




**METROPOLITAN  
COLLEGE** OF NEW YORK  
FOUNDED BY AUDREY COHEN IN 1964

### How to Register for Classes Using Self-Service

1. Log on to your account in Self-Service.
2. Click on the **Online Registration** tab.
3. Click on **Academic Plan** to review the courses you need to take next Purpose.
4. Click the search icon  next to the course you want and view when it is offered.
5. Make sure that the semester is correct (Period). Find the course with the time, day, and campus that you want and click “Add” to put the course in your shopping cart.
6. Go back to your Academic Plan and add more courses to your cart, as needed to complete your schedule.
7. View your shopping cart and if everything is correct, click “Proceed to Registration.”
8. Click “Next” at the bottom of your screen. When it says “Awaiting Advisor’s Approval” next to your courses, click “Next” once more. You should get a message telling you that you’ve successfully submitted your courses.
9. Your Advisor will review your courses and if they are all correct, your schedule will be approved.

### Common Questions About Online Registration

#### ***How will I know if my courses were approved?***

*You will receive an email as soon as your Advisor has approved or denied your courses.*

#### ***What do I do if all of my courses were not approved?***

*Go back to **Online Registration**, click the semester and view your courses. Click on “Request Denied” to view your Advisor’s comments.*

#### ***My courses were denied and I still don’t know what to do next.***

*Contact your Advisor in Student Services.*

#### ***Am I registered as soon as I submit my courses?***

*Every submission is reviewed by an Advisor in Student Services. Your Advisor will approve correct courses and deny incorrect courses. Nothing is final until you can see it in your Class Schedule in Self-Service.*

#### ***I requested the correct course but it was denied by my Advisor.***

*Make sure that the Section for the course you chose is correct. Section Codes are listed next to each Course Code, and are four characters long, such as MEW1 or BHV2.*

*For all Advisement and Registration questions, contact*

***Student Services at 212-343-1234, ext. 5009***