

1. Log into myPortal.MacEwan.ca, then select *myStudentSystem* from the LaunchPad.

myPortal.MacEwan.ca

Search... [Sign Out](#)

Staff Home Library E-Mail PeopleSoft Applications Tech Support Distance and Online Learning

Quick Access

LaunchPad

- GroupWise
- Blackboard
- PeopleSoft
- myStudentSystem**
- myShare
- GMail
- Blackboard
- Google Drive
- Google Calendar
- Student Printing
- Locker Registration
- NetStorage
- Student Password Management
- Staff Directory

Nominate someone for the Distinguished Research Award

Emergency Notification System

In the event of a serious emergency on campus, the MacEwan Alert emergency notification system will automatically send information to you via your university email account and, if you have added your mobile number, directly to your mobile device via text message.

We recommend that you prepare now by signing up to receive emergency alerts by text message. You will receive a text message in the event of a campus-wide emergency alert, and you will receive one test message per year.

It's easy!

- 1) Add your mobile number to your contact information to get text notifications. [Add/update your mobile number.](#)
- 2) You can also add a second email address to receive MacEwan Alert emails. Add an email

MacEwan Links

- Emergency Plan
- MacEwan Today
- Templates
- Academic Schedule
- Policy Manual
- MacEwan Staff Association
- MacEwan Faculty Association
- CAFÉ
- Benefits/Workplace Wellness

2. Under “Academics,” click on the “Enroll” hyperlink.

The screenshot shows the MacEwan University myStudentSystem interface. At the top, there is a navigation bar with the MacEwan University logo and the text "MacEwan UNIVERSITY". Below the logo, there are navigation links: "Favorites", "Main Menu", "Self Service", and "Student Center".

The main content area is divided into several sections. On the left, there is a "Search" section with a search bar containing "other academic...". Below the search bar, there are links for "Plan", "Enroll", and "My Academics". A blue arrow points to the "Enroll" link.

In the center, there is a "2017 Winter Term Schedule" table. The table has two columns: "Class" and "Schedule". The table contains four rows of class information:

	Class	Schedule
	ANTH 150-GS01 LEC (10667)	MoWeFr 5:00PM - 5:50PM CCC - Bldg 7 - 327
	ANTH 261-OP01 LEC (13254)	We 6:00PM - 9:00PM CCC - Bldg 7 - 126
	ECON 281-OP01 LEC (10692)	TuTh 5:00PM - 6:20PM CCC - Bldg 7 - 385
	PSYC 233-AS03 LEC (10752)	MoWeFr 12:00PM - 12:50PM CCC - Bldg 6 - 226

Below the table, there are two links: "Weekly Schedule" and "Enrollment Shopping Cart".

On the right side of the interface, there are several panels:

- Holds:** No Holds.
- To Do List:** No To Do's.
- Enrollment Dates:** Open Enrollment Dates
- Important Information & Dates:** New Students: Getting Started, Important Deadline Dates, Final Exam Schedule
- Student Advising:** Advising

At the bottom left, there is a "Finances" section.

3. Choose the term in which you wish to enroll, then click “Continue.” We strongly encourage you to enroll in both your fall and winter classes as soon as possible.

The screenshot shows the MacEwan University myStudentSystem interface. At the top, there is a dark red header with the MacEwan University logo and navigation links: Favorites, Main Menu, Self Service, and Student Center. Below the header, there is a search bar and a dropdown menu set to 'Student Center'. A navigation bar contains buttons for Search, Plan, Enroll, and My Academics. Below this, there are links for My Class Schedule, Add, Drop, Swap, Edit, and Term Information. The main section is titled 'Add Classes' and includes a pagination control with buttons 1, 2, and 3. The 'Select Term' section features a table with the following data:

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	2016 Fall Term	Undergraduate	MacEwan University
<input checked="" type="radio"/>	2017 Winter Term	Undergraduate	MacEwan University
<input type="radio"/>	2017 Spring/Summer Term	Undergraduate	MacEwan University

Below the table is a 'Continue' button. Blue arrows point to the '2017 Winter Term' row in the table and the 'Continue' button.

4. Click “search.”

The screenshot shows the MacEwan University myStudentSystem interface. At the top, the MacEwan University logo is on the left, and navigation links for Favorites, Main Menu, Self Service, and Student Center are on the right. Below the navigation is a search bar with "Student Center" entered. A menu bar contains "Search", "Plan", "Enroll", and "My Academics". Under "Enroll", there are links for "My Class Schedule", "Add", "Drop", "Swap", "Edit", and "Term Information". The "Add Classes" section has a pagination control showing "1" of 3 items. Below this, the instruction "1. Select classes to add" is followed by a paragraph: "To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3." The current term is "2017 Winter Term | Undergraduate | MacEwan University" and a "Change Term" button is visible. The "Add to Cart" section has a text input field for "Enter Class Nbr" with an "Enter" button. Below it, the "Find Classes" section has radio buttons for "Class Search" (selected) and "My Planner", and a "Search" button with a blue arrow pointing to it. To the right, the "2017 Winter Term Shopping Cart" section shows "Your enrollment shopping cart is empty."

5. Choose a subject from the first drop down box. You can leave the course number drop down box as “is exactly.” You can also leave the Course Career box as “Undergraduate.” If you want to find a specific class within a subject, enter the class number in the box after “is exactly” or leave blank to see all classes scheduled. Finally, click “search.”

The screenshot shows the 'Add Classes' search interface. At the top, there is a 'Student Center' dropdown menu. Below it are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Under 'Enroll', there are links for 'My Class Schedule', 'Add', 'Drop', 'Swap', 'Edit', and 'Term Information'. The main heading is 'Add Classes' with a pagination control showing '1', '2', and '3'. The 'Enter Search Criteria' section is titled 'Search for Classes' and includes the text 'MacEwan University | 2017 Winter Term' and 'Select at least 2 search criteria. Select Search to view your search results.' Under 'Class Search', there are three dropdown menus: 'Subject' (set to 'Statistics (STAT)'), 'Course Number' (set to 'is exactly'), and 'Course Career' (set to 'Undergraduate'). There is an empty text input box to the right of the 'Course Number' dropdown. Below these are two checkboxes: 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). At the bottom, there is a 'Return to Add Classes' link, a 'Clear' button, and a 'Search' button. A blue callout box on the right explains that 'Show Open classes only' means classes with available seats are the only ones that will show up in the search, and that unclicking this box will show scheduled but full classes too. Blue arrows point to the 'Subject' dropdown, the 'Course Number' dropdown, the empty text box, and the 'Search' button.

Search for Classes

MacEwan University | 2017 Winter Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject: Statistics (STAT)

Course Number: is exactly

Course Career: Undergraduate

Show Open Classes Only

Open Entry/Exit Classes Only

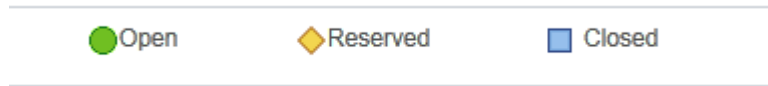
Additional Search Criteria

Return to Add Classes

Clear Search

“Show Open classes only” means classes with available seats are the only ones that will show up in your search. Unclick this box if you want to see scheduled, but full classes too.

6. On the next screen, you'll see this legend.



Any MacEwan student can enroll in “Open” classes with the green circle. “Closed” classes with the blue square are full, and you cannot enroll in them. “Reserved” classes with the yellow diamond are set aside for students in particular programs. We’ll show how to see if reserved classes are set aside for your program in the next step.

7. If you're enrolling in a class with lecture and lab components, write down the lecture and lab sections you want to enroll in – on this page, the sections you see have seats available. Click “select” next to the lecture or lab section you wish to enroll in. In this example, we will choose “51L-LAB”: click “Select.”

Student Center

Search Plan Enroll My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

Search Results

MacEwan University | 2017 Winter Term

The following classes match your search criteria Course Subject: **Biology**, Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

Open Reserved Closed

Return to Add Classes New Search Modify Search

BIOL 107 - Introduction to Cell Biology

BIOL 107 - Introduction to Cell Biology

Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
11142	51L-LAB Regular	Mo 4:00PM - 6:50PM	CCC - Bldg 6 - 168	Jacqueline Leithoff	2017-01-09 - 2017-04-03		Select
Seats Available							
1 seats available							
11137	AS40-LEC Regular	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	Karen Christensen-Dalsgaard	2017-01-04 - 2017-04-07	Reserved	Select
Seats Available							
0 non-reserved seats available							
1 Rsrvd: BA, BSc, BPED							

Click on the course title to reveal all of the sections.

This is a lab section. You know this because the section says “51L-LAB.”

This lecture section is “reserved.” Under “Seats Available,” you can see who it is reserved for. BSc is for Science students, BA is for Arts students, GS is for General Studies students.

8A. CLASSES WITH LABS In this example, you will see all the lectures that have been scheduled: even ones that are already full. Make sure you choose the required section that was listed on the previous page, or you will not be able to enroll successfully. Once you've selected your lecture, click "Next."

Student Center

Search Plan **Enroll** My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

1. Select classes to add - Enrollment Section

2017 Winter Term | Undergraduate | MacEwan University

BIOL 107 - Introduction to Cell Biology

Laboratory Section 51L
 selected Mo 4:00PM - 6:50PM CCC - Bldg 6 - 168

	Class Nbr	Section	Component	Schedule	Room	Instructor
<input type="radio"/>	11137	AS40	Lecture	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	K. Christensen-Dalsgaard
<input type="radio"/>	11138	AS41	Lecture	TuTh 12:30PM - 1:50PM	CCC - Bldg 5 - 152	R. Shaw
<input type="radio"/>	11139	AS42	Lecture	TuTh 11:00AM - 12:20PM	CCC - Bldg 6 - 152	K. Christensen-Dalsgaard
<input type="radio"/>	11136	AS43	Lecture	MoWeFr 10:00AM - 10:50AM	CCC - Bldg 5 - 158	K. Christensen-Dalsgaard
<input type="radio"/>	13264	AS80	Lecture	MoWeFr 11:00AM - 11:50AM	CCC - Bldg 6 - 214	B. Sander

Cancel Next

8B. CLASSES WITHOUT OTHER COMPONENTS (e.g. labs or seminars)

If you choose a class without a lab, you won't see this page, so please skip to step 9.

9. This next screen allows you to confirm that you've selected the lecture and lab that you thought you'd selected.

If you need a permission for the class – e.g., if you have prerequisites from another institution that have not yet been uploaded into myStudentSystem – you will enter your permission number* on this screen. **(Note: the permission number box shows up whether or not you need to enter one.)** Once again, click “Next.”

***If you need a permission number, you must contact the Faculty of Arts and Science Program Services Office. You can visit us in person at 6-211, or we can be reached via email at artsandscience@macewan.ca. We will need your student ID number, the course number (e.g. STAT 151), and the section numbers (e.g. AS42 and 04L). If you need a prerequisite waiver, you must be able to demonstrate that you have met the prerequisite in a way not captured in myStudentSystem (e.g. by providing transcripts from another institution).**

2017 Winter Term | Undergraduate | MacEwan University

BIOL 107 - Introduction to Cell Biology

Class Preferences

BIOL 107-51L	Laboratory	●	Permission Nbr <input type="text"/>
BIOL 107-AS40	Lecture	◆ Reserved	Grading Graded Basis
Session Regular 13 Week			Units 3.00
Career Undergraduate			Requirement Designation RD1

Enrollment Information

- Not available for students enrolled in upgrading programs. If you are in an upgrading program please see an advisor to discuss registration options. Upgrading is defined as, University Preparation, EAL and Academic Pathways. -

1 non-reserved seats available

1	Rsrvd: BA, BSc, BPED
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Cancel Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
51L	Laboratory	Mo 4:00PM - 6:50PM	CCC - Bldg 6 - 168	Jacqueline Leithoff	2017-01-09 - 2017-04-03
AS40	Lecture	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	Karen Christensen-Dalsgaard	2017-01-04 - 2017-04-07

10. Your class is now in your **Shopping Cart**. The Shopping Cart lets you set up a schedule and pick classes you'd like to enroll in, but having a class in your Shopping Cart does **not** save your seat in that class.

Student Center ▼ ⏏

Search
Plan
Enroll
My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✔ BIOL 107 has been added to your Shopping Cart.

2017 Winter Term | Undergraduate | MacEwan University
Change Term

Add to Cart

Enter Class Nbr
 Enter

Find Classes

Class Search

My Planner

Search

2017 Winter Term Shopping Cart					
Delete	Class	Days/Times	Room	Instructor	Units
🗑	BIOL 107-AS40 (11137)	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	K. Christensen-Dalsgaard	3.00
	BIOL 107-51L (11142)	Mo 4:00PM - 6:50PM	CCC - Bldg 6 - 168	J. Leithoff	

Proceed to Step 2 of 3

▼ **My 2017 Winter Term Class Schedule**

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 150-GS01 (10667)	Race-Racism in Modern World (Lecture)	MoWeFr 5:00PM - 5:50PM	CCC - Bldg 7 - 327	F. Larose	3.00	✔
ANTH 261-OP01 (13254)	People/Cultures of Mesoamerica (Lecture)	We 6:00PM - 9:00PM	CCC - Bldg 7 - 126	L. Valdez Cardenas	3.00	✔
ECON 281-OP01 (10692)	Intermediate Microeconomics (Lecture)	TuTh 5:00PM - 6:20PM	CCC - Bldg 7 - 385	S. Manouchehri	3.00	✔
PSYC 233-AS03 (10752)	Personality (Lecture)	MoWeFr 12:00PM - 12:50PM	CCC - Bldg 6 - 226	D. Watson	3.00	✔

11. However, before proceeding to enroll, you can use the **“Validate”** feature on your shopping cart. This feature allows students to see possible enrolment error messages they might receive prior to enrolling in their selected classes. Using this feature, students can determine successful enrolment of several combinations of classes by assessing: **time conflicts, repeats, pre-requisites, unit limits and department consent.**

The validation feature **does not assess** reserve capacity restrictions (such as limited seats allocated for a specific program). Reserve capacity restrictions are visually identified with a yellow diamond on the course selection page. It may also not accurately reflect space available in the class.

To use this feature after building a potential schedule in your shopping cart, **click the “Plan” tab, then click “Shopping Cart.” Select the appropriate term.**

Finally, select all of the classes you want to check, and then click the “Validate” button.

Student Center

Search Plan demics

My Planner | Shopping Cart

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2017 Fall Term | Undergraduate | MacEwan University Change Term

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search

My Planner


Search

Select	Class	Days/Times	Room	Instructor	Units
<input checked="" type="checkbox"/>	ANTH 150-GS03 (92736)	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 156	Staff	3.00
<input checked="" type="checkbox"/>	ANTH 261-OP01 (92738)	Tu 6:00PM - 9:00PM	CCC - Bldg 7 - 341	Staff	3.00
<input checked="" type="checkbox"/>	BIOL 107-AS43 (90368)	MoWeFr 4:00PM - 4:50PM	CCC - Bldg 7 - 286	Staff	3.00
<input type="checkbox"/>	BIOL 107-40L (90370)	Mo 8:00AM - 10:50AM	CCC - Bldg 6 - 168	Staff	
<input checked="" type="checkbox"/>	ECON 281-AS02 (90141)	TuTh 5:00PM - 6:20PM	CCC - Bldg 7 - 327	Staff	3.00
<input checked="" type="checkbox"/>	PSYC 233-AS01 (90903)	MoWeFr 10:00AM - 10:50AM	CCC - Bldg 6 - 133	D. Watson	3.00

for selected Delete Validate

▼ My 2017 Fall Term Class Schedule

You are not registered for classes in this term.

Student Center 








[Search](#) | [Plan](#) | [Enroll](#) | [My Academics](#)

[My Planner](#) | [Shopping Cart](#) | [Course History](#)

Shopping Cart

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors

 OK to Add  Potential Problem		
Description	Message	Status
ECON 281	The Requirement Designation Options was set to 'YES' by the enrollment process.	
BIOL 107	The Requirement Designation Options was set to 'YES' by the enrollment process.	
PSYC 233	There is a time conflict for class number 90370 and class number 90903. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	
ANTH 150	The Requirement Designation Options was set to 'YES' by the enrollment process.	
ANTH 261	There is a time conflict for class number 90141 and class number 92738. There is currently a meeting time conflict for two of your shopping cart classes or a shopping cart class and one of your enrolled classes for this term. Use the class numbers to check the meeting times.	



Shopping Cart

12. After clicking Validate, we see in this example that **there is a time conflict** between two of the classes the student has chosen.

The Validate feature allows students to resolve any such issues prior to attempting to enroll in classes.

13. Once you have a working schedule in your shopping cart, you can now finish enrolling. Remember, **until you follow these steps, you are not yet enrolled in classes, and your seat is NOT saved.**

To enroll from the Validation page (“Plan” tab), simply **click “Enroll.”**

Student Center

Search Plan

My Planner | Shopping Cart | Course History

Shopping Cart

Add Classes to Shopping Cart

Use the Shopping Cart to temporarily save classes until it is time to enroll for this term. Select Validate to have the system check for possible conflicts prior to enrolling.

2017 Fall Term | Undergraduate | MacEwan University Change Term

Add to Cart		2017 Fall Term Shopping Cart					
Enter Class Nbr		Select	Class	Days/Times	Room	Instructor	Units
<input type="text"/>	Enter	<input checked="" type="checkbox"/>	ANTH 150-GS03 (92736)	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 156	Staff	3.00
		<input checked="" type="checkbox"/>	ANTH 261-OP01 (92738)	Tu 6:00PM - 9:00PM	CCC - Bldg 7 - 341	Staff	3.00
		<input checked="" type="checkbox"/>	BIOL 107-AS43 (90368)	MoWeFr 4:00PM - 4:50PM	CCC - Bldg 7 - 286	Staff	3.00
			BIOL 107-40L (90370)	Mo 8:00AM - 10:50AM	CCC - Bldg 6 - 168	Staff	
		<input checked="" type="checkbox"/>	ECON 281-AS02 (90141)	TuTh 5:00PM - 6:20PM	CCC - Bldg 7 - 327	Staff	3.00
		<input checked="" type="checkbox"/>	PSYC 233-AS01 (90903)	MoWeFr 10:00AM - 10:50AM	CCC - Bldg 6 - 133	D. Watson	3.00

for selected Delete Validate Enroll

My 2017 Fall Term Class Schedule

You are not registered for classes in this term.

14. Alternatively, you can enroll from the “Enroll” tab (directly after Step 10) without using the Validate feature. Simply click **“Proceed to Step 2 of 3.”**

Student Center

Search | Plan | **Enroll** | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information

Add Classes

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ BIOL 107 has been added to your Shopping Cart.

2017 Winter Term | Undergraduate | MacEwan University

Change Term

Add to Cart

Enter Class Nbr

Find Classes

Class Search

My Planner

2017 Winter Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units
	BIOL 107-AS40 (11137)	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	K. Christensen-Dalsgaard	3.00
	BIOL 107-51L (11142)	Mo 4:00PM - 6:50PM	CCC - Bldg 6 - 168	J. Leithoff	

Proceed to Step 2 of 3



▼ **My 2017 Winter Term Class Schedule**

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 150-GS01 (10667)	Race-Racism in Modern World (Lecture)	MoWeFr 5:00PM - 5:50PM	CCC - Bldg 7 - 327	F. Larose	3.00	✓
ANTH 261-OP01 (13254)	People/Cultures of Mesoamerica (Lecture)	We 6:00PM - 9:00PM	CCC - Bldg 7 - 126	L. Valdez Cardenas	3.00	✓
ECON 281-OP01 (10692)	Intermediate Microeconomics (Lecture)	TuTh 5:00PM - 6:20PM	CCC - Bldg 7 - 385	S. Manouchehri	3.00	✓
PSYC 233-AS03 (10752)	Personality (Lecture)	MoWeFr 12:00PM - 12:50PM	CCC - Bldg 6 - 226	D. Watson	3.00	✓

15. Now click on “Finish Enrolling”

Student Center
»»

Search | Plan | Enroll | My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes 1 2 3

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

2017 Winter Term | Undergraduate | MacEwan University

Class	Description	Days/Times	Room	Instructor	Units	Status
BIOL 107-AS40 (11137)	Introduction to Cell Biology (Lecture)	MoWeFr 3:00PM - 3:50PM	CCC - Bldg 6 - 214	K. Christensen-Dalsgaard	3.00	◆
BIOL 107-51L (11142)	Introduction to Cell Biology (Laboratory)	Mo 4:00PM - 6:50PM	CCC - Bldg 6 - 168	J. Leithoff		

Cancel | Previous | Finish Enrolling
←

16. You have enrolled in your chosen class(es)!

The green check mark under “status” means you are enrolled in the class. If you see a red X instead, please note the message. You may have attempted to enroll in a class that is already full, you may have a time conflict, or you don't have the prerequisites. If you cannot resolve the issue on your own, please let the advisor you speak with know what kind of error message you received.

Student Center ▼ »»

Search

Plan

Enroll

My Academics

[My Class Schedule](#) | [Add](#) | [Drop](#) | [Swap](#) | [Edit](#) | [Term Information](#)

Add Classes

1

2

3

3. View results

View the following status report for enrollment confirmations and errors

2017 Winter Term | Undergraduate | MacEwan University

✔ Success: enrolled	✘ Error: unable to add class	
Class	Message	Status
BIOL 107	Message: You have successfully been enrolled in this class. Students are advised to ensure that your courses meet the requirements of your program of study.	✔

Make a Payment

My Class Schedule

Add Another Class