INSTRUCTIONS FOR ONLINE REGISTRATION

Step 1 You must have a current UM email, Web ID, and CM Access Code for web registration.

Step 2 Access Ole Miss website at www.olemiss.edu.

Step 3 Click on the Current Student link

Step 4 Click on Registration link that is listed under Academic Resources for Students

Step 4 Enter your Web ID and password and click the login button.

Step 5 The "My Student Information" page will appear

    Below the words Welcome (your name will be listed), the following message will appear.

    NOTE: This process only has to be performed one time.

    "Your In a continued effort to make UM on-line services easier to use, we are consolidating the CM Access Code and the webID password into one password. SYNCHRONIZATION IS NECCESSARY TO COMPLETE THIS PROCESS. Check your password synchronization. This process should be completed only once."

→ Click on the Check your password synchronization link.

→ The following message will appear:

    "We are in the process of synchronizing passwords, Please enter your password below to check if your password has been synchronized. "

→ Enter your Web ID password in the box.

→ Once this procedure has been completed the following message should appear.

    "You have successfully synchronized your password. My Student Information"

→ Click on the My Student Information link and it will return you to the My Student Information page.

→ Click on the Registration page and proceed with the following steps.

Step 6 Select the term and year in which you are registering.

    Click the submit button

    NOTE: If your window is **NOT** open or there are **holds** on your account you will not be able to register until your window opens or the holds are lifted. Please contact the department that originated the hold: Bursar's office (1-662-915-7256), Registrar's office (1-662-915-7792), Student Health (1-662-915-7274), Financial Aid (1-800-891-4596)

Step 7 If your window is **open** and there are **no** holds you will be **allowed to register**.

→ You will be asked to reenter your WebID password.

→ The Term & Year of your Anticipated Graduation page will appear

    – Select appropriate term & year of anticipated graduation

    – Click Submit button

→ The Student Information page will appear

    – Correct and/or fill in any student information

    – Click on Proceed with Registration

→ The Registration Agreement with The University of Mississippi page will appear

    – Scroll to bottom of page

    – Click in the circle by Accept

    – Click Submit button

→ Click on Build Schedule (**DO NOT USE The My Favorites** - this will not register you for classes)

    – The course search/selection screen will appear.

    Enter the course ID (i.e. MGMT 371)

    – Click Search button.

    (**NOTE**: If the course is available it will display on the screen with the option to view sections.)

    Click on the View Sections link.

    – The dates, times, and locations of the course will be displayed.

    Scroll down through the selections

    – Click on the circle by the course selection desired.

    Scroll down and Click on the register button at bottom of screen.

    (This will add the course to your schedule.)

    Repeat this process until registration for all classes is complete.

Step 8 To view your schedule, click on the gray tab (My Student Information) at top of the page.

    Select the course schedule link to display your schedule of courses that have been successfully registered. Print this page for your records.