

MCLL On-Line Registration for Study Groups & Lectures

1. Go to www.mcgill.ca/minerva Registration opens on the date given in the MCLL calendar.
2. Log in with your e-mail address and password.

If you have not yet activated your e-mail address, do so now by following the instructions on the separate instruction sheet available at the MCLL office.

3. In subsequent screens **select:**

⇒ **Student menu**, then

⇒ **Personal and Professional Development Courses and Seminars offered by the School of Continuing Studies**, then

⇒ **View Available Courses and Register**.

4. On the next page select the term from the **Search by Term** drop-down list:

e.g. **Summer 2016 (Non-Transcript) OR Fall 2016 (Non-Transcript)**, then click on **Submit**.

5. On the **Look up Course Sections** page, in the Subject box **select the activity:**

e.g. **YCMS - MCLL Study Group**. Then click on **Advanced Search** at the bottom of the page.

6. On the **next** page, in the Subject box **select the activity again:**

e.g. **YCMS - MCLL Study Group**. Then click on **Get Course Sections** at the bottom of the page.

7. On the list of study groups (or lectures) provided, **check the box(es)** next to the ones you want to register for. Then **scroll down and click Register**.

Note 1: MCLL members may register for no more than 2 study groups.

Note 2: "C" in the Select column indicates that the study group is full.

Note 3: The "R" in the Days column = Thursday;

8. The next page lists ALL the study groups (or lectures) you have chosen.

If the start date field is empty, enter the start date and click Submit.

9. At the **Quick Add or Drop Course Sections** page all the items you have chosen are displayed.

Congratulations! You are now registered for the items you see listed!!

*At this stage if you want to add further items, such as lectures or additional study groups, click on **Class Search** at the bottom of the page. This will return you to the **Look Up Course Sections** page and you can repeat steps 5 through 8.*

Completed your selection? Click on **Verify Registration Fees** at the top of the page.

10. Your account is displayed on the next page. Click on **e-payment options**

11. The next screen shows your **Account Balance Today**. (Payment by credit card is not available)

(a) **To pay via on-line banking** you can click on **YOUR bank logo** which will take you to your bank website. *If you have not already done so, at the bank website you must set-up a payee or biller for McGill which includes your 9-digit Student ID number.*

(b) **If you cannot pay on-line, click on EXIT to close your session.** You can **mail in or hand-deliver your cheque** to the MCLL Office. Please write your 9 digit student ID number on the back of the cheque.

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Verifying your record

At a later date you can check what you are registered for this term by going to the Minerva site and following steps 1 – 7 of the registration process. You will see your record at the **Quick Add or Drop Course Sections** page.

Dropping or adding courses

To Add or Drop a study groups or lecture at a later date, start with the same process as you did to register, **repeating steps 1-5**.

Note: *At the **Look Up Course Sections** page there will be no check box next to the courses for which you are already registered.*

To add courses

Select the activities you want to add and submit your selections (**steps 6 – 8**).

If there is now an outstanding balance, continue with steps 9 and 10.

To drop courses – Go to the **Quick Add or Drop Course Sections** page (**steps 1-7**) where you can drop one or more of the selections by using the drop down list beside each item and clicking on **Web Drop**. Once you've selected Web Drop click on **Submit Changes**.

Note: *You cannot drop courses after the first two weeks of term.*

Outstanding Fees

If you have an outstanding fee balance, then some days after you register you will receive a message at your McGill e-mail address giving your balance owing, and directing you to the Minerva web-site where you can go to the **Student Accounts menu** to see your fee statement (e-bill). You can either use on-line banking to pay the balance, or you can print off your statement and submit it with your cheque to the MCLL Office.

(See below for instructions on how to access your McGill e-mail.)

Requesting Refunds

Any requests for refunds should be made to the MCLL Office: tel. 514-398-8234.

Accessing your McGill e-mail

1. Go to <http://myMcGill.mcgill.ca>
2. Log in with your e-mail address and password

Note: *The MyMcGill page that opens offers many different McGill services, but many are designed for students in credit programs and are not available for MCLL members.*

3. Click on the **Mail tab** at the top right hand side of the screen.