

College of Arts and Science

Registration – How to...

How to...set up a meeting with your divisional adviser

- ✓ Make an appointment
 - Call 513.529.3031
- ✓ Walk in
 - March 31 – April 25
 - 8:00-11:30; 1:30-4:30
 - Advisers will see students on a first-come, first-served basis

How to...find your adviser's name and contact information

- ✓ Log in to myMiami
 - (<http://mymiami.muohio.edu>)
- ✓ Click your "Student" tab
 - Located near the top of the screen on the red myMiami banner
- ✓ Your adviser information is listed in the top, right corner

How to...view holds on your record

- ✓ Log in to BannerWeb
 - (<http://www.muohio.edu/bannerweb> or via myMiami)
- ✓ Click "Student Services & Financial Aid"
- ✓ Click "Student Records"
- ✓ Click "View Holds"

How to...check your registration dates & times

- ✓ Log in to BannerWeb
 - (<http://www.muohio.edu/bannerweb> or via myMiami)
- ✓ Click "Student Services & Financial Aid"
- ✓ Click "Registration"
- ✓ Click "Check your Registration Status and your Registration Dates & Times"
- ✓ Select "First Semester 2008-2009" from the drop-down menu
- ✓ Click "Submit"

How to...update or provide your emergency contact information

- ✓ Log in to BannerWeb
 - (<http://www.muohio.edu/bannerweb> or via myMiami)
- ✓ Click "Personal Information"
- ✓ Click "Update Emergency Contacts"
- ✓ Add or update information
- ✓ Click "Submit Changes"
- ✓ **Failure to supply emergency contact information will delay registration for spring semester!**

How to...check important dates & information

- ✓ TBD – Registration dates and times available on BannerWeb
- ✓ March 31 – Fall semester registration begins for Oxford campus students
- ✓ April 25 – Fall semester registration closes at 11:59pm for Oxford campus students
- ✓ April 29 – Fall semester registration re-opens to all students at 9:00am

Make sure your major is correct on your DAR!