



Using myZou to Register for Classes

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

First Time Login:

- Go to <http://myzou.missouri.edu>.
- Login using your PAWPRINT and password (the same ones that you use to login to your MU email account.)
- A link called "E-consent" will appear on the left column; click on "E-consent", read the terms, and click on the "Accept". Accepting the terms of E-consent will enable you to view billing and financial aid information in myZou. You will also have the ability communicate via email and the internet with the Cashiers and Financial Aid offices regarding your aid and account balance with MU.
- Logout of myZou, and login again to start the registration process.

Registering for Classes:

- After logging in to myZou, click on "Self Service" in left column, and then "Student Center".
- Click on "Add a Class".
- Select the appropriate term (i.e. fall, summer, spring) in the dropdown menu.
- Click on the "Search" button.
- Select "Course Subject" in the dropdown 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 dropdown menu.
- Click on the "Search" button.
- You will then 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 the "Select Class" button. If there is a required RSD (recitation) or LAB, you will be prompted to select a section that correlates with that lecture.
- If the course requires consent or an override, enter a permission number in the permission number field. Click "Next".
- The course should be added to your shopping cart. If you need to continue adding courses to your shopping cart, click on the "Search for Class" button. To enroll in each class, click the "Proceed to Step 2 of 3" button.
- If you do proceed, the "Confirm Classes" page will appear, verifying the classes that you are attempting to enroll in.
- Click "Finish Enrolling".
- If you were successful in your attempt to enroll in the class, you will see a check mark in the status field, and the message: "This class has been added to your schedule." If you were not enrolled in the class, you will see an "X" in the status field with an error message. The error message will note why you were not enrolled in the class. 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.

Additional myZou Terms:

- **Drop a class** to remove a class from your schedule. This link is an option on the “Student Center” page just below “Add a class”.
- **Swap a class** allows you to make a change to your schedule by simultaneously dropping one class and adding another. If you are unable to enroll in a class that you are trying to add, the class you selected to drop will not be removed from your schedule. The “Swap a Class” function can be found on the dropdown menu below the enrollment option links.
- **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. This function can be found on the dropdown menu below the enrollment option links.
- **Permissions** are necessary when restrictions are placed on courses. There are two reasons why a permission number may be needed for a course:
 - When a class is full, permission is needed to **override** the course capacity if the instructor or department allows additional students to enroll in the class.
 - If a department or instructor wishes to monitor who enrolls in a class, they may require that students contact them for **consent** to enroll in the class.
- **Wish List** allows you to select possible courses before you are eligible to register. You can create a “wish list” of courses you would like to take using this function. Once you are eligible to register, you can select the courses to add to your official schedule.

Other Useful myZou Features

- **Finances.** This information can be found on the “Student Center” page just below the “Academic” section. In this section you can view your current charges, financial aid and other billing information.
- **Personal Information.** This information can be found on the “Student Center” page just below the “Finances” section. In this section you can update your local address and permanent address for official university communication. It is important to verify that this information is correct and update it if necessary so you can be contacted by MU.
- **GPA and Credit Hours.** This information can be found by clicking on the “Academics” tab at the top of the “Student Center” page. In this section, you can view your official MU GPA and total credit hours completed.
- **Transfer Credit.** This information can be found by clicking on the “Transfer Credit” tab at the top of the “Student Center” page. Here you can view any transfer credit, dual credit or advanced placement credit you have already earned.

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/requirements/>
Find information about required general education courses and lists of courses to meet those requirements. With careful planning, courses may be chosen to meet both University general education requirements and one or more of the divisional, degree and major requirements.
- **Academic Exploration & Advising Services** — <http://aeas.missouri.edu/>
Find information about important dates, campus resources and links to help you discover your major and career.
- **Majors.missouri.edu** — <http://majors.missouri.edu/>
Find information about all the majors MU has to offer as well as course requirements, suggested courses to explore, and links to each campus department.