Student Registration
Undergraduate School

Purpose: This document walks students through the process of registering for Chicago campus, Spokane campus, and online undergraduate classes at Moody Bible Institute.

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1) The myMOODY Portal
The myMOODY website (my.moody.edu) is your portal, or gateway, to Moody Bible Institute information. This portal provides specific information according to your role(s) at Moody (i.e. student, faculty, staff, alumni, or applicant).

1. Type your User ID and Password in the appropriate fields and click the Sign In button (see red highlighted box to the right).

If you do not know your User ID or Password, click the appropriate link below the sign in box for further instructions.
2. After Logging in to the portal, click the **Students** tab. This page provides content specifically relevant to students.

3. To begin the actual registration process, click on the **Student Center** (see red highlighted box to the right).

### 2) The Student Center

Within the Student Center, you can manage your school-related activities such as **Academics, Finances, Personal Information** and **Admissions**.

1. Prior to Registration, verify that no holds exist on your account. If holds are listed, you will not be able to sign up for any classes.

2. Check the **Enrollment Dates** to find your assigned preregistration time or to verify that registration is open for a specific semester.

3. David does not have any holds, so he can proceed to enrollment by clicking the **Enroll** link.
4. On the next screen, select the term for which you want to enroll.

5. Click the CONTINUE button.

3) The Shopping Cart

The shopping cart allows you to build a list of classes you would like to take. When your shopping cart is ready, you can register for the classes all at once. The shopping cart is saved automatically, so you can log out and resume the registration process at a later time. *The shopping cart is available at any time, so you can start building a tentative schedule before registration actually opens.*

1. To add a class to your shopping cart, click the search button.
2. On the search screen, provide details about the type of class you would like to add. *Pay special attention to select the correct campus!*
   
   a. **Campus (Class Location)**
      
      i. **Main Campus** is for Chicago campus classes
      
      ii. **Spokane Campus** is for Spokane campus classes
      
      iii. **Online** is for Online classes
   
   b. **Course Career**: Specify Undergraduate

**Class Search Filters**: Use the following filters to help you find the class you’re looking for.

**Course Keyword**: best if used with single keywords, eg: **Principles** when looking for Principles of Lifetime Fitness

**Course Subject**: Choose the specific subject area of your class.

**Course Number**: four digit number assigned to each class; eg: 1110 for the Church and its Doctrines

3. Once your criteria are set, click the **SEARCH** button.
4. Scroll through the search results to find the specific class you would like to add, then click the select class button.

Notice the Open and Closed icons. Classes are marked with these icons to help you quickly determine current class availability. (Moody does not utilize the Wait List feature)

Multiple sections of the same class are listed under the same class title.

Click View All Sections if there are more class sections available for you to choose from.

5. The next screen displays the class details. Verify that the details are correct, and click NEXT to select this class.
6. You are now back at the Shopping Cart. This screen verifies the addition of the class to the Shopping Cart. From this screen, you can either search for more classes to add or proceed to Step 2 to complete registration.

If registration is open and you are ready to complete the process, click **PROCEED TO STEP 2 OF 3**. Otherwise, you can log out and return to your shopping cart to complete registration later.

7. The next enrollment step is to confirm the selection of classes that are currently in your Shopping Cart. If everything is correct, click **FINISH ENROLLING**. Otherwise you can return to the previous screen to make adjustments.

**NOTE:** Be sure to review the status of each course before completing registration. It is possible that the courses may have closed while they were in your shopping cart.
8. The final enrollment step is to review the classes that you have selected making sure that you have been properly registered. **Classes that were successfully enrolled in will be marked with a green check mark.** Classes that could not be added will be marked with a red “X”.

If there is a red “X” then an error message will appear stating the reason you were unable to add the class. If you are unable to determine the reason, you may call Academic Records for additional help.

9. Your registration is now complete. You may use the tabs across the top of the screen to review your schedule or to add and drop courses. **Should you encounter any trouble during this registration process, please feel free to contact the Academic Records Office at 312-329-2087.**