

WEB REGISTRATION INSTRUCTIONS

Go to the MAC website at www.MineralArea.edu

Scroll near the bottom of the page on the left hand side and click on “**S.I.S. Student Information System**”

Click at the bottom of the page on “**Access to the Student Information System**”

Click on “**Registration Rules**” at the top of the left column and read the instructions.

Click on “**Back to Main Menu**”.

Click on “**Registration Log-In**”.

Select the term in which you wish to register from the drop down box.

Your Student ID # is your social security number.

Your PIN # is your birthdate: Example 05111983 Click on “**Login**”.

Change your PIN to something unique to you that you will be able to remember. You must enter it twice.

Select **Continue** once and Select **Continue** again.

Scroll down the page to the registration box. You have 2 options. You may enter the course numbers in the individual boxes (take the numbers directly from the course schedule booklet or from the schedule the advisor filled out for you.) When you have completed all the course numbers, click on “**Continue**”. Go to the ** paragraph below and follow the remaining instructions.

OR, you may click on “**Search**”.

You then have the option to make individual selections for the department, course level, instructor lookup, meet on days and course meet between or you may leave them at All/Any. Then select “**Start Search**”.

To select the courses you want, click the box in the column “**Register for this course**” at the far right. Continue selecting courses until you are finished. Then click on “**Add to my Schedule**”. **Do not click on Back to Main Menu as you will have to start all over again.** If you find you need to look in this area again, click on “**Return to Search**” to start the search again.

**Be sure to watch the Instructor Bldg Code/Room column as some of the courses are offered Off Campus. They will be listed as OC with the campus location listed next (ex. Potosi, Fredericktown, Perryville, Winona, etc.)

If you used “Add to your Schedule”, scroll down the page to “Your tentative course schedule”. Look in the Error Code column on the right. If there is a red number there, click on it to learn why this course is not available to you at this time. You may click the box at the right to “Remove this course” if you are not able to register for it at this time.

Select “**Update Tentative Schedule**” then to see the classes you are ready to select. When you are certain the courses are the way you want them, select “**Submit for Registration**”.

Be sure to print a copy of your schedule now by clicking on the **Printer icon** at the top of the page.

When completely finished, be sure to click “**Sign Out**” to ensure your record will not be accessible to anyone else.