

Registration 101

A guide to registering for courses
at Murray State University via myGate
(Effective December 2021)



MURRAY STATE
UNIVERSITY

Academic Advising

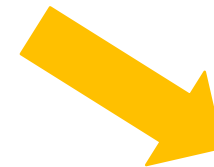
Academic Standing and Holds

Log into myGate:

<https://mygate.murraystate.edu/>



In Menu, click on the Academics tab (graduation hat icon on mobile)



In Academics, under Student Info, click on **Academic Standing**



Home

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Teaching/Advising

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Service Catalog

Academic Standing and Holds

Academic Standing:

You may register during the following times

From	Begin Time To	End Time
Nov 05,2018	08:00 am	May 03,2019 11:59 pm

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing is Good Standing which permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Post-Baccalaureate.

Earned Credit

Level	Type	Hours
Undergraduate	Institutional	12.000

If holds are on the account, they would be listed here. Resolve any holds that prevent registration.

Verification: You may need to complete the Verification form before using the Registration Tools – do this BEFORE your Registration day!



Welcome,

Registration Verification

Federal mandates require students to enter and verify certain contact information each semester. Completing this form will help us comply with Federal regulation, as well as provide better service to you in the event of an emergency. Once you have completed this information, you will be automatically forwarded to 'Look Up Classes.'

Cell Phone Authorization

Verified

 *

I authorize the School, the Department, and their respective agents and contractors to contact me regarding my student account or loan request or my loan(s), including repayment of my delinquent student account or loan(s), at the current or any future number that I provide for my cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

In the Registration Tools Section:

Before Registration is Open:

Use "Schedule of Classes/Course Fees" to
View Course Options

Once Registration is Open:

Use "Add/Drop/Register Individual Classes"
to Register for Classes

Subject (required)

ACC Accounting
 ADM Admin & Supervision
 AED Agriculture Education
 AGR Agriculture
 ANT Anthropology
 ARC Archaeology
 ART Art and Design
 AST Astronomy
 BAC Business and Accounting
 BGS Bachelor of General Studie

Course Number

Title

 Racer Academy *

 Open/Closed
Days

All
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Instructor

All
 Abulhassan, Yousif
 Acharya, Sunayan
 Acreman, Beth Caroline
 Adair, Joshua Garrett
 Adcock, Jeffrey Scott
 Adongo, Donald O
 Ahart, Susan M
 Ahmed, Mohammad Faisal
 Alkhatib, Ihsan Ali

Instructional Method

All
 Applied Lesson (Music)
 Clinical
 Coop/Internship
 Direct Study/Special Problems
 ITV RECEIVING Site
 ITV SENDING Site (Master)
 Independent Study
 Laboratory
 Practicum

Campus

All
 Fort Campbell
 Henderson
 Hopkinsville
 Madisonville
 Main
 Paducah

Course Level

All
 Continuing Education Unit Prog
 ESL program
 Graduate
 Post-Baccalaureate
 Undergraduate

Part of Term

All
 10 week Fall/Spring Session
 5 week-1st Fall/Spring
 5 week-3rd Fall/Spring
 First Half Semester
 Full Term

University Studies Category

All
 US-Global Awareness
 US-Oral & Written Comm
 US-Sci Inquiry & Quant Skills
 US-Social & Self Awareness
 US-World's Historical

SEARCH

Look Up Classes
 and
 Add/Drop/Register
 Individual Classes:

You can search by
 all of these
 categories after
 selecting a subject

Subject (required)

- ACC Accounting
- ADM Admin & Supervision
- AED Agriculture Education
- AGR Agriculture
- ANT Anthropology
- ARC Archaeology
- ART Art and Design
- AST Astronomy
- BIO Biology
- BIS Bachelor Integrated Studie

Course Number

Title

Racer Academy *

Open/Closed

Subject: Hold down control or command key to select more than one Subject.

Date: full semester, first-half, second-half, etc

Cap Act Rem = cap (max students), actual enrollment, remaining seats.

ANT Anthropology

Status	CRN	Subj	Crse	Sec	Campus	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Fees
	13669	ANT	140	01	Main	3.000	Introduction to Cultural Anthropology	TR	11:00 am-12:15 pm	45	0	45	Marcie L Venter (P)	01/14-05/10	BL 312	
	14816	ANT	320	01	Main	3.000	Human Ecology	TR	02:00 pm-03:15 pm	24	0	24	Marcie L Venter (P)	01/14-05/10	BL 347	
	14818	ANT	355	01	Main	3.000	Pottery and People	W	05:00 pm-08:00 pm	24	0	24	Marcie L Venter (P)	01/14-05/10	BL 347	

CRN: click on CRN to see course info; then click on “view catalog entry” to see course description and prerequisites.

[ANT 355 - Pottery and People](#)

ANT 355 Pottery and People (3). Course will explore the diverse ways that people have and continue to incorporate ceramics into their daily lives. Topics that will be examined include resource acquisition strategies, craft production, distribution, and use of pottery. Examples will draw on modern ethnographic and archaeological case studies involving potters. Analysis of pottery will focus on the approaches to the classification of ceramics, inferences about their production and social contexts from archaeological specimens, ethnographic analogy, and experimental studies. Prerequisite: ARC 150 or permission of instructor. (Same as ARC 355.)

3.000 Credit hours
3.000 Lecture hours

Register for a Course

<input type="checkbox"/>	84622	EDU 303 05	HOP 3.000	Strategies of Teaching	W	04:00 pm-08:00 pm	25	1	24	0	0	0	Shannon Weldon Stinson (P)	08/19-12/12	HOP 127	Trad (Fees)
<input type="checkbox"/>	842618	EDU 303 06	MAD 3.000	Strategies of Teaching	M	09:00 am-01:00 pm	25	2	23	0	0	0	Susan Edington (P)	08/19-12/12	MAD 101	Trad (Fees)
<input type="checkbox"/>	80518	EDU 303 07	HEN 3.000	Strategies of Teaching	M	11:30 am-03:30 pm	19	0	19	0	0	0	Ashley Nicole Holland (P)	08/19-12/12	HEN 121	Trad (Fees)
<input type="checkbox"/>	84922	EDU 303 09	M	3.000	Strategies of Teaching	M	12:30 pm-02:20 pm	24	7	17	0	0	Cory T Brown (P)	08/19-12/12	AL 2210	Trad (Fees)
<input type="checkbox"/>					W	12:30 pm-02:20 pm							Cory T Brown (P)	08/19-12/12	AL 2210	Trad (Fees)
C	84527	EDU 403 01	M	2.000	Structures and Foundations of Education	M	06:00 pm-08:00 pm	25	25	0	0	0	Cory T Brown (P)	08/19-12/12	AL 2215	Trad (Fees)
<input type="checkbox"/>	80526	EDU 403 02	PAD 2.000	Structures and Foundations of Education	T	04:00 pm-06:00 pm	30	5	25	0	0	0	Sara Jo West (P)	08/19-12/12	PAD 225	Trad (Fees)
<input type="checkbox"/>	80524	EDU 403 03	HOP 2.000	Structures and Foundations of Education	R	12:55 pm-02:55 pm	25	7	18	0	0	0	Beverly Hickey Fort (P)	08/19-12/12	HOP 103	Trad (Fees)
<input type="checkbox"/>	80525	EDU 403 04	MAD 2.000	Structures and Foundations of Education	T	09:30 am-11:30 am	30	10	20	0	0	0	Susan Edington (P)	08/19-12/12	MAD 101	Trad (Fees)
<input type="checkbox"/>	80523	EDU 403 05	HEN 2.000	Structures and Foundations of Education	T	04:00 pm-07:00 pm	19	1	18	0	0	0	Shirley P Wathen (P)	08/19-12/12	HEN 121	Trad (Fees)



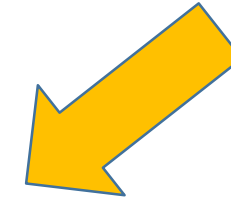
This indicates campus at which course is taught or if it is a WEB, study abroad, or Racer Academy section. Main = Murray campus

Click on box AND click "Register" at bottom of page to add open section.

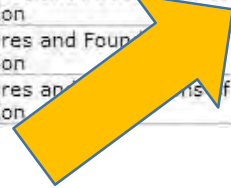
Box denotes class is open; "C" denotes class is closed.

Register for a Course

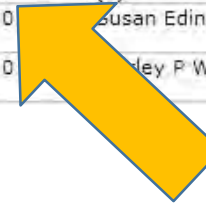
Term
(dates)



82622	EDU 303 05	HOP 3.000	Strategies of Teaching	W	04:00 pm-08:00 pm	25	1	24	0	0	0	Shannon Weldon Stinson (P)	08/19-12/12	HOP 127	Trad (Fees)
82618	EDU 303 06	MAD 3.000	Strategies of Teaching	M	09:00 am-01:00 pm	25	2	23	0	0	0	Susan Edington (P)	08/19-12/12	MAD 101	Trad (Fees)
80518	EDU 303 07	HEN 3.000	Strategies of Teaching	M	11:30 am-03:30 pm	19	0	19	0	0	0	Ashley Nicole Holland (P)	08/19-12/12	HEN 121	Trad (Fees)
84922	EDU 303 09	M	3.000	Strategies of Teaching	M	12:30 pm-02:20 pm	24	7	17	0	0	Cory T Brown (P)	08/19-12/12	AL 2210	Trad (Fees)
												Cory T Brown (P)	08/19-12/12	AL 2210	Trad (Fees)
C 80527	EDU 403 01	M	2.000	Structures and Foundations of Education	M	06:00 pm-08:00 pm	25	0	0	0	0	Cory T Brown (P)	08/19-12/12	AL 2215	Trad (Fees)
80526	EDU 403 02	PAD 2.000	Structures and Foundations of Education	T	04:00 pm-06:00 pm	25	0	0	0	0	0	Sara Jo West (P)	08/19-12/12	PAD 225	Trad (Fees)
80524	EDU 403 03	HOP 2.000	Structures and Foundations of Education	R	12:50 pm-02:50 pm	25	7	18	0	0	0	Beverly Hickey Fort (P)	08/19-12/12	HOP 103	Trad (Fees)
80525	EDU 403 04	MAD 2.000	Structures and Foundations of Education	T	09:30 am-11:30 am	30	10	20	0	0	0	Susan Edington (P)	08/19-12/12	MAD 101	Trad (Fees)
80523	EDU 403 05	HEN 2.000	Structures and Foundations of Education	T	04:00 pm-07:00 pm	19	1	18	0	0	0	Ashley P Wathen (P)	08/19-12/12	HEN 121	Trad (Fees)



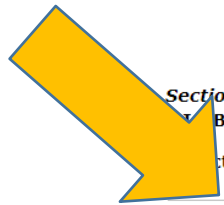
Days and Times



Total Enrollment,
Current # Registered,
Remaining Seats

If you are registering for a lab or co-requisite (Step 1):

Search for the first course as you normally would, but instead of registering for them from this page, write down the CRN of the course you want to register for. For example, if I need to register for BIO 100 and BIO 101, I will first search for BIO 100 and write down the CRN “12690”.



Sections Found Biology

CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	Cap	XL	Act	XL	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10149	BIO	100	01	M	1.000	Introductory Biology Laboratory	T	07:30 am-09:20 am	0	0	0	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12690	BIO	100	02	M	1.000	Introductory Biology Laboratory	T	09:30 am-11:20 am	35	34	1	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12691	BIO	100	03	M	1.000	Introductory Biology Laboratory	T	11:30 am-01:20 pm	35	35	0	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12692	BIO	100	04	M	1.000	Introductory Biology Laboratory	T	01:30 pm-03:20 pm	35	35	0	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12693	BIO	100	05	M	1.000	Introductory Biology Laboratory	W	07:30 am-09:20 am	35	36	-1	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12694	BIO	100	06	M	1.000	Introductory Biology Laboratory	W	09:30 am-11:20 am	35	36	-1	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12695	BIO	100	07	M	1.000	Introductory Biology Laboratory	W	11:30 am-01:20 pm	35	35	0	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)
<input type="checkbox"/>	12696	BIO	100	08	M	1.000	Introductory Biology Laboratory	W	01:30 pm-03:20 pm	35	35	0	0	0	0	0	0	Chris Trzepacz (P)	01/18-05/13	BG 1120	CPE-Natural Science with Lab and Trad (Fees)

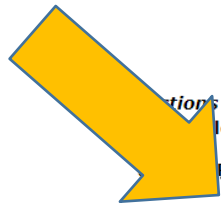
Register

Add to WorkSheet

New Search

If you are registering for a lab or co-requisite (Step 2):

Then, search for the second course and write down this CRN as well. For our example, we search BIO 101 sections and write down the CRN “14602”.




CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/> 14602	BIO	101	01	M	3.000	Biological Concepts	MWF	08:30 am-09:20 am	75	22	53	0	0	0	Andrea K Darracq (P)	01/18-05/13	EP 2305	CPE-Natural Science and US-Sci Inquiry & Quant Skills and US-Science and Trad (Fees)
<input type="checkbox"/> 14603	BIO	101	02	M	3.000	Biological Concepts	TR	12:30 pm-01:45 pm	75	55	20	0	0	0	Laura Elizabeth Sullivan Beckers (P)	01/18-05/13	EP 2305	CPE-Natural Science and US-Sci Inquiry & Quant Skills and US-Science and Trad (Fees)
<input type="checkbox"/> 14604	BIO	101	03	M	3.000	Biological Concepts	TR	09:30 am-10:45 am	75	35	40	0	0	0	Kate Xiashuang He (P)	01/18-05/13	EP 2305	CPE-Natural Science and US-Sci Inquiry & Quant Skills and US-Science and Trad (Fees)
<input checked="" type="checkbox"/> 14605	BIO	101	04	M	3.000	Biological Concepts	TR	11:00 am-12:15 pm	75	75	0	0	0	0	John Bromley Hewlett (P)	01/18-05/13	EP 2305	CPE-Natural Science and US-Sci Inquiry & Quant Skills and US-Science and Trad (Fees)

[Register](#) [Add to WorkSheet](#) [New Search](#)

If you are registering for a lab or co-requisite (Step 3):

Then, go back to the main registration page, and under “Add Classes Worksheet”, enter the two CRNs that you have written down, and click “Submit Changes”. You should now be registered in both courses.

 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 01,2021	None	12821	PSE	755	01	Graduate	3.000	Standard	Letter	Postsecondary Instructional Support Systems
Web Registered on Nov 01,2021	None	12822	PSE	760	01	Graduate	3.000	Standard	Letter	Organization and Operations in Postsecondary Education

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 13.000
Date: Dec 07,2021 10:28 am

Add Classes Worksheet

CRNs

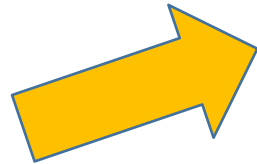


View/Print Schedule:

On the myGate Academics tab, under “Registration Tools”, click, “My Schedule – View/Print”. From there, choose the correct term and click “Print”.

Registration Tools

- [Schedule of Classes and Course Fees](#)
- [Add/Drop/Register Individual Classes](#)
- [Withdraw from ALL Classes for a Semester](#)
- [STOP before you DROP courses! Please Read.](#)
- [My Schedule - View/Print](#)
- [Refund Deadlines](#)
- [Registration Overrides and Assigned Time Ticket](#)
- [Holds](#)
- [How do I resolve holds?](#)
- [Pre-Registration Verification Form](#)
- [Registration Forms](#)
- [Undergraduate Online Change of Major Form](#)
- [My Schedule - Week at a Glance](#)
- [Textbook List](#)



Class Schedule

This page lists the classes for which you are registered for the term. All of the detail information about the class is included.

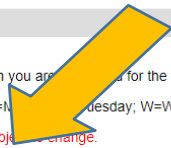
Days of the week abbreviations: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday and U=Sunday

Course materials and prices are subject to change.

Fall 2021 [Printable Textbook List](#) Prefer to have all of your books bundled? [Click here](#) to join the Racer Book Bundle program. (Available for Fall and Spring semesters only)

M#: M00195558 **Address:** 725 Said Rd
Name: Emily Perry Paducah, KY 42003
Classification: Graduate
Level: Graduate
College: Education & Human Services
Major and Department: Postsecondary Education, Ed Studies Ldrshp & Counseling

CRN	Course	Title	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor	Total Course Fees
84250	ADM 735 02	Institutional Research, Assessment and Accreditation [Course Material]	Zoom	3.000	GR	Aug 17, 2021	Oct 06, 2021		TBA	TBA	Bourke	
						Aug 17, 2021	Oct 06, 2021	M	05:00 PM - 08:00 PM	ZOOM Video Communication	Bourke	
82259	CNS 635 01	Human Development [Course Material]	Zoom	3.000	GR	Aug 17, 2021	Dec 10, 2021	W	05:00 PM - 08:00 PM	ZOOM Video Communication	Peay	
84259	PSE 710 01	Higher Education and the Law [Course Material]	Zoom	3.000	GR	Oct 11, 2021	Dec 03, 2021		TBA	TBA	Littlepage	
						Oct 11, 2021	Dec 03, 2021	M	05:00 PM - 08:00 PM	ZOOM Video Communication	Littlepage	
Total Credits:				9.000								

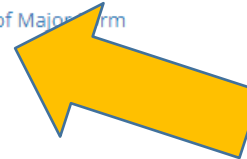


Week at a Glance feature

On the myGate Academics tab, under “Registration Tools”, click, “My Schedule – Week at a Glance”.

Registration Tools

- [Schedule of Classes and Course Fees](#)
- [Add/Drop/Register Individual Classes](#)
- [Withdraw from ALL Classes for a Semester](#)
- [STOP before you DROP courses! Please Read.](#)
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- [How do I resolve holds?](#)
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- [Registration Forms](#)
- [Undergraduate Online Change of Major Form](#)
- [My Schedule - Week at a Glance](#)
- [Textbook List](#)



Back to Academics Tab

Go to (MM/DD/YYYY): Submit

Previous Week Week of Oct 07, 2013 (39 of 48) Next Week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am	SEC 420-01 84291 Class 8:00 am-10:20 am		SEC 420-01 84291 Class 8:00 am-10:20 am		SEC 420-01 84291 Class 8:00 am-10:20 am		
9am	AL 2207		AL 2207		AL 2207		
10am		EDU 405-03 84457 Class 9:30 am-10:45 am		EDU 405-03 84457 Class 9:30 am-10:45 am			
11am		ENG 312-01 80624 Class 11:00 am-12:15 pm		ENG 312-01 80624 Class 11:00 am-12:15 pm			
12pm		FH 105		FH 105			

Once the Schedule is Complete:

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Apr 09,2014	None	80683	FIN	230	01	Undergraduate	3.000	Standard	Letter	Personal Financial Planning
Web Registered on Apr 09,2014	None	81485	MUS	105	01	Undergraduate	3.000	Standard	Letter	Introduction to Music History
Web Registered on Apr 09,2014	None	83575	GDS	201	01	Undergraduate	3.000	Standard	Letter	Introduction to Gender and Diversity Studies
Web Registered on Apr 09,2014	None	85742	GER	301	01	Undergraduate	3.000	Standard	Letter	Social Issues in German Texts
Web Registered on Apr 09,2014	None	85930	ARC	150	02	Undergraduate	3.000	Standard	Letter	Introduction to Archaeology

Total Credit Hours: 15.000

Billing Hours: 15.000

Minimum Hours: 0.000

Maximum Hours: 19.000

Date: Apr 10,2014 08:53 am

- View/Print your schedule.
- Add classes to your calendar.
- 12-15 hours is “full time” tuition.
- Be sure you are enrolled in any needed co-requisite courses and prerequisites for area/major/minor.
- Go to <https://bookstore.murraystate.edu/racer-book-bundle-program> to bundle your textbooks.
- Coordinate with Student Financial Services to ensure your Financial Aid is set for the semester.



MURRAY STATE
UNIVERSITY

Academic Advising

Registration Questions?

- Contact your Academic Advisor
- Contact your Department Chair
- Contact your Dean
- Contact the Registrar's Office, msu.registrar@murraystate.edu
- Contact the Transfer Center, msu.transfercenter@murraystate.edu
- Contact Academic Advising, msu.advising@murraystate.edu