester, 2008
Department: All
Division: All

Search More Search Options

Your Schedule (Registered)

| Drop | Code | Title | Schedule | Location | Credits |
|--|------|-------|----------|----------|---------|
| No Current Courses for the selected Term and Division. | | | | | |

10. You may search for courses by their: title; course code; department; or division. After entering your search criteria, click on the **Search** button and you will see the results. For example, pictured below are the search results for a **course code search** on sociology and social science courses.

Welcome back Erin D Knoedler (Personal Info | Logout)

Home Student Admissions Campus Life Faculty Staff My Pages

You are here: Student > Schedule and Grades

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Schedule and Grades Printer Friend

Course Schedules - Results

Add/Drop > Add/Drop Courses > Results

Search Results

Search Again Term: Fall Semester, 2008 Division: All Search

Other previously selected search criteria still apply.

| Add | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits |
|-----|--------------------------|-----------------|---------------|------------|--------|-----------------------|---------|
| | SOC 201 | Principles of S | Gold, Malcolm | 1/40 | O | MWF 12:00 PM-12:50 PM | 3.00 |
| | SOC 310 | American Minori | Gold, Malcolm | 21/40 | O | MWF 2:00 PM-2:50 PM | 3.00 |
| | SOC 355 | Sociology of Re | Gold, Malcolm | 21/30 | O | MWF 1:00 PM-1:50 PM | 3.00 |
| | SOSC 211 | Cross-Cult Exp | Gold, Malcolm | 6/75 | O | - | 1.00 |

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11. You can select the desired course(s) by checking the **Add box to the left of the Course Code column.** (The box does not appear in the screen shot above due to the add/drop period currently closed.) Then click the **Add Courses** button at the bottom of the Search Results. If the registration for the class is successful, you will see a message like that on the screen below.

mx Malone Xpress Training

Welcome back Erin D Knoedler ([Personal Info](#) | [Logout](#))

[Home](#) | [Student](#) | [Admissions](#) | [Campus Life](#) | [Faculty](#) | [Staff](#) | [My Pages](#)

You are here: [Student](#) > [Schedule and Grades](#)

Student

- Academic Advising
- Schedule and Grades
 - Student Schedule
 - Grade Report
 - Course Schedules
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- Intro Page

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 - Registrar

Schedule and Grades Printer Friendly

Course Schedules - Add/Drop Courses

[Add/Drop](#) > [Add/Drop Courses](#)

Add/Drop

Term: Division:

The Add Period is open from 2/17/2008 until 3/18/2008 and the Drop Period is open from 2/17/2008 until 3/18/2008.

You are currently registered for **13 credits**.

Messages

SOSC 211 - Successfully added to registration record.

Add by Course Code

To add courses, enter the course code (e.g. ART101) and section code (e.g. A), for up to six courses. **if you don't know the course or section codes you need, use the course search tab above.**

| | Course Code: | Section: | Course Code: | Section: |
|----|----------------------|----------------------|--------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | 2. | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | 4. | <input type="text"/> |
| 5. | <input type="text"/> | <input type="text"/> | 6. | <input type="text"/> |

Your Schedule (Registered)

| Drop | Code | Title | Schedule | Location | Credits |
|--------------------------|----------------------------|-----------------|--------------------|-----------------------------------|---------|
| <input type="checkbox"/> | ACCT 211 1 | Prin of Acct | MWF 8:00 - 8:50 AM | Main Campus Mitchell Hall 209 | 3.00 |
| <input type="checkbox"/> | BUS 240 | Stats for Bus | MWF 9:00 - 9:50 AM | Main Campus Mitchell Hall 205 | 3.00 |
| <input type="checkbox"/> | FA 120 1 | Expl the Worlds | MW 2:00 PM - 3:15 | Main Campus Cattell Library 49 | 3.00 |
| <input type="checkbox"/> | HIST 321 | The Civil War & | TH 9:30 - 10:45 AM | Main Campus Centennial Center 105 | 3.00 |
| <input type="checkbox"/> | SOSC 211 | Cross-Cult Exp | | Main Campus | 1.00 |

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Internet 100%

12. Once you have successfully added all your course choices to the Fall Semester, scroll down to the bottom of the page to view your schedule, titled **Your Schedule (Registered)**.
13. If you find that you have a class that you wish to drop, you may do so by clicking on the box to the left of the code. Then click the **Drop Selected Courses button at the bottom of the window**.
14. Again, you will see a message that the class was successfully dropped from the registration record, and your revised schedule is viewable at the **bottom of the page**.

This is meant to be a training guide to Web Registration.

If you have trouble with these steps, please call the Registrar's Office at (330) 471-8128.

If you have a problem with log in issues, please contact the Information Help Desk at (330) 471-8428.