

Portal (my.carthage)

How do I register for classes via the Portal?

Logging In

Type: "my.carthage.edu" in the address line.

Enter your Carthage user name (first initial, last name in lower case; type in the digit following your name if one has been assigned to you) and your Carthage password.

Registering for Classes

Find out when your time and date is to register. You can learn how by [watching this video](#).

Click on the "Advising and Registration" link located near the top of the page.

Click on the "Course Search" button and then select the correct term of which you are registering for classes with the drop down arrow.

To search for classes, you may sort by department, course number, title, professor, day of week or open classes. Click on the "Search" button at the bottom of the page.

To add a class, click on the box located adjacent to the name of the class; you may add only classes that have seats still available. Once selected, scroll to the bottom of the page and click on "Add Courses."

If the course is full, contact the professor and request permission to be added. If approved, your professor will grant authorization and you will then be able to add the class. If no boxes are indicated, you either have a Business Office or Advisor's hold on your record or it is your incorrect time to register.

To drop a class, log into the my.carthage.edu site and select "Add/Drop Classes." Remember that you need at least 12 credits to have full-time status and that you can register for a maximum of 17 credits (additional fees and/or approval needed for 18 credits and above.) You are strongly encouraged to meet with your advisor prior to dropping or adding any classes so that you remain on schedule for graduation.

Additional Information

You may print your "Unofficial Transcript."

You will look up your final grades after each semester; remember to select the correct term.

Transfer credit information from other institutions to Carthage is available.

Remember to log out upon completion.

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Submitted by Ryan Ringhand

Unique solution ID: #1254

Author: smueller2

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