1) Login to your Campus Café student account here: https://cafe.montserrat.edu/cafeweb/login (this link can also be found on the bottom of the Montserrat College of Art home webpage www.montserrat.edu) (**NOTE**: your login is the same as the login you use to access your Montserrat email)

2) Under the drop-down menu at the top left, Click on MY INFO tab and then click on REGISTER FOR CLASSES
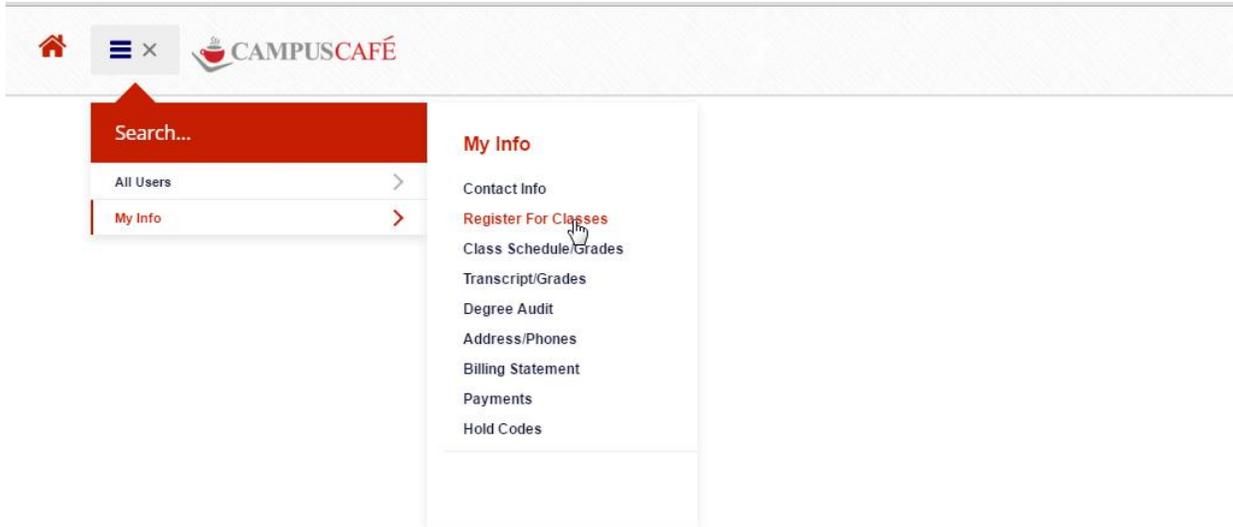
3) In order to proceed with online registration, you must read and agree to the following disclaimer; Click on I Agree

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

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Updated: 3/20/2017

4) Choose the semester you wish to register for; for this current period, choose FALL 2017 and continue
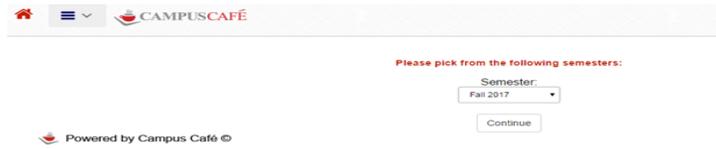
5) On the top part of the screen, you will see a listing of all the courses being offered for the FALL semester. You can scroll through the listing or use the right-hand side navigation to scroll through. The bottom half of the screen is your Course Basket and will list the courses you register for. You do not need to submit any payment at this time to register for fall classes. Information will be forthcoming from the Business Office regarding the fall tuition payment and financing schedule. Please pay attention to these important dates and stay in communication with the Bursar and Director of Financial Aid if you are experiencing any difficulties meeting these deadlines.

6) As you scroll down the course listing, classes which are full will show 0 Seats Left and if a waitlist has begun, the number of students currently on the waitlist for that class will be highlighted in yellow. Students are permitted and encouraged to waitlist themselves for any full courses for which they meet the pre-requisite/s (the entire course line will be highlighted in yellow in your Course Basket). Course waitlists will be maintained by the Registrar's Office and students will be served on a first-come, first-served basis and you will be informed of any waitlist options as seats open up. **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.

Current Semester: **Winter 2014**   Change semester: [Winter 2014 ▼] [Continue]

Select by: Availability   Division   Department Site   Program   Prefix   Instructor   SubSemester
[Go/Refresh] [-- ALL -- ▼] [-- ALL -- ▼] [-- ALL -- ▼] [-- ALL -- ▼] [-- ALL -- ▼] [-- ALL -- ▼] [-- ALL -- ▼]   [-- ALL -- ▼]

Click on the course number for detailed information. Course Warnings are displayed in RED. ☐ Show Wait List Information ☐ Show ONLY Courses With Wait Lists AND Available Seats

	Course	Title	Instructor	Credits	Day Time Room	Max Seats	Seats Used	Seats Left	Start Date	End Date	Department	Site	Sub Semester	Division	Cross Reg Max Seats	Cr Re Se Us
Add	DR300-1	ADVANCED FIGURE DRAWING		3.0		18	0	18	01/02/2014	01/10/2014	PAINTING DEAPARTMENT	location 01		Studio Division	0	0
Add	EN100-1	ENGLISH COMPOSITION I		3.0		18	1	17	01/02/2014	01/10/2014	LIBERAL ARTS DEPARTMENT	location 01		Liberal Arts Division	0	0
Add	EN200-1	ENGLISH COMPOSITION II		3.0		18	0	18	01/02/2014	01/10/2014	LIBERAL ARTS DEPARTMENT	location 01		Liberal Arts Division	0	0
Add	FN100-1	DRAWING I		3.0		0	0	0	01/02/2014	01/10/2014	FOUNDATION DEPARTMENT	location 01		Studio Division	0	0
Add	FN111-1	PAINTING, COLOR, AND LIGHT		3.0		18	0	18	01/02/2014	01/10/2014	FOUNDATION DEPARTMENT	location 01		Studio Division	0	0
Add	FN115-1	2 DIMENSIONAL DESIGN		3.0		18	0	18	01/02/2014	01/10/2014	FOUNDATION DEPARTMENT	location 01		Studio Division	0	0
Add	FN130-1	3 DIMENSIONAL DESIGN		3.0		15	0	15	01/02/2014	01/10/2014	FOUNDATION DEPARTMENT	location 01		Studio Division	0	0

Matric Code: Total Credits Earned: 9.0   Comment:
Adjust Columns

		Course	Title	Instructor	Credits	Day Time Room	Site	SubSem	Grading Method	Last Drop Date	Withdrawal Date	Entered User	Entered Date
Drop	Replace	EN100-1	ENGLISH COMPOSITION I		3.0		location 01					660127615	03/21/2013
Drop	Replace	FN115-1	2 DIMENSIONAL DESIGN		3.0		location 01					660127615	03/21/2013
Drop	Replace	FN130-1	3 DIMENSIONAL DESIGN		3.0		location 01					660127615	03/21/2013
Drop	Replace	PN245-1	CONTEMPORARY PAINTING PRACTICE		3.0		location 01					660127615	03/21/2013
Drop		FN100-1	DRAWING I		3.0		location 01					660127615	03/21/2013

7) To add courses: Click ADD on left hand side of the course code for the course you want to enroll in. Once a course is added and you need to drop it or replace it click on either DROP or REPLACE. If you choose REPLACE then you can click on another course above and it will put that course in its place. **NOTE**: Once you have started registering online for courses, you will not be able to drop all courses in your Course Basket. If for any reason you need to drop or withdraw from all courses during a term, please contact the Registrar's Office.

8) To print out or save your schedule, click on Class Schedule/Grades under the drop-down menu on the top left; choose the semester you want to view/print/save using the drop-down menu at the top of the page and click on Get Schedule and on the upper right hand corner click on *printable version*. From there you can view, print or save your course schedule as a pdf.