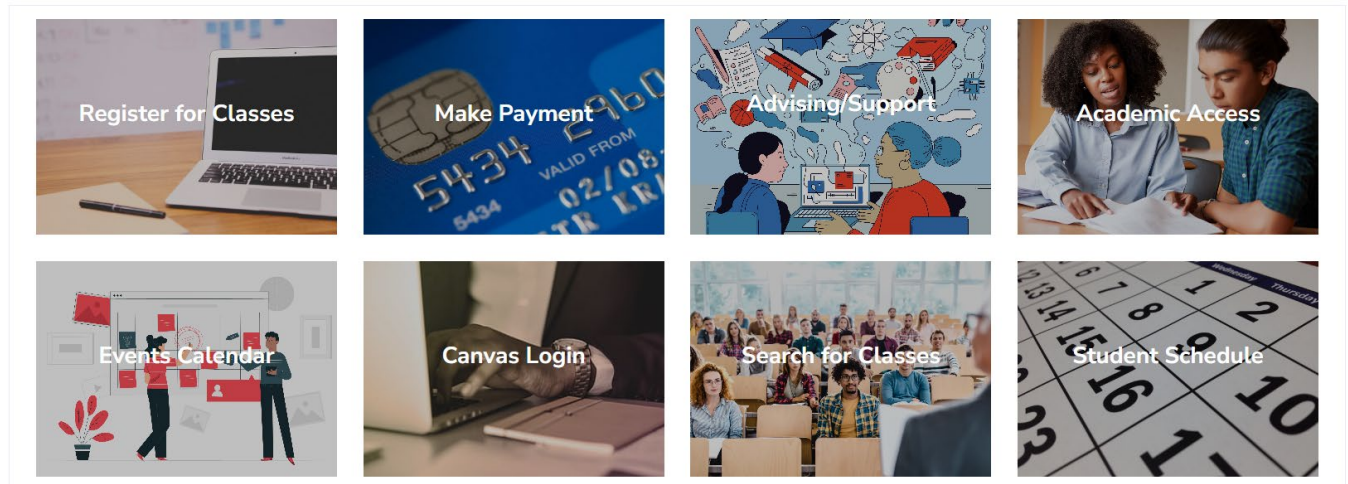
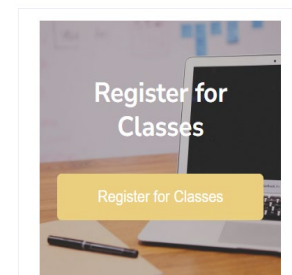


Step by step instructions on how to register for courses online through Campus Café:

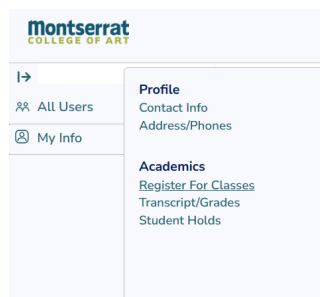
- 1) Login to your Campus Café / myMontserrat student portal here: <https://cafe.montserrat.edu/cafeweb/tl/login> (this link can also be found on the bottom of the Montserrat College of Art home webpage <https://www.montserrat.edu/>) (**NOTE:** The account format is first-name.last-name; full email addresses will not be accepted by the system for authentication; your password for Campus Cafe is the same password you use for Montserrat email, MCA Support, and computer access in the labs.)
- 2) Welcome to your personal dashboard:



- 3) Click on the **Register for Classes** box



- 4) Alternatively, you can also get to the registration page from the top of the dashboard page by clicking on My Info and then Register for Classes



5) In order to proceed with online registration, you must read and agree to the following disclaimer; Click on

I Agree

In order to process your web registration, you must agree to the following:

1. I have met with my academic advisor and I agree to register for my approved course selection.
2. I understand that if I deviate from the approved course selection these courses may not satisfy program requirements.
3. I understand the importance of taking and completing required courses during the appropriate semesters or this could delay graduating within a timely period.
4. I understand that if I receive financial aid funds, they should only be used to pay for approved tuition and fees. I also understand that I will be responsible for repaying any funds as a result of non or stopped attendance or early withdrawal from the College.
5. I understand that if I do not pay in full (or do not have approved financing in place), I will not be permitted to attend classes, register for classes or finalize registration, receive final grades, view or obtain official or unofficial transcripts, nor receive a diploma at graduation.
6. I have read and understand the current version of the Montserrat College of Art Student Handbook and agree to abide by the rules and policies contained therein.

I Agree

- 6) Choose the semester you wish to register for using the drop-down menu if needed to change semesters: if the semester showing is the one you want, simply click Submit:

Please pick from the following semesters:

Semester:

Spring 2026 (202603)

Submit

Or, choose a different semester:

Please pick from the following semesters:

Semester:

Spring 2026 (202603)

Spring 2026 (202603)

Winter 2026 (202602)

- 7) Your screen will look something like this:

Enrollment Registration

Spring 2026 (202603)

Enrollment Search

< > Today

January 2026

Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

- 8) Click **Enrollment Search** and **View All** for a complete list of all courses offered for a term
- 9) Your results will look something like this (below) with courses ordered alpha by course code; you can scroll through course options vertically using the navigation bar on the right:



Enrollment Search



PERSPECTIVES IN ART EDUCATION 

AE320-1 3.0h

1/21/26 - 5/12/26 M,W 09:45a-11:00a

A. Gray

12 Seats Available

TEACHING STUDENTS WITH DISABILITIES 

AE360-1 3.0h

1/21/26 - 5/12/26 ONLINE

A. Gray

10 Seats Available

CURRICULUM DESIGN AND PRE-PRACTICUM 

AE420-1 3.0h

1/21/26 - 5/12/26 ONLINE

A. Gray

10 Seats Available

ART HISTORY ORIGINS: PRE-HISTORY TO 19TH CENTURY 

AH200-1 3.0h

1/21/26 - 5/12/26 TU,TH 01:35p-02:50p

S. Whittaker

18 Seats Available



- 10) For courses that have more than one section offered, you will need to click on the box of the course code/title to expand the section options; click on the arrow to the right:

PERCEPTUAL DRAWING

2 sections available



Enrollment Registration

Spring 2026 (202603)



Enrollment Search



PERCEPTUAL DRAWING ⓘ



FN100-1

1/21/26 - 5/12/26

3.0h

M,W

12:10p-02:50p

J. Brown

14 Seats Available

PERCEPTUAL DRAWING ⓘ



FN100-2

1/21/26 - 5/12/26

3.0h

TU,TH

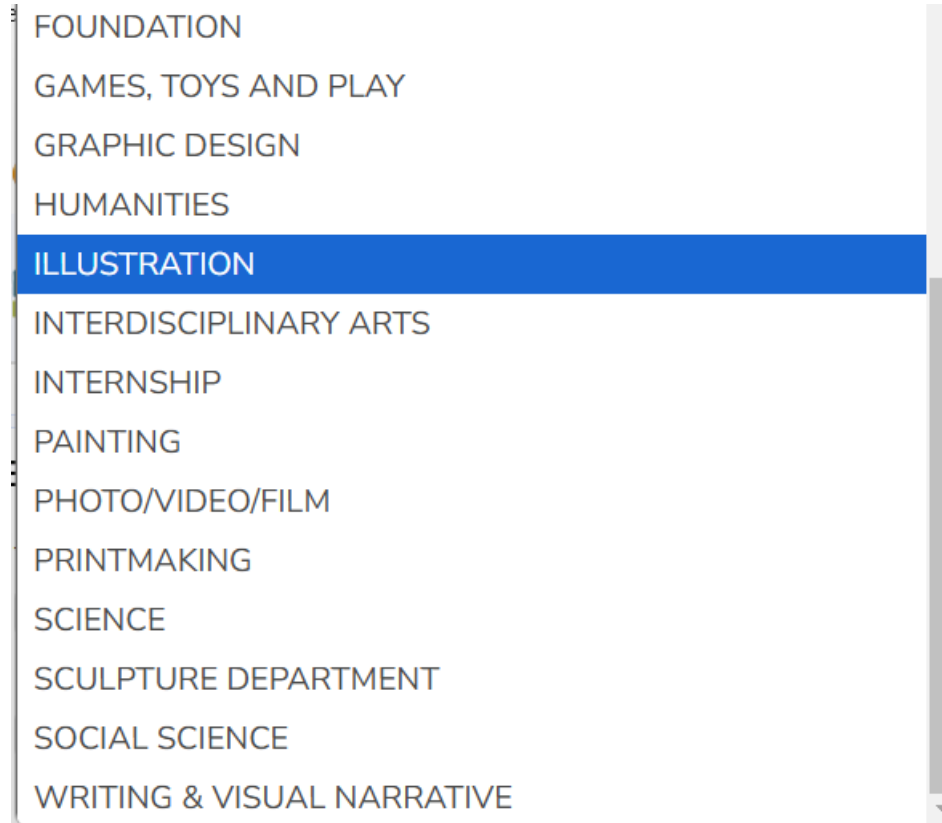
12:10p-02:50p

M. Kamiya

14 Seats Available

11) You can also limit your searches by instructor or by department/area from the drop-down menu and click

Search at the bottom of the page



Enrollment Search



Title or enrollment code

Instructor

Department

Location

Instruction Method

Begins after

Begins before

Meets On

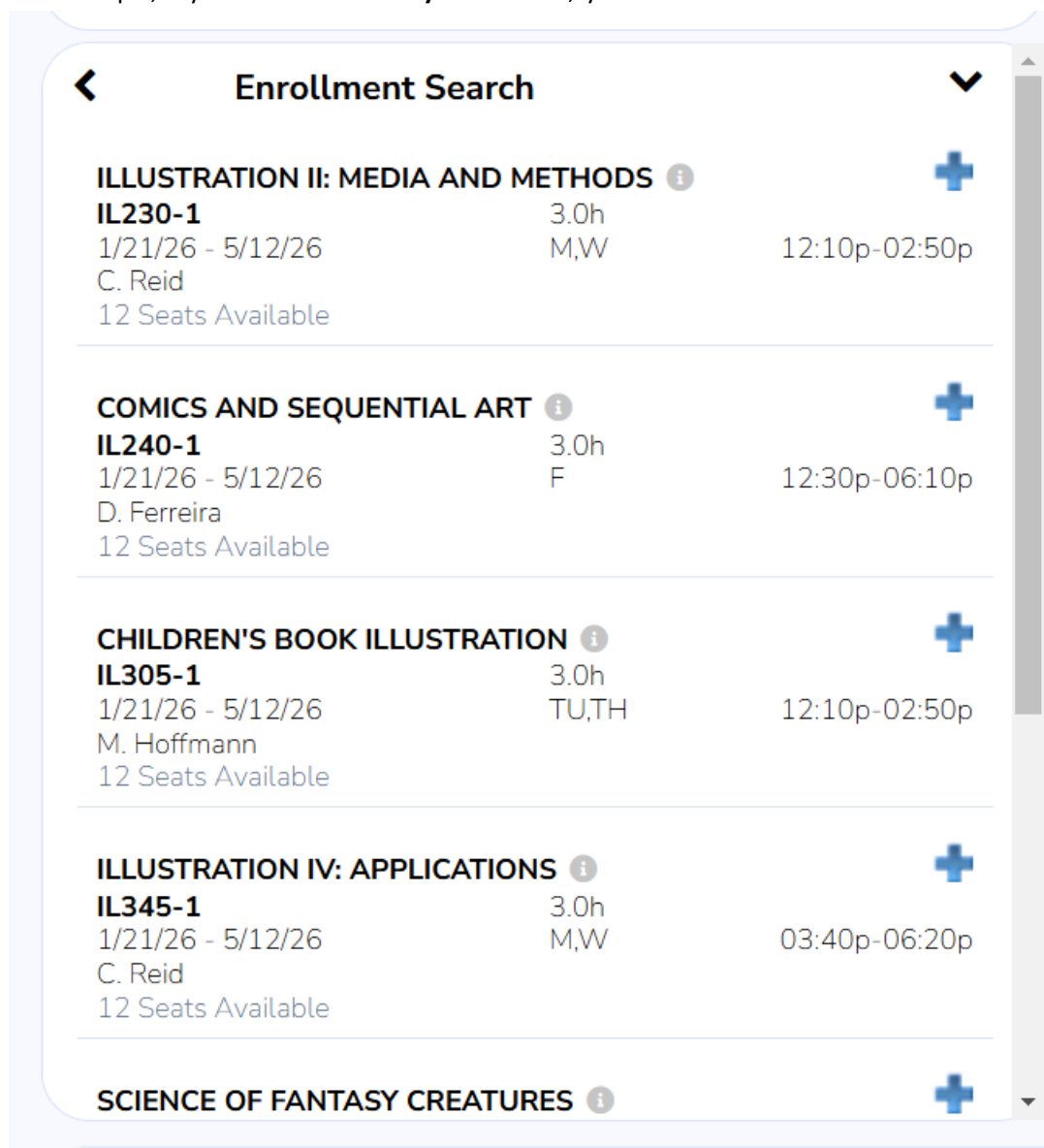
☒ Sun ☒ Mon ☒ Tue ☒ Wed ☒ Thu ☒ Fri ☒ Sat

Clear

View All

Search

12) For example, if you searched on **only Illustration**, your results will look similar to this:



13) **NOTE:** Searching by View All is helpful as you can navigate within one screen rather than going back and searching again by a different instructor or area.

14) To Register for a class, simply click the Plus sign in the course area:

TYPOGRAPHY I ⓘ

GD212-1

1/21/26 - 5/12/26

J. Colan

13 Seats Available

3.0h

M,W

12:10p-02:50p



Add

15) You will be asked to confirm your choice, click **Yes, add the enrollment** to add the class to your schedule:



Confirm add enrollment

Are you sure you want to add GD212-1? Confirming will immediately add the enrollment to your schedule.

No, back to my schedule

Yes, add the enrollment

16) You will then see the course added to your calendar/schedule builder. The first class will show up with the beginning of the semester start; for example:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 GD212-1	22	23	24
25 GD212-1	26 GD212-1	27	28 GD212-1	29	30	31
1 GD212-1	2	3	4 GD212-1	5	6	7

- 17) You can click on the course code in your calendar to get more information about the class; for example (*please disregard the Location: Location 01 designation as that does not refer to the actual classroom location and is confusing coding from the backend that comes through*):

TYPOGRAPHY I

GD212-1 3.0h

13 of 13 seats remaining

Location location 01

Department GRAPHIC DESIGN

Instructor J. Colan

Enrollment Dates 1/21/26 - 5/12/26

Meets M,W 12:10p-02:50p H-207

Description

An intensive introduction to the fundamentals of the manipulation and management of type, from individual letterforms to large bodies of textual information, for digital and paper platforms. Attention to formal, technological, rhetorical, and historical issues. While the focus is on page layout and vector graphics programs, the school's letterpress facilities may also be employed. Prerequisites: None Fulfills: Typography I Requirement (Graphic Design students) or Typography I Requirement Elective (GTP and Illustration students) or Studio Elective

Back

- 18) You can also view your schedule by clicking on **Review Confirmed Schedule** at the bottom of the page (you can view your schedule in progress, the line below shows the semester, how many classes you are registered for and the total credit hours registered and the maximum allowable):

► My Schedule Spring 2026 (202603) Enrollments 1 Credits 3h Max 18.0h [Review Confirmed Schedule](#)

- 19) When you click on Review Confirmed Schedule, you will see something similar to this and you can save a PDF:

Spring 2026 (202603)		Enrollments 1		Credits 3h		Max 18.0h	
Excel	PDF	Column Visibility					
Enrollment	Instructors	Credits	Instr. Method	Enrollment Dates	Meets	Status	
TYPOGRAPHY I GD212-1	J. Colan	3.0h		1/21/26 - 5/12/26	M,W 12:10p-02:50p H-207	Enrolled	

- 20) To drop a course you added, click anywhere on the bottom bar (to the left of Review Confirmed Schedule) and the options will expand and look similar to this; click on the **Red X** to the right to drop a class:

▼ My Schedule	Spring 2026 (202603)	Enrollments 1	Credits 3h	Max 18.0h	Review Confirmed Schedule	
Enrollment	Instructors	Credits	Instr. Method	Enrollment Dates	Meets	Status
● TYPOGRAPHY I GD212-1	J. Colan	3.0h		1/21/26 - 5/12/26	M,W 12:10p-02:50p H-207	Enrolled X

- 21) It will ask you to confirm your intention to drop the class (please know you cannot drop all classes through the Student Portal, the lowest you can drop down to is 1 credit; if you need to drop all classes for some reason, please reach out directly to registrar@montserrat.edu for more information):



Confirm drop enrollment

Are you sure you want to drop GD212-1? Confirming will immediately drop the enrollment from your schedule.

No, back to my schedule

Yes, drop the enrollment

- 22) When you successfully drop a course, it will show up like this:

TYPOGRAPHY I GD212-1	J. Colan	3.0h	1/21/26 - 5/12/26	M,W 12:10p-02:50p H-207	Dropped
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- 23) For classes that have zero seats left, you can add yourself to the **waitlist** providing you meet the prerequisites for the class and have not met the maximum times you can take a class. Students are permitted and encouraged to waitlist themselves when they meet these requirements. Course waitlists will be maintained by the Registrar's Office and students will be notified of open seats on a first-come, first-served basis.

NOTE: Waitlisted courses do not count toward full-time student status; if you wish to maintain full-time enrollment, please make sure to successfully enroll for a minimum of 12.0 semester credits.

TYPOGRAPHY I GD212-1	3.0h		
1/21/26 - 5/12/26	M,W	12:10p-02:50p	
J. Colan			
0 Seats Available			

When you click through to add the enrollment and confirm your intention,



Confirm add enrollment

Are you sure you want to add GD212-1? Confirming will immediately add the enrollment to your schedule.

No, back to my schedule

Yes, add the enrollment

it will notify you if the class is full and ask if you would like to go on the waitlist:



Warning

Course GD212 is full. Would you like to go on the wait list?

Cancel

Confirm

Please click Confirm to add yourself to the waitlist; when you expand your course bar below, it will show in yellow you are on the waitlist (please know waitlisted courses will not show up on the course calendar/builder grid; only confirmed courses you are enrolled in will show up on the course builder)

▼ My Schedule	Spring 2026 (202603)	Enrollments 0	Credits 0	Max 18.0h	Review Confirmed Schedule	
Enrollment	Instructors	Credits	Instr. Method	Enrollment Dates	Meets	Status
TYPOGRAPHY I ⓘ GD212-1	J. Colan	3.0h		1/21/26 - 5/12/26	M,W 12:10p-02:50p H-207	Waitlisted ❌

- 24) Lastly, students do not need to submit any payment at this time to register for classes. Information will be forthcoming from Student Financial Services regarding the tuition payment deadlines, financing and payment options. Please pay attention to these important dates and stay in communication with Student Financial Services if you are experiencing any difficulties meeting these deadlines.

Revised: 9/19/2025