



Advisement and Online Registration for MSE Students

Logging on to CampusVue Student Portal

1. See your information from the Registrar’s Office and then log on (NyackWeb or portal.nyack.edu).
2. Review your holds (if any) on the web alerts section of the screen. These will keep you from registering online in step 5. If you have any holds, please take care of them before moving on.
3. Review the left-hand menu to see all of the options available to you in the new system. Specifically, you will want to take a look at the Degree Audit link (this is your new, online rating sheet).

Selecting Courses for Your Schedule

4. Have your catalog year's Suggested Program Plan for your program in front of you so you have an idea in what order to take courses.
5. From the left-hand menu, click the Online Registration link.
6. Once you have been cleared of any holds, the bluish Begin Online Registration link will be available to you. If it is not, please check step 2 to see if you have any web alerts about registration holds.
7. You will be redirected to a screen that defaults to a view of all required courses that you must take for graduation that are being offered for the next semester and for which you have satisfied the pre-requisites. Courses that are not required for your program will not appear.
8. With your Suggested Program Plan in front of you, search for the required courses (and sections) that you need to take.
9. At the upper left for search criteria you will change the Display criteria from 'Required' to 'Elective'. Now you can search for the courses in your concentration elective pool or any other electives you are allowed. Be sure to refer to your Suggested Program Plan and your Degree Audit so you choose the right type of courses and limit of credits—ELECTIVE COURSES are not automatically calculated for you the way that required courses are.

Approving your Planned Schedule

10. After discussing your plan with your program Director, she/he will remove the 'Advising Hold from the Portal.
11. She/he will recommend courses for you by submitting a "Web Advisor Alert" through the "Contact Manager". You should receive an email confirmation for you to acknowledge.

Finishing

10. Log back on through the portal.nyack.edu page. Follow steps 5-9 from Selecting Courses for Your Schedule at left, this time **selecting** the courses instead of searching for them. If they have been selected properly, they will appear at the bottom portion of the screen under the heading Selected Courses.
11. Once you have finished picking your unblocked courses, click step 2 View at the top of the page. Review your courses as they will appear on a weekly schedule. Take note of when you will be available to attend weekly field experiences.
12. Click step 3 Register at the top of the page.
13. Click the button "Register / Drop". At this point, your courses will be changed from "Future" to "Scheduled" in your Degree Audit.
14. Refer to your Google Drive and search for your "Student Status Report". This document keeps track of your examinations, dispositions, GPAs for the School of Ed.