

MaloneXpress Registration Training Guide

This training guide provides students with the steps needed to complete online registration via MaloneXpress. Failure to follow these steps could prevent or delay registration for classes.

If you experience registration issues, please call the Office of the Registrar at (330) 471-8128. If you experience log-in issues, please call the Help Desk at (330) 471-8428. Note: Students also have the option of registering using a Registration Form. Copies are available in the Office of the Registrar.

Quick Guide for MaloneXpress Registration [without screenshots]

1. **Log in to MaloneXpress. Select the Student tab and then choose Schedule and Grades.**
2. **Choose Course Schedules. Under Add/Drop, select the term from the drop-down menu.**
3. **Complete the Registration Agreement form for the selected term.**
4. **Search for available courses by using either the Add by Course Code tab or the Course Search tab.**
5. **Once your courses have been selected, click the Add Course(s) button. If registration is successful, a message will appear: Successfully added to registration record.**
6. **If you need to drop a course, select the box located to the left of the course code and then click the Drop Course(s) button. If your course was dropped successfully, a message will appear: Successfully dropped from registration record.**
7. **To view your schedule, Choose Schedule and Grades in the left-hand column. Click the View Details link located under Student Schedule. Select the term from the drop-down menu and click the Search button.**

Step-by-Step Guide for MaloneXpress Registration [with screenshots]

1. Log in to MaloneXpress using the link found at the top of Malone University's [website](#).



2. Once you are logged in, select the Student tab and then choose schedule and Grades in the left-hand column.

Important Note: DO NOT use the Back and Forward buttons to navigate these webpages. You must use the links in the left-hand column.

The screenshot displays the Malone mxXpress website interface. At the top, the logo "Malone mxXpress" is visible. Below the logo is a navigation bar with the following tabs: Home, Retention, Student, Graduate Programs, Admissions, Campus Life, CourseEval, Staff, and Faculty. The "Student" tab is currently selected. Below the navigation bar, a breadcrumb trail reads "You are here: Student > Intro Page". On the left side, there is a vertical menu with the following items: Student, Intro Page (highlighted), Academic Advising, Financial Aid, Schedule and Grades (indicated by a black arrow), Student Accounts, Phiz, Work Study, Counseling and Human Development Department, Quick Links, and My Pages. The main content area on the right is titled "Student" and contains an "FAQ" section with a link for "Program Reductions and Student Impact (.docx, 20K)". Below the FAQ is a "Go to Main Screen" button with a right arrow icon. Further down is an "Online Services" section with links for "Financial Aid", "Online Learning", and "Remote Access".

3. Choose Course Schedules.

The screenshot shows a university website interface. On the left is a dark grey sidebar with a red border containing 'Quick Links' and 'My Pages'. The 'Quick Links' section lists: The Aviso, Malone Bookstore, Malone Home, InfoTech Help Desk, Library, Online Learning, and Registrar. The 'My Pages' section lists: Early Alert Messages. The main content area has a header with the text 'Select a term from the dropdown to see the grades for that term.' Below this is a 'Term:' dropdown menu set to 'Spring Semester, 2017'. There are two links: 'View Final Grade Report' and 'View Midterm Grade Report'. A blue header bar contains the text 'Course Schedules' with a black arrow pointing to it from the right. Below this is another blue header bar labeled 'Add/Drop'. A grey alert box contains the text: 'Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.' Below the alert, it says 'Current Term: Spring Semester, 2017' and 'Add Period Closed / Drop Period Closed'. At the bottom, there are two buttons: 'Add/Drop Courses' with a plus and minus icon, and 'Course Search' with a magnifying glass icon.

Quick Links

My Pages

Early Alert Messages

The Aviso

Malone Bookstore

Malone Home

InfoTech Help Desk

Library

Online Learning

Registrar

Select a term from the dropdown to see the grades for that term.

Term: Spring Semester, 2017

View Final Grade Report

View Midterm Grade Report

Course Schedules

Add/Drop

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

Current Term: Spring Semester, 2017

Add Period Closed / Drop Period Closed

Add/Drop Courses



Course Search

4. Under Add/Drop, select the term from the drop-down menu. Once the correct term is selected, select complete the Registration Agreement form. The Registration Agreement must be accepted each term prior to registering.

The screenshot displays a web interface for 'Schedule and Grades'. At the top, there is a header 'Schedule and Grades' with a settings icon on the right. Below the header is a sub-section 'Course Schedules - Add/Drop Courses'. A blue bar labeled 'Add/Drop' is visible. In the main content area, there is a 'Term:' label followed by a dropdown menu currently showing 'Fall Semester, 2017'. A black arrow points to the dropdown arrow. Below the dropdown is the text 'Add Period Open / Drop Period Open'. Further down, there is a section titled 'Registration Agreement' with a horizontal line underneath. A text box contains the following text: 'When registering for classes, the University is advancing value to you in the form of educational services. You are required to complete the registration agreement via the link below to register for courses at Malone. If you agree, select YES then Submit to proceed to the next step in the registration process. If you disagree, Select NO then Submit to exit the Web Registration.' Below this text box, the text 'Complete the Registration Agreement form' is displayed with a black arrow pointing to it.

5. After reviewing the Registration Agreement, choose your response and click the Submit button.

Schedule and Grades



Course Schedules

[Add/Drop >](#)

Registration Agreement


Response to Registration Conditions

1. I understand that I am financially responsible for tuition and fees, room and board if living on campus, and any other charges associated with my enrollment (collectively, the "debt"). If my student account becomes delinquent upon notification from the University and attempts to collect are unsuccessful, I understand that my account may be referred to the University's collection agency or attorney for collection. I agree to reimburse Malone University the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and, in addition to said fees, all costs and expenses, including reasonable attorney's fees and court costs, the University incurs in such collection efforts. I authorize Malone University and its agents, representatives, attorneys and contractors (including collection agencies) to contact me at the current or any future number that I provide, through my cellular phone or other wireless device, home phone and email, including by way of text and automated telephone dialing equipment or artificial or pre-recorded voice or text message, for the purposes of collecting any portion of my financial obligation which is past due.

*Required

Yes

No



6. If your Registration Agreement form was submitted successfully, a message will appear: Thank you for submitting your Registration Agreement. You are now ready to add your course selections.

Schedule and Grades

Course Schedules - Add/Drop Courses

[Add/Drop](#) > > [Add/Drop Courses](#)

Thank you for submitting your Registration Agreement

Add/Drop

Term:

[Add Period Open](#) / [Drop Period Open](#)

7. Search for available courses using either the Add by Course Code tab or the Course Search tab. If you choose to use the Course Code tab, begin typing the course code (i.e. EDUC) into the search field. Once you begin typing, a list of courses will appear that match your search. Click on the course for which you would like to register. Continue this process until you have selected each of your courses and then click the Add Course(s) button.

The screenshot shows a web interface with two tabs: "Add by Course Code" (active) and "Course Search". Below the tabs is instructional text: "To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**"

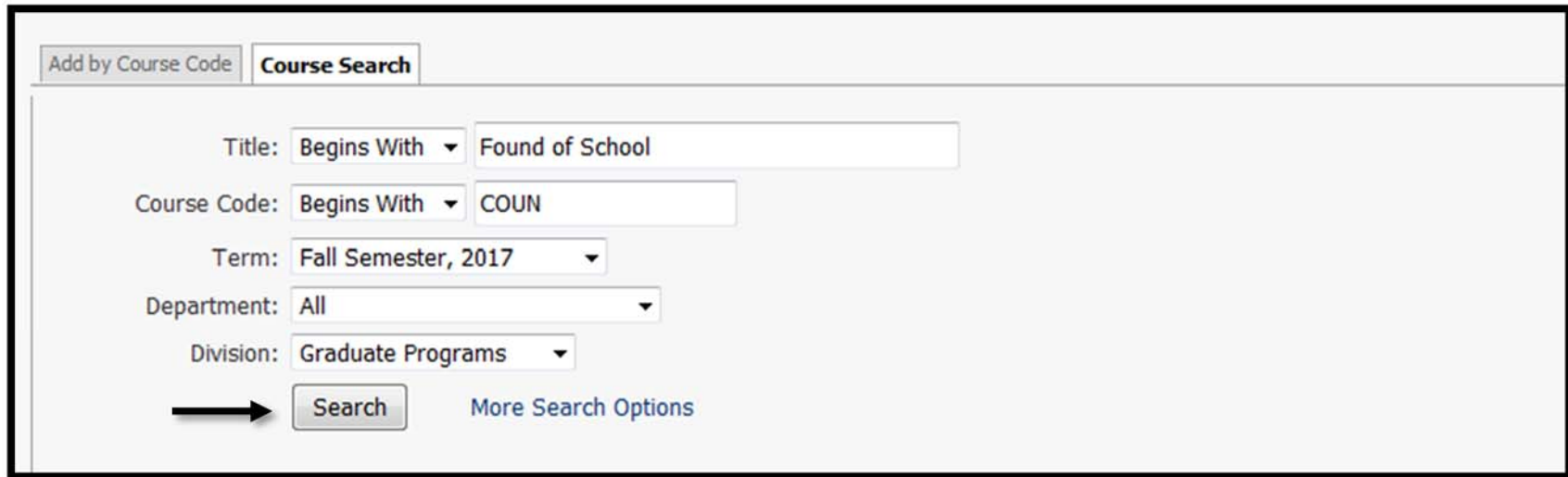
Below the text are two columns of "Course Code:" labels, each followed by a text input field. The first column contains:
1. COUN 503 01 OL B
3. COUN 549 01 OL A
5. [empty field]

The second column contains:
2. COUN 544 01 A
4. COUN 563|
6. [dropdown menu]

The dropdown menu for the second column is open, showing two options: "COUN 563 01 HY B" and "COUN 563 02 OL B". The second option is highlighted with a grey background.

At the bottom center, there is a button labeled "Add Course(s)" with a black arrow pointing to it from the left.

If you choose to use the Course Search tab, you have the option of searching by the course title, course code, term, department, and/or division. Enter your search criteria and then click the Search button.



The screenshot shows a web interface for course search. At the top, there are two tabs: "Add by Course Code" and "Course Search". The "Course Search" tab is active. Below the tabs, there are several search criteria fields:

- Title: A dropdown menu set to "Begins With" and a text input field containing "Found of School".
- Course Code: A dropdown menu set to "Begins With" and a text input field containing "COUN".
- Term: A dropdown menu set to "Fall Semester, 2017".
- Department: A dropdown menu set to "All".
- Division: A dropdown menu set to "Graduate Programs".

At the bottom left, a black arrow points to a "Search" button. To the right of the "Search" button is a blue link labeled "More Search Options".

A list of courses matching your search criteria will appear. Select the course(s) you would like to register for by clicking the box located to the left of each course and then click the Add Courses button. Continue this process until you have added each of your courses.

Search Results

Search Again Term: Division: Other previously selected search criteria still apply.

| Add | Textbooks | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits | Begin Date | End Date |
|-------------------------------------|--------------------------|---------------|----------------------------|------------------|------------|--------|---------------------------------|---------|------------|------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | COUN 545 01 A | Found of School Counseling | Cumo, Gerianne L | 24/25 | Open | T 6:00 PM-10:00 PM; Main Campus | 3.00 | 8/29/2017 | 10/17/2017 |

←

If registration for the selected course(s) is successful, a message will appear: Successfully added to registration record. Scroll to the bottom of the page to view your schedule.

Messages

COUN 652 01 OL A - Successfully added to registration record. ←

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule

| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Division |
|--------------------------|------------------|-------------------------------------|----------------|--------------------------------|---------|----------------------|-------------------|
| <input type="checkbox"/> | COUN 503 01 OL B | Multicultural Counseling & Advocacy | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |
| <input type="checkbox"/> | COUN 652 01 OL A | Research & Prog Eval in Counseling | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |

8. If you need to drop a course, select the box located to the left of the course code and then click the Drop Course(s) button.

| Your Schedule | | | | | | | |
|-------------------------------------|------------------|-------------------------------------|----------------|--------------------------------|---------|----------------------|-------------------|
| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Division |
| <input checked="" type="checkbox"/> | COUN 503 01 OL B | Multicultural Counseling & Advocacy | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |
| <input type="checkbox"/> | COUN 652 01 OL A | Research & Prog Eval in Counseling | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |

←

If your course was dropped successfully, a message will appear: Successfully dropped from registration record.

Messages

COUN 503 01 OL B - Successfully dropped from registration record. ←

Title:

Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule

| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Division |
|--------------------------|------------------|------------------------------------|----------------|--------------------------------|---------|----------------------|-------------------|
| <input type="checkbox"/> | COUN 652 01 OL A | Research & Prog Eval in Counseling | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |

9. To view your schedule, Choose Schedule and Grades in the left-hand column. Click the View Details link located under Student Schedule.

Student

- Intro Page
- Academic Advising
- Financial Aid
- Schedule and Grades**
- Student Accounts
- Phiz
- Work Study

Schedule and Grades

Student Schedule

[Course Schedule](#)

[View Details](#)

Fall Semester, 2017 - All Divisions

| Course | Title | Meets |
|------------------|------------------------------------|------------------|
| COUN 652 01 OL A | Research & Prog Eval in Counseling | On Line Course - |

10. Select the term from the drop-down menu and click the Search button. Your course schedule will appear. Click the Printer icon in the top-right corner to print a copy.

Schedule and Grades

Student Schedule - Schedule Details

Course Schedule

Term Data is only available for current or pre-registered courses.

Term: ← Division:

Fall Semester, 2017 - All Divisions

| Textbooks | Course | Title | Credits | Status | Grading Type | Faculty | Meets | Dates | Room |
|-----------|------------------|--|---------|---------|--------------|--------------------|----------------|---------------------------|----------|
| ⊕ | COUN 652 01 OL A | Research & Prog Eval in Counseling | 3.00 | Current | GR | Lacourt, Luis E | On Line Course | 8/28/2017 - 10/20/2017 | ONLN / / |