

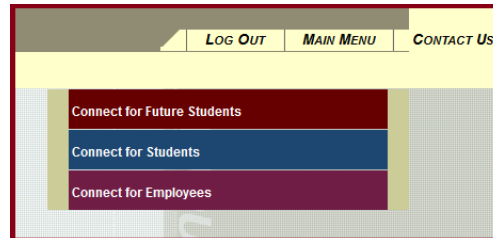
STEP ONE

LOGGING IN

Upon your acceptance to Mount Allison, you should have received an e-mail titled “Coming Soon: Mount Allison Offer”, which included your new Mount Allison student ID. Shortly after, you would have received your “Access MTA” e-mail which details the process by which you retrieve your username and password information. You will use this information to log onto the Connect@MTA website.

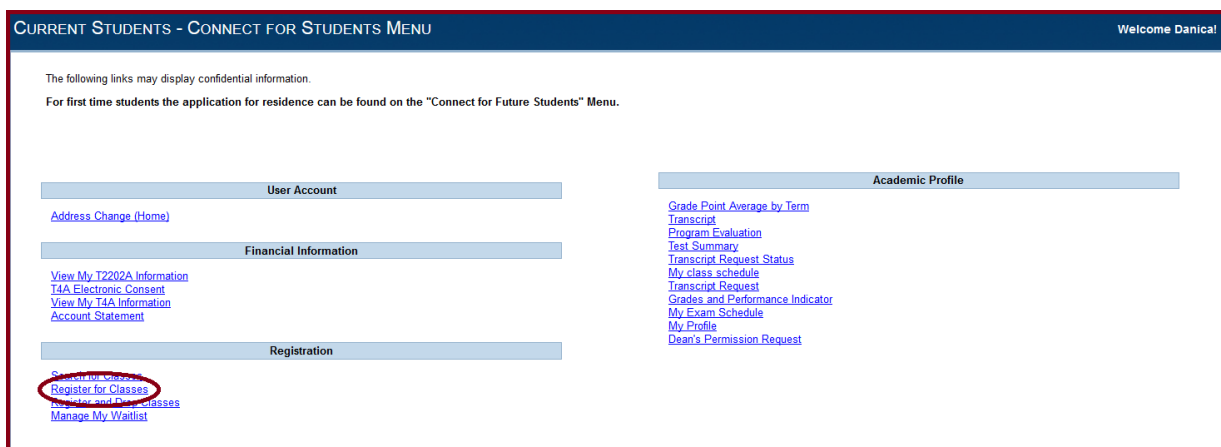
Via your browser, navigate to connect.mta.ca.

Click the “Log In” icon on the top right of the page. Enter your login information and click “Submit”.



Once you have logged in, select “Connect for Students” located on the right side of the page.

Here you may view your financial information, exam schedule, grades, as well as register for courses. To do so, click “Register for Classes” as seen in the image below.



STEP TWO

SEARCHING FOR CLASSES

Select the first link listed, titled “Search and register for classes”.

Fill out the “Term”, “Subject”, and “Course Level” fields, as seen on the right. Click “Submit”.

You will be able to select which courses to enroll yourself in from the results listed (refer to Step 3 for further instruction).

From your search results you can gather information such as the course code and availability. By clicking on the course title, you can access further details such as the course instructor, course description, and course prerequisites.

Subject	Course Level	Course Number	Section
Philosophy	First Year		

Pay close attention to the days and time courses are offered to avoid scheduling conflicts.

Some courses may offer multiple sections to choose from (indicated by A, B, C, etc.). These sections may differ in time, location, and instructor, but are otherwise the same. Register for only one section of a course.

If a course requires a lab/tutorial component, you must register for it at the same time as you register for the course. Labs/tutorials may also have multiple sections to choose from (L-1, L-2, etc.).

Another Way...

SEARCHING FOR CLASSES

You can also search for classes by time and day of the week. This is especially convenient if you are looking for electives to fill your schedule.

Fill out the “Term” field, but leave the “Subject” field blank. If you are looking for courses at a particular level, then fill out the “Course Level” field.

You can now narrow your search by selecting times for the “Sections Meeting After” and “Sections Ending Before” fields, as well as selecting particular days of the week.

Subject	Course Level	Course Number	Section
	First Year		

Next, you will have a list of all the courses being offered during your particular time-slot, and on your selected days. If you did not fill out the “Course Level” field, then the list will include first-year to fourth-year courses. Please note that you may not be eligible to take all of these courses.

A list of courses without prerequisites (courses available to all students) is available at mta.ca/reghelp. Some second and third year courses may be included on this list.

STEP THREE

SELECTING YOUR COURSES

Once you have searched for your desired courses, you will see a list of all the courses matching your given criteria on the “Section Selection Results” page.

Simply click the check-box beside the course(s) you wish to be registered in and select ‘Submit’. This will take you to your “Preferred Sections List” (refer to Step 4 for further instruction).

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-1001-A (5408) Introductory Chemistry I	Sackville	2013/09/04-2013/12/02 Lecture Monday, Wednesday, Friday 09:30AM - 10:20AM, Room to be Announced	S. Duffy	15 / 150 / 0	3.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-1001-B (5409) Introductory Chemistry I	Sackville	2013/09/04-2013/12/02 Lecture Monday, Wednesday, Friday 12:30PM - 01:20PM, Room to be Announced	S. Duffy	97 / 150 / 0	3.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Closed	CHEM-100L-1 (5410) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Monday 01:30PM - 04:20PM, Barclay, Room 102 (more)...	Y. Zhou	0 / 52 / 0	0.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-100L-2 (5411) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Tuesday 08:30AM - 11:20AM, Barclay, Room 102 (more)...	Y. Zhou	32 / 52 / 0	0.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-100L-3 (5412) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Tuesday 01:00PM - 03:50PM, Barclay, Room 102 (more)...	Y. Zhou	6 / 52 / 0	0.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-100L-4 (5413) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Wednesday 01:30PM - 04:20PM, Barclay, Room 102 (more)...	Y. Zhou	19 / 52 / 0	0.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-100L-5 (5414) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Thursday 08:30AM - 11:20AM, Barclay, Room 102 (more)...	Y. Zhou	42 / 52 / 0	0.00	
<input type="checkbox"/>	Fall 2013 - 13/FW	Open	CHEM-100L-6 (5415) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Friday 01:30PM - 04:20PM, Barclay, Room 102 (more)...	Y. Zhou	29 / 52 / 0	0.00	

In the “Section Selection Results” you will see a column titled “Available/Capacity/Waitlist”. “Capacity” indicates the maximum number of seats in the course, while “Available” indicates the number of open seats. The third number indicates the number of students currently on the waitlist. Once a course reaches its capacity, “Available” will be at zero, and the status of the course will change to “closed”. You may choose to start a waitlist for a closed course (see step four). If a course already has a waitlist, its status will read “waitlisted”.

STEP FOUR

REGISTERING IN COURSES

The “Register and Drop Classes” page is where you will make your final decisions for course registration based on the courses you selected to add to your “Preferred Sections List”.

To register for a course simply click the drop-down menu beside the desired course and select ‘Register’. Once you have done this for all of your courses, click “Submit” at the bottom of the page to finalize your registrations.

Register and Drop Classes

IMPORTANT: All new registrations and drops will be finalized when you click submit.
You should confirm your registration choices on My Class Schedule before leaving Connect.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	Fall 2013 - 13/FW	CHEM-1001-A (5409) Introductory Chemistry I	Sackville	2013/09/04-2013/12/02 Lecture Monday, Wednesday, Friday 09:30AM - 10:20AM, Room to be Announced	S. Duffy	16 / 150 / 0	3.00	
<input type="text"/>	Fall 2013 - 13/FW	CHEM-1001-1 (5410) Lab: Introductory Chemistry I	Sackville	2013/09/03-2013/12/02 Laboratory Monday 01:30PM - 04:20PM, Barclay, Room 102 (more)...	Y. Zhou	0 / 52 / 0	0.00	

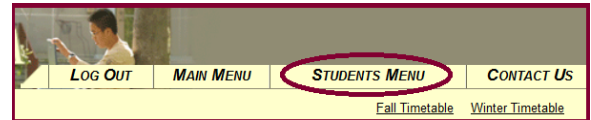
If a section is full, you may alternatively select “Waitlist” from the drop-down menu. This means that should a spot open up, you will be contacted via your Mount Allison email and have 48 hours in which to officially enroll yourself in the course.

You may also choose to remove a course from your preferred sections list.

STEP FIVE

CONFIRMING YOUR SCHEDULE

Click on “Students Menu” at the top of the page.



CURRENT STUDENTS - CONNECT FOR STUDENTS MENU Welcome

The following links may display confidential information.
For first time students the application for residence can be found on the "Connect for Future Students" Menu.

User Account	Academic Profile
Address Change (Home)	Grade Point Average by Term Transcript Program Evaluation Test Summary Academic Record Status My class schedule
Financial Information	Transcript Request Grades and Performance Indicator My Exam Schedule My Profile Dean's Permission Request
View My T2202A Information T4A Electronic Consent View My T4A Information Account Statement	
Registration	
Search for Classes Register for Classes Register and Drop Classes Manage My Waitlist	

To view your class schedules for the upcoming terms, click on “My class schedule”. Then, select the appropriate term and click “Submit”.

You are now able to view all the courses for which you are registered or waitlisted in that term. Please take a moment to confirm your registrations.

Schedule

Danica Garner

Term
Fall 2015 - 15/FW

Total Registered Credits 18.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
PHIL-3301-A (0794) Analytic Phil. in Origin	New	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 02:30PM - 03:50PM, Hart Hall, Room 218	3.00			15/09/08
PHIL-2701-A (0789) Ethics	New	2015/09/09-2015/12/07 Lecture Monday, Wednesday, Friday 10:30AM - 11:20AM, Avarð Dixon, Room G12	3.00			15/09/08
COMM-3501-A (0409) Introduction to Finance	New	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 08:30AM - 09:50AM, Avarð Dixon, Room G10	3.00			15/09/08
COMM-3361-A (2029) Entrepreneurship- New Venture	New	2015/09/09-2015/12/02 Lecture Wednesday 03:00PM - 05:50PM, Avarð Dixon, Room 117	3.00			15/09/08
COMM-3321-A (0405) Human Resource Management	New	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 01:00PM - 02:20PM, Avarð Dixon, Room 118	3.00			15/09/08
COMM-4991-A (2033) Leadership	New	2015/09/09-2015/12/07 Lecture Monday, Wednesday 01:30PM - 02:50PM, Avarð Dixon, Room 230	3.00			15/09/08
You are on the following waitlist(s)						
RELG-1641-A (1995) Religion, the Body, Sexuality	Active	2015/09/09-2015/12/07 Lecture Monday, Wednesday 08:30AM - 09:20AM, Barclay, Room 021				15/09/08

Withdrawal

DROPPING A COURSE

From the main menu select “Register and Drop Courses”. Here, you can drop any course for which you are currently registered if you do so in advance of the withdrawal deadline for the relevant term.

NOTE: you will not be permitted to drop all of your courses. If you would like to withdraw from Mount Allison, please contact Student Life at studentlife@mta.ca.

Register and Drop Classes

IMPORTANT: All new registrations and drops will be finalized when you click submit.
You should confirm your registration choices on My Class Schedule before leaving Connect.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>		You do not have any preferred sections.						

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Winter 2016 - 15/FW		COMM-3411-B (1166) Management Science	Sackville	2016/01/11-2016/04/11 Lecture Tuesday, Thursday 02:30PM - 03:50PM, Avard Dixon, Room 112	R Hudson	3.00	
<input checked="" type="checkbox"/>	Winter 2016 - 15/FW		COMM-4341-A (1178) Business Ethics	Sackville	2016/01/11-2016/04/11 Lecture Tuesday, Thursday 10:00AM - 11:20AM, Crabtree, Room M2	R Hudson	3.00	
<input type="checkbox"/>	Winter 2016 - 15/FW		COMM-4991-C (2064) People Skills in Companies	Sackville	2016/01/15-2016/04/08 Lecture Friday 12:30PM - 03:20PM, Avard Dixon, Room 111	To be Announced	3.00	
<input type="checkbox"/>	Winter 2016 - 15/FW		PHI-3311-A (1582) Analytic Phil. in Progress	Sackville	2016/01/11-2016/04/11 Lecture Monday, Wednesday 01:30PM - 02:50PM, Sir James Dunn Building, Room 106	R. Moser	3.00	
<input type="checkbox"/>	Winter 2016 - 15/FW		PHI-3631-A (1828) Symbolic Logic	Sackville	2016/01/11-2016/04/11 Lecture Tuesday 08:00PM - 09:50PM, Avard Dixon, Room G10	M. Fedyk	3.00	
<input type="checkbox"/>	Winter 2016 - 15/FW		PHI-4511-A (1589) Philosophy of Mind	Sackville	2016/01/11-2016/04/11 Lecture Tuesday, Thursday 11:30AM - 12:50PM, Avard Dixon, Room 116	R. Moser	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		COMM-3321-A (0405) Human Resource Management	Sackville	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 01:00PM - 02:20PM, Avard Dixon, Room 118	J. Mullen	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		COMM-3361-A (2029) Entrepreneurship- New Ventures	Sackville	2015/09/08-2015/12/08 Lecture Wednesday 03:00PM - 05:50PM, Avard Dixon, Room 117	N. Farooqi	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		COMM-3501-A (0409) Introduction to Finance	Sackville	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 08:30AM - 09:50AM, Avard Dixon, Room G10	P Berry	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		COMM-4991-A (2033) Leadership	Sackville	2015/09/09-2015/12/07 Lecture Monday, Wednesday 01:30PM - 02:50PM, Avard Dixon, Room 230	J. Holton	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		PHI-2701-A (0799) Ethics	Sackville	2015/09/08-2015/12/08 Lecture Monday, Wednesday, Friday 10:30AM - 11:20AM, Avard Dixon, Room G12	R Majitha	3.00	
<input type="checkbox"/>	Fall 2015 - 15/FW		PHI-3301-A (0794) Analytic Phil. in Orion	Sackville	2015/09/08-2015/12/08 Lecture Tuesday, Thursday 02:30PM - 03:50PM, Hart Hall, Room 218	R. Moser	3.00	

If one of my choices is not available
PART Complete only available

SUBMIT

Select the course(s) you would like to drop by clicking on the little white box to the left of the appropriate course.

Double-check that you have selected the right course, as dropping the wrong course cannot always be fixed. Click “submit”.

Confirm your schedule in ‘My Class Schedule’ to be sure the course was dropped correctly. If you made an error contact the Registration Helpdesk immediately at 364-2118 or 364-2269.

For additional assistance please visit **mta.ca/reghelp**

The Registration Helpdesk is available to assist all new and returning students with registration questions.

Reghelp is available throughout the year by e-mail, phone, or in person at the Registrar's Office service desk.

E-mail: reghelp@mta.ca

Phone: (506) 364-2118

Toll-free: (866) 890-6367