

Selecting courses to add to your Shopping Cart

1. Launch **IQ.Web** by clicking the IQ.Web link at the top right of the Mars Hill College home page (<http://www.mhc.edu/>).
2. Click the **Login** button on the IQ.Web launch screen, and then enter your **Login ID** and **Password** and click the **Sign In** button.
3. Choose **Find Course Sections** from the **Courses** menu at the left of the screen.
4. Select the desired year and term from the drop-down list, and enter search criteria as described in the **Search Tips** portion for the screen (or you can leave the search criteria blank to display all courses). Then click the **Search** button.

You can click on the title of the course for more information about the course – click the **Back** button to return to the list of courses.

5. To add any of the displayed courses to your Shopping Cart click the **Add to cart** button to the right of the course title.  **Add to cart**

A window is displayed to confirm the contents of your Shopping Cart. **Adding courses to your Shopping Cart does not automatically register you for courses.** During Online Registration you select the courses you want to register for from the courses that you have placed in your Shopping Cart.

Registering for courses

1. Choose **Online Registration** from the **Courses** menu.


The Online Registration screen displays the Year/Term and Registration status for active registration terms. You can only register for a Year/Term that has a status of **OK to Register**.

Year/Term	Status
 2010/Spring	OK to Register

You must register during the days and times that are allotted for you.

If registration is not open yet, the


message will indicate the date and time you can begin registering.

Year/Term	Status
 2010/Spring	You cannot register until: 11/02/2009 7:00 AM

If your Registration status

indicates that you are unable to register for any other reason, you

must contact the Adult ACCESS office (between 8 am and 5 pm) at 828-689-1166 (local) or 1-800-582-3047 (toll-free) to resolve the issue.

Year/Term	Status
 2010/Spring	You are not in any group with access to registration.

You must also contact the Adult ACCESS office if you have a **Registration Stop** on your account.




You are on Stop List.

01/12/2008 - Important - Contact ACCESS Office (Stops Registration)

Your account is currently on Stop List. You may not register for courses until this situation has been resolved.

2. Click on the Year/Term that has a status of **OK to Register**.

This screen displays the contents of your Shopping Cart. If you had not previously added any courses to your Shopping Cart this screen displays the message that **Your Shopping Cart is currently empty**. Click the **Course Search** button to add courses to your Shopping Cart. You can add courses to your Shopping Cart at any stage of the registration process. You can also clear the contents of your Shopping Cart by clicking the **Empty Cart** button.

3. Make sure there is a check in the **Add** column of each course in your Shopping Cart that you want to register for (and be sure to remove the checks from those that you do not want to register for), and then click the **Process** button.  **Process**

If no *time conflict* errors occur this screen lists your Registered Courses and informs you that the next step is to either **Make Schedule Changes** or **Finalize your Schedule**.

If you have a *time conflict* error you must resolve it by returning to the Online Registration screen and removing the check in the **Add** column for one of the courses that is causing the time conflict.

You will be unable to place a check in the **Add** column for a course that is closed, and it will be ignored when you process your schedule.

Selecting the **Make Schedule Changes** button shows you the courses you have already processed as well as the contents of your Shopping Cart. You can continue to **Add** courses from your Shopping Cart, and you can **Drop** courses from the ones you have already processed. (*Caution – if you accidentally drop all of your courses you will need to contact the Adult ACCESS office at 828-689-1166 or 1-800-582-3047 so they can reset your account in order for you to resume Online Registration.*)

4. When you are finished making schedule changes click the **Process** button.
5. When you are satisfied with your schedule click the **Finalize Schedule** button.

This screen will confirm that your Registration is complete. In addition, it gives you the opportunity to **View Printer Friendly Current Schedule**, which you are advised to print for your records.

Print the schedule by clicking on **View Printer Friendly Current Schedule** – the schedule opens in a new window, and you can print it by selecting **Print** from the **File** menu.

You can also view and print your current schedule by choosing **Course Schedule** from the **Courses** menu.