# 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.**

## 3. Choose Course Schedules.

**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.**

## Schedule and Grades

### Course Schedules - Add/Drop Courses

#### Add/Drop

Term:    Fall Semester, 2017    ▼    ⬅

Add Period Open / Drop Period Open

#### Registration Agreement

*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.*

Complete the Registration Agreement form    ⬅

**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

[ Submit ]  [ Cancel ]

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:  Fall Semester, 2017  ▼

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.**

| Add by Course Code | Course Search |
| --- | --- |

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.**
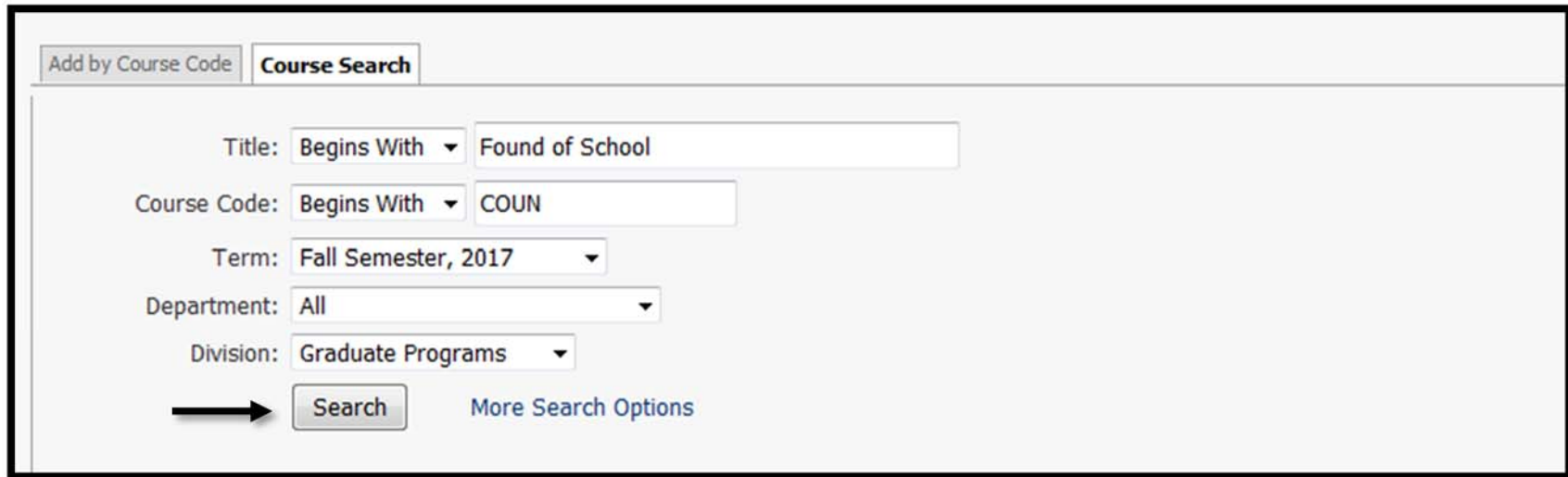
Course Code:   Course Code:

1. COUN 503 01 OL B      2. COUN 544 01 A

3. COUN 549 01 OL A      4. COUN 563|

                             COUN 563 01 HY B

5.                6.   COUN 563 02 OL B

⟶ Add Course(s)

**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.**

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: Fall Semester, 2017 ▼  Division: Graduate Programs ▼  [ Search ]  Other previously selected search criteria still apply.

| Add | Textbooks | Course Code | Name | Faculty | Seats Open | Status | Schedule | Credits | Begin Date | End Date |
|-----|-----------|-------------|------|---------|------------|--------|----------|---------|------------|----------|
| ☑ | ⊞ | 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 |

[ Add Courses ] ⬅

**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. ⟵

| Add by Course Code | **Course Search** |

Title: Begins With ▾ [ ]

Course Code: Begins With ▾ [ ]

Term: Fall Semester, 2017 ▾

Department: All ▾

Division: Graduate Programs ▾

[ Search ]   More Search Options

**Your Schedule**

| Drop | Code | Title | Schedule | Location | Credits | Credit Type | Division |
|------|------|-------|----------|----------|---------|-------------|----------|
| ☐ | COUN 503 01 OL B | Multicultural Counseling & Advocacy | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |
| ☐ | 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 |
| ☑ | COUN 503 01 OL B | Multicultural Counseling & Advocacy | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |
| ☐ | COUN 652 01 OL A | Research & Prog Eval in Counseling | On Line Course | Online - Distributive Learning | 3.00 | Graduate Scale A - F | Graduate Programs |

Drop Course(s) ⟵

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

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

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: Fall Semester, 2017 ⬅    Division: All Divisions

Search

**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 / / |