Using myZou to Register for Classes

myZou is MU's online registration system. You can use it for a variety of reasons, from checking course availability and registering for classes to updating your personal information online.

First Time Logging In to myZou:

- Go to http://myzou.missouri.edu.
- Log in using your PAWPRINT and password (the same login name and password that you use to log in to your MU email account).
- A link called "E-Consent" will appear in the left-hand column. Click on "E-Consent" and read the terms. Then, click on "Accept." Accepting the terms of E-Consent will enable you to register for classes on myZou and to access other registration-related activities. It also enables you to view billing and financial aid information. You also will be able to communicate with the Office of Cashiers and Financial Aid regarding your aid and account balance.
- Log out of myZou and log in again to begin the registration process.

Registering for Classes:

- After logging in to myZou, click on "Self Service" and then "Student Center."
- Click on "Self Service" on the myZou toolbar, then scroll down to click "Enrollment: Add Class."
- Select the appropriate term (i.e., summer, fall or spring) in the drop-down menu.
- Click on "Search."
- Select "Course Subject" in the drop-down menu.
- If the course number is known, it may be entered in the box. If a specific course number is not sought, then leave that area blank. Select "Undergraduate" in the course career drop-down menu.
- Click on "Search" at the bottom of the page.
- You will see a list of all sections of the course being offered. Click the lecture number link for more information about a particular section or for a course description.
- When you have decided to register for a course, click on "Select Class." If there is a required RSD (recitation) or LAB, you will be prompted to select a section that correlates with the lecture. Note: A green circle indicates the course is open. A blue square indicates the course is closed.
- If the course requires consent or an override, enter a permission number in the permission number field. Permission numbers are most often received through the department or from the instructor teaching the course. Click "Next." Note: This field is always present, even if a permission number is not required.
- The course should be added to your shopping cart. If you need to continue adding courses to your shopping cart, click on "Search for Class." To enroll in each class, click "Proceed to Step 2 of 3."
- If you do proceed, the "Confirm Classes" page will appear to verify the classes in which you are attempting to enroll.
- Click "Finish Enrolling."
- If your attempt to enroll in the class was successful, you'll see a green checkmark in the status field and the message: "This class has been added to your schedule." If your enrollment was unsuccessful, you'll see a red "X" in the status field with an error message. The error message will state why enrollment was unsuccessful. You will have an opportunity to fix errors if you receive this message.
- Click the "My Class Schedule" link to view your schedule with the added class in list or calendar form.

Additional myZou Terms:

- **Drop a class** to remove a class from your schedule. Go to "Student Center." On the "Self Service" tab, click "Enrollment: Drop a Class."
- **Edit a class** allows you to change sections of the same class without completely removing the original section until the new section is confirmed on your schedule. Go to "Student Center." On the "Self Service" tab, click "Enrollment: Edit a Class."
- **Permissions** are necessary when restrictions are placed on courses. There are two reasons why permission numbers may be needed for courses:
    - When courses are full, permission numbers are needed to **override** course capacity if instructors or departments allow additional students to enroll.
    - If departments or instructors wish to monitor who enrolls in classes, they may require students to contact them for **consent** to enroll.
- The "**Shopping Cart**" allows you to select possible courses before you are eligible to register. You can use the "Shopping Cart" to create a list of courses you would like to take using this function. Once you're eligible to register, you can select the courses to add to your official schedule.
- **Please Note:** myZou blocks course registration that conflicts with evening exams. A written confirmation (copy of an email or memo) that one of the faculty members is willing to make an accommodation is required to process registration.

Other Useful myZou Features

*Under your **STUDENT CENTER**, there are three sections with important information and features: Academics, Finances and Personal Information.*

- **Academics.** In the "Academics" section, you are able to register for classes. You can view academic history including courses, credit hours and GPA.

    The "Student Center" drop-down box also has many features:

    —You can view academic standing, degree progress and your final exam schedule.

    —You can request an unofficial transcript or a transfer credit report.

    —You can view Mizzou course equivalencies from other Missouri institutions.

- **Finances.** You can view your current charges, financial aid and other billing information by clicking "View Bill" and then "View Accounts."
- **Personal Information.** You can update your local address and permanent address for official University communication. It's important to verify that this information is correct and to keep it up to date so you can be contacted by MU.
- **Additional Authorized Access.** This information can be found in the "Personal Information" section. You can authorize up to five people, such as parents or guardians, to access your myZou information. You can specify areas in which you wish to grant access and areas in which you wish to deny access.

Other Helpful Online Resources

- **University Registrar — http://registrar.missouri.edu**

    Find information about academic policies, academic dates and deadlines, transcripts, GPA calculator, degree audits and more.

- **General Education Requirements — http://generaleducation.missouri.edu/courses**

    Find information about required general education courses and lists of courses to meet those requirements.

- **Undergraduate Catalog — http://catalog.missouri.edu**

    The undergraduate catalog contains degree program information, prerequisites, sample plans of study, and policies and procedures related to academics at MU. Academic requirements and policies apply to students by date of matriculation (date you entered MU).