

# MyCampus Guide for Students

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*Last Updated: 09-09-2009*

## Contents

How do I logon to MyCampus?.....	2
How do I change my password?.....	2
What if I forgot my password?.....	2
Course Search .....	4
Online Registration Instructions.....	5
Advising & Registration Process.....	5
Things to consider as you register:.....	6
Chapel Registration.....	6
Chapel Courses:.....	7
Need help?.....	7
Printing Unofficial Transcript.....	8
View/Print Your Bill.....	9
View/Print your Grades.....	10
View/Print Midterm Grades.....	10
View/Print your Schedule.....	11

## How do I logon to MyCampus?

Go to <http://mycampus.umhb.edu>.

- User ID is your student ID number.
- Password is case-sensitive.
- Use the "Forgot my password" link to have your password reset. An email will be sent to the address on record. For current students this will be your UMHB-issued email.

## How do I change my password?

1. Once logged in to MyCampus, click the Personal Info link located at the top of the screen by your name.
2. Click the password tab.
3. Enter your old password, new password and confirm password. Click save.

## What if I forgot my password?

There is a "Forgot my password" link on the MyCampus login page. Clicking this link will reset your password and send it to the email address on record - for current students this is your UMHB email. You may also stop by the Information Technology department. Make sure to bring your student ID card for identification verification.



## Course Search

1. Log on to [MyCampus](#).
2. Choose the "My Academics" tab.
3. In the "Register or Search for Courses" portlet, click on "Course Search."
4. Change the term by clicking the down arrow in the dropdown box.
5. To search within a department, click the down arrow in the dropdown box.
6. Click Search.

**The basic Course Search screen allows you to search for a class based on:**

- Term (semester and year)
- Department (four-letter department code)
- Title
- Course Code - When typing the course code, remember to leave a blank space between the department code and the course number.
- Division
- Time
- Faculty
- Campus
- Building
- Section Status

When searching by Course Code or Title, you may choose to search for words that Begins With, Ends With, Contains or is an Exact Match to the text entered.

# Online Registration Instructions

## Advising & Registration Process

1. Set up an appointment time with your advisor. (NOTE: Some advisors may use MyCampus to send you a meeting notice.)
2. Prepare for the meeting:
  - a. Verify your degree information.
  - b. Verify your personal information.
  - c. Check for holds on your student account. (If you have holds, you cannot register.)
  - d. Review your degree plan.
  - e. Develop a tentative schedule for yourself.
3. Attend your advising meeting:
  - a. Discuss your course selection with your advisor and verify the courses you are interested in taking will apply to your degree plan.
  - b. **When the meeting is completed, your advisor will grant you registration clearance in MyCampus. Once this is done, you are then eligible to register at the appropriate time period if you do not have any holds.**
4. Register for courses.
  - a. On the "My Academics" tab in the "Register or Search for Courses" portlet, choose "Add/Drop Courses."
  - b. **Choose the term for which you wish to register.**
  - c. If your advisor has not yet granted your registration clearance, you will get this message on the screen: **"You must receive Registration Clearance from your Advisor before you can register. See your Advisor."** Contact your advisor.
  - d. If it is not during your appointed registration time, you will get this message on the screen: **"The Add/Drop Periods are closed."** Log back in during your appointed time.
  - e. If you have any holds on your account, you will receive a message in the Register or Search for Courses portlet: **"Alert: You have holds and are not allowed to Add and Drop courses."** You must clear the hold before you can complete the registration process. If you do not know how to clear the hold, contact the Registrar's Office at (254) 295-4510.
5. Adding Courses:
  - a. You may add courses by using the "Course Search" and checking the box in front of the course, then click "Add Courses" at the bottom of the screen. You may choose as many courses as you wish in this step. *Or*

- b. You can type in the course. In the Course Code box, type in the Department code (in capital letters), type a space, then type the course number. Ex. COMM 4350 In the Section box, type in the section number (must be 2 digits). Ex. 01
  - c. If there are no conflicts, the course will appear in the "Course(s) Confirmed" section.
  - d. If there are conflicts, the course will appear in the "Course(s) Not Confirmed Because of Errors" section with a message that states "Failure/Errors Causing Failure," followed by the reason.
    - Click on the "Remove" button to delete the course with the error if needed.
    - Use Course Search to find other options. *Or* See your advisor to complete the necessary paperwork for the course and register for the course during regular registration in the Registrar's Office.
  - e. When you exit, only courses confirmed will be saved.
6. Dropping Courses:
- a. Once you have added a course, then you will have an "add/drop courses" option and there will be a Drop box in front of the course in the "Course(s) Confirmed."
  - b. You may drop the course during the same session *or* at a later time (as long as the registration period is still open.)
  - c. Click on the Drop box, then choose "Add/Drop Courses."
7. View/Print your schedule.
8. View/Print your bill.

#### Things to consider as you register:

- After each add or drop, you will usually get a message above the add/drop box identifying the status of the course.
- **Some classes will require signature or approvals; you cannot register for these courses online. You must see your advisor to complete the necessary paperwork.**
- **Examples include:**
  - Independent studies
  - Full classes
  - Classes requiring prior approval
  - Time conflicts
  - Repeats (including chapel, special topics, seminars, and independent studies)
  - Overloads

#### Chapel Registration

You may encounter a "repeat course" error when trying to register for chapel in online registration. If this happens, you can register for chapel in one of two ways:

1. Email your registration request for chapel to [registrainfo@umhb.edu](mailto:registrainfo@umhb.edu):

- a. To verify that the student is making the request, we will only accept email requests from the SaderMail account, so send the request from that email.
  - b. Include the following in the text of the email:
    - ID
    - Name
    - Preference for section 01 (Wednesday) or section 02 (Friday)
2. Come to the Registrar's Office to register for it.

### Chapel Courses:

- Section 03 of chapel is reserved for alternative chapel. If you wish to apply for alternative chapel, you must contact Susan Cohagan in Student Development.
- Section 04 is the chapel course for students in the London Studies Program.

### Need help?

- If you are unable to sign on to MyCampus, contact Information Technology to verify your username and password.
- If you are unable to register online or you are experiencing errors, here are some troubleshooting tips:
  - First verify that your advisor has granted your registration clearance.
  - If that's not the problem, then contact the Registrar's Office at (254) 295-4510.

## Printing Unofficial Transcript

1. Log on to [MyCampus](#).
2. In the My Academics tab, click on the "Unofficial Transcript" portlet.
3. Your transcript will now appear on the screen.
4. If you want to print your transcript, click on the "My Unofficial Transcript" link next to the PDF icon and click on the print icon.



## View/Print Your Bill

1. Log on to [MyCampus](#).
2. In the My Academics tab, locate the "My Academics" box on the left of the screen.
3. The "My Account Info" link is located at the bottom portion of that box.
4. Click on "My Account Info" to view "My Account Balance" or "Course and Fee Statement."
5. Be sure to log out of MyCampus when you are finished.

## View/Print your Grades

1. Log in to [MyCampus](#) by inputting your username and password.\*
2. Choose the My Academics tab.
3. Choose "My Grade Report."
4. Select Term: In the "My Grade Report" box on the right hand side of the screen, verify that the term is set to the current term. If it is not, then change the term by clicking the down arrow in the dropdown and choosing that term.
5. Click on the link for "View Final Grade Report."
6. Your grade report will appear. Your grade report includes grades for each course as well as your term and career hours and GPA.\*\*
7. If you would like to print a copy of your grades, simply click on the PDF link at the bottom of the screen "My Grade Report."
8. Be sure to log out of MyCampus when you are done.

## View/Print Midterm Grades

1. Log in to [MyCampus](#) by inputting your username and password.\*
2. Choose the My Academics tab.
3. Choose "My Grade Report."
4. Select Term: In the "My Grade Report" box on the right hand side of the screen, verify that the term is set to the current term. If it is not, then change the term by clicking the down arrow in the dropdown and choosing that term.
5. Click on the link for "View Midterm Grade Report."
6. Your progress report will appear. Your grade report includes grades for each course as well as your term and career hours and GPA.\*\*
7. If you would like to print a copy of your grades, simply click on the Printer Friendly link at the top right of the screen, choose Send to Printer, and then Print (in the popup screen).
8. Be sure to log out of MyCampus when you are done.

\*If you do not know your username or password or have difficulty logging in, come by the Information Technology Department located in the Sanderford Administrative Complex.

\*\*If NG (no grade) appears for a course, then your professor has not submitted the grade yet.

## View/Print your Schedule

1. Log on to [MyCampus](#).
2. In the My Academics tab, click on the "My Schedule" portlet.
3. Choose the term for which you want to print the schedule. Click search.
4. You can now view the schedule on the screen.
5. If you want to print the schedule, click on the "My Schedule" link next to the PDF icon and click on the print icon.