
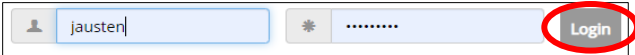

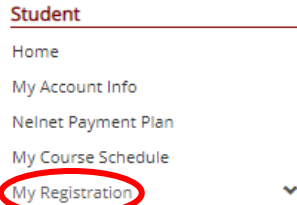
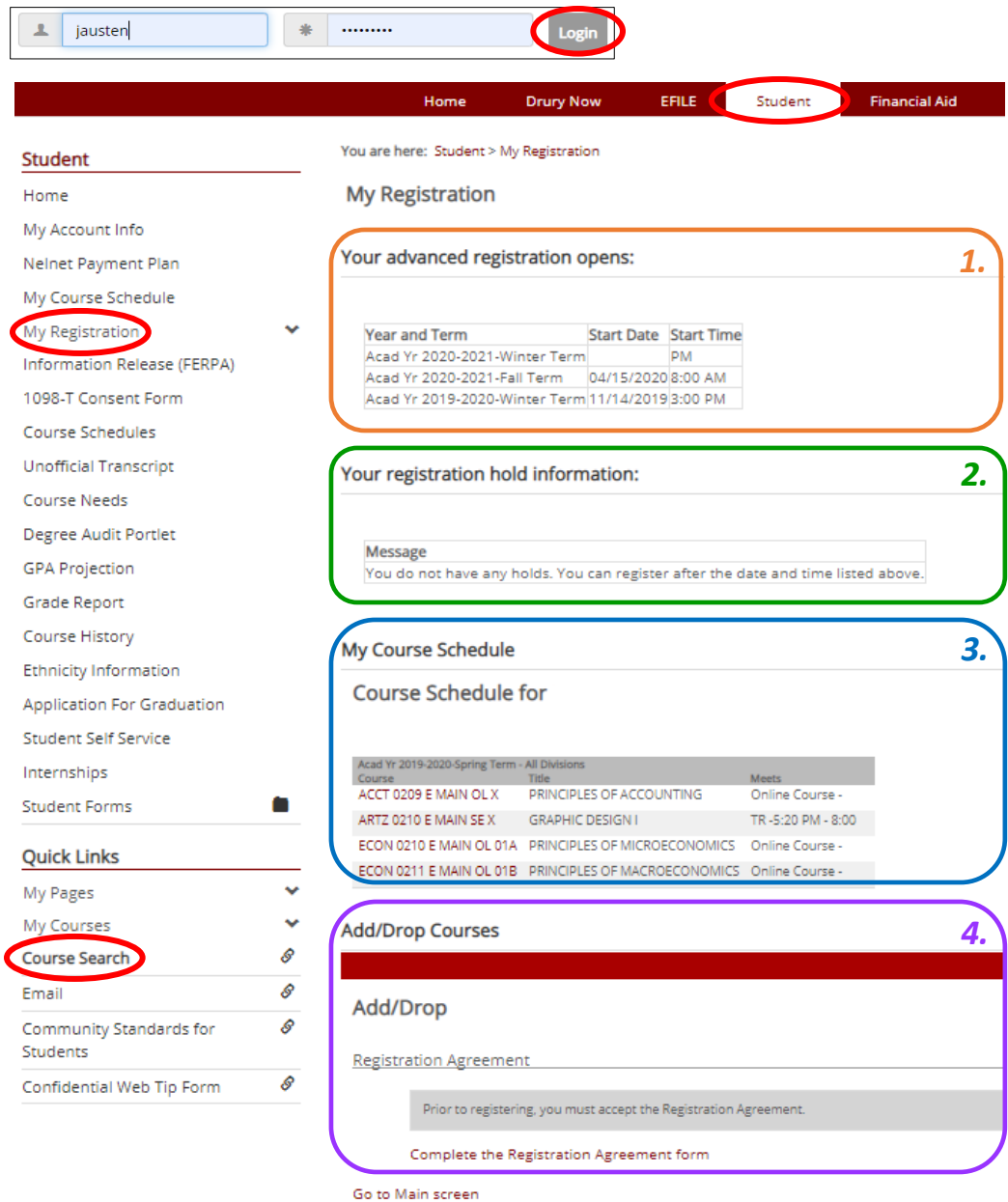


Registration

1. Go to my.drury.edu
2. Click the *Login* button: 
3. Enter your username and password, then click the *Login* button: 
4. Click on the **Student tab** (top): 
5. Click on **My Registration** (left): 

My Registration:

1. **Your advanced registration opens**
 - a. The time and date when you can register will be listed here.
2. **Your registration hold information**
 - a. Any holds that will prevent you from registering will appear here.
 - b. Common Holds:
 - i. “BO Balance Due” – contact business office to resolve this hold. businessoffice@drury.edu
 - ii. “IA Incomplete admission” – contact registrar’s office. reg@drury.edu
 - iii. “GS Graduating Student” – This is a warning, and will not prevent registration.
 - iv. “AT Student Athlete” – This is a warning, and will not prevent registration.
3. **My Course Schedule**
 - a. Your schedule for the current semester.
4. **Add/Drop Courses**
 - a. Before you can register for any classes, you must complete the Registration Agreement Form. (see below)
 - i. Click complete registration agreement, to see important registration dates.
 - ii. Click Submit to accept the registration conditions.
 - b. After you have completed the Registration agreement, select **Course Search** (left) to find courses.



1. Your advanced registration opens:

Year and Term	Start Date	Start Time
Acad Yr 2020-2021-Winter Term		PM
Acad Yr 2020-2021-Fall Term	04/15/2020	8:00 AM
Acad Yr 2019-2020-Winter Term	11/14/2019	3:00 PM

2. Your registration hold information:

Message
You do not have any holds. You can register after the date and time listed above.

3. My Course Schedule

Course Schedule for

Acad Yr	Course	Title	Meets
2019-2020-Spring Term - All Divisions	ACCT 0209 E MAIN OL X	PRINCIPLES OF ACCOUNTING	Online Course -
	ARTZ 0210 E MAIN SE X	GRAPHIC DESIGN I	TR -5:20 PM - 8:00
	ECON 0210 E MAIN OL 01A	PRINCIPLES OF MICROECONOMICS	Online Course -
	ECON 0211 E MAIN OL 01B	PRINCIPLES OF MACROECONOMICS	Online Course -

4. Add/Drop Courses

Add/Drop

Registration Agreement

Prior to registering, you must accept the Registration Agreement.

Complete the Registration Agreement form

Go to Main screen

My Registration

Add/Drop Courses - Course Search

Course Search

1. Term: Acad Yr 2020-2021-Fall Term

2. Department: English

Course Number Range: [] to []

Title: Begins With []

Course Code: Begins With []

3. Division: Undergraduate

4. Day School Fusion Requirement: EE Ethical Explorations

Day School CORE Requirement: []

Method: All

Time: [] To: []

Meets on any day(s)

Meets only on the selected days

Monday Friday

Tuesday Saturday

Wednesday Sunday

Thursday

Faculty: All

5. Campus: Drury Univ Main Campus

Building: All

Section Status: Open or Full

Min/Max Hours: [] to []

Search Reset

Course Search:

1. **Term** – Select the correct term (fall, spring, summer, or winter). If you select terms that specify “Full term, A block, or B block,” your search will be narrowed to either only full term courses, or only block courses. To see the full list of courses, be sure to select terms as listed below:

Acad Yr 2020-2021-Fall Term

Acad Yr 2020-2021-Fall Term - A Block

Acad Yr 2020-2021-Fall Term - Fall Full Term

Acad Yr 2020-2021-Fall Term

Acad Yr 2019-2020-Summer Term - B Block

Acad Yr 2019-2020-Summer Term - A Block

Acad Yr 2019-2020-Summer Term - Summer Full Term

Acad Yr 2019-2020-Summer Term - May Term

Acad Yr 2019-2020-Summer Term

2. **Department** – This box will allow you to narrow your search by department.
3. **Division** – Select your division (undergraduate, graduate).
4. **Day School Fusion/CORE Requirement** – Use this search box to find courses that will fulfill specific Fusion or CORE requirements.
5. **Campus** – Choose your campus. For Day School, select Drury Univ Main Campus.

HINT: Avoid narrowing the search by too many qualities. If you are having issues, widen your search.

Click *Search* to bring up your search results.

Search Results:

Carefully scroll through the list of classes to find your desired course(s).

- Add** – Mark any course you would like to add (repeat if registering for more than one class).
 - If there is not an Add box next to the class you want, the course may be outside your division (graduate/undergraduate/Dual Credit) or you may be missing a prerequisite.
- Course Code** – All courses have a designated course code. This specifies the department and course number as well as Location, Mode, and Section.
 - The course codes below can be interpreted as follows:

D = Day School MAIN = Main Campus SE = Seated CRIM 0102 D MAIN SE 02	E = Evening/CCPS MAIN = Main Campus OL = Online ACCT 0210 E MAIN OL 01
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- Seats Open/Status** – Look here to see how many open seats remain in a course. If the course is full it will show 0/X, Full.
- Schedule** – The dates and times each course meets will be listed here.
- Hours** – This column specifies how many credit hours each course is worth.
 - During the Spring and Fall semesters, 12-17 hours is considered full time for undergraduate students.
 - If you would like to register for more than 17 hours, this is academic overload. You will need to submit a “Request for Permission to Enroll for an Overload”
- Add Courses** – When you have selected your desired courses, scroll to the bottom of the screen and click the *Add Courses* button.

My Registration

Add/Drop Courses - Results

Search Results

Search Again Term: Acad Yr 2020-2021-Fall Term Division: All Search Other previously selected search crit

1	2	3	4	5				
Add	Textbooks Day School Fusion Requirement	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits
<input type="checkbox"/>		AADM 0101 D MAIN SE 01	INTRODUCTION TO ARTS ADMINISTRATION	staff, TBA	20/20	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>		ARCH 0110 E MAIN DC 15J	INTRODUCTION TO ARCHITECTURE	Scanlon, Sean P	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>		COMM 0270 D MAIN SE 01	INTRODUCTION TO DATA VISUALIZATION	Groves, Jonathan W	20/20	Open	TR 1:00 PM-2:15 PM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	50	CRIM 0102 D MAIN SE 01	INTRODUCTION TO CRIMINOLOGY	staff, TBA	20/20	Open	MWF 10:00 AM-10:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	50	CRIM 0102 D MAIN SE 02	INTRODUCTION TO CRIMINOLOGY	Long, Jennie Johnson	20/20	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input checked="" type="checkbox"/>	50	CRIM 0102 D MAIN SE 03	INTRODUCTION TO CRIMINOLOGY	staff, TBA	20/20	Open	TR 1:00 PM-2:15 PM; Drury Univ Main Campus	3.00
<input type="checkbox"/>		CRIM 0222 E MAIN OL 01A	INTRODUCTION TO FORENSIC SCIENCE	Deeds, Sarene J	25/25	Open	Online Course; Oakton Campus	3.00
<input type="checkbox"/>		CRIM 0222 E ROLL SE 01	INTRODUCTION TO FORENSIC SCIENCE	Rowell, Willie Joe	25/25	Open	W 5:00 PM-7:40 PM; Rolla Campus	3.00
<input checked="" type="checkbox"/>	NW	CSCI 0251 D MAIN SE 01	INTRODUCTION TO COMPUTER SCIENCE	Browning, Carol Jean	22/22	Open	MWF 8:20 AM-9:50 AM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW	CSCI 0251 D MAIN SE 02	INTRODUCTION TO COMPUTER SCIENCE	Browning, Carol Jean	22/22	Open	MWF 2:00 PM-3:30 PM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW	CSCI 0251 D MAIN SE 03	INTRODUCTION TO COMPUTER SCIENCE	Branton, Christopher W	22/22	Open	MWF 2:00 PM-3:30 PM; Drury Univ Main Campus	4.00
<input type="checkbox"/>	NW	MATH 0227 D MAIN SE 02	INTRODUCTION TO STATISTICS	Dillstrom, Joseph A	23/23	Open	TR 10:00 AM-11:15 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW	MATH 0227 D MAIN SE 03	INTRODUCTION TO STATISTICS	Barker, Colin Theodore	23/23	Open	MWF 10:00 AM-10:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW	MATH 0227 D MAIN SE 04	INTRODUCTION TO STATISTICS	Borodich, Sergey	23/23	Open	MWF 9:00 AM-9:50 AM; Drury Univ Main Campus	3.00
<input type="checkbox"/>	NW	MATH 0227 E FTLW SE 01A	INTRODUCTION TO STATISTICS	Lee, Andrea M	25/25	Open	W 5:00 PM-10:00 PM; Fort Leonard Wood Campus	3.00
<input type="checkbox"/>	NW	MATH 0227 E HOUS SE 01	INTRODUCTION TO STATISTICS	Kosmicke, Kimberly Suzanne	25/25	Open	M 5:10 PM-7:50 PM; Houston Campus	3.00
<input type="checkbox"/>	NW	MATH 0227 E MAIN DC 1CA	INTRODUCTION TO STATISTICS	Green, Gayle M	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW	MATH 0227 E MAIN DC 1G	INTRODUCTION TO STATISTICS	Myers, Shellie M	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW	MATH 0227 E MAIN DC 1H	INTRODUCTION TO STATISTICS	Pluth, Thomas E	50/50	Open	By Arrangement; Dual Credit	3.00
<input type="checkbox"/>	NW	MATH 0227 E MAIN DC 1K	INTRODUCTION TO STATISTICS	Ozee, Michelle	50/50	Open	By Arrangement; Dual Credit	3.00

6.

After clicking *Add Courses*, you will be returned to *My Registration*

1. **Messages** – messages for each course will appear here.
 - a. If there are no issues, the message will say “Successfully added to registration record.”
2. **Courses Not Yet Registered** – if there are issues with any of the courses you tried to add, they will appear here.
 - a. If the error states you are missing a prerequisite or that the course is full, you can request course authorization from the instructor. Once the instructor has granted you course authorization, you can go back to course search and add the course.
3. **Your Schedule/Drop Courses** – your full schedule for the selected term will appear here. If you would like to drop any courses (during the add/drop period) you can select the course and click “Drop Courses.”

Special Registration Forms

All registration forms can be located in MyDrury: Student tab – right side – Registration Forms.

- Research and Studio Form – required for research or studio class.
- Directed Study Form – required for directed studies.
- Overload Form – required if you would like to register for more than 17 hours (in Spring or Fall terms).
- Day student request to enroll in Continuing Studies Course – required for day school students to enroll in CCPS courses (any course designated as “E” including night courses and online).

Add/Drop

Term: ▼
 Add Period Open / Drop Period Open
 You are currently registered for 3 credits.

1. **Messages**

BIOL 0163 D MAIN SE 01 - Successfully added to registration record.

2. **Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

BIOL 0110 D MAIN SE 02

Course Info: TR 11:30 AM-12:45 PM
 T 1:00 PM-1:50 PM

Error: **BIOL 0110 D MAIN SE 02 - A prerequisite for this course has not been met, This course is full or students are already waitlisted**

Resolution: You need to resolve each error (listed above) individually (if possible) before you can add this course.

OK

ARTH 0153 D MAIN SE 01

Error: **ARTH 0153 D MAIN SE 01 - Time Conflict with BIOL 0110 D MAIN SE 02**

OK

BIOL 0313 D MAIN SE 01

Error: **BIOL 0313 D MAIN SE 01 - A prerequisite for this course has not been met**

OK

Clear All Alerts

Add by Course Code | **Course Search**

Title: ▼

Course Code: ▼

Term: ▼

Department: ▼

Division: ▼

3.

Your Schedule										
Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division			
<input type="checkbox"/>	BIOL 0163 D MAIN SE 01	SCIENCE OF THE ENVIRONMENT	MWF 11:00 - 11:50 AM	Drury Univ Main Campus Trustee Science Center	138	3.00	Credit	Undergraduate		