

# Student Guide to the Registration Centre in

*my*  **MOUNT**

Student Guide to myMount

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## Introduction

The Registration Centre in myMount is the new way to search and register for your courses. You will also find useful links to Academic Advising resources here.

## How to Login

myMount can be accessed both from on and off campus by clicking on the myMount link at the top of the Mount website or by going to [www.msvu.ca/mymount](http://www.msvu.ca/mymount),

This will take you to the myMount login page where you will find guides, help, and the login link in the top right corner.

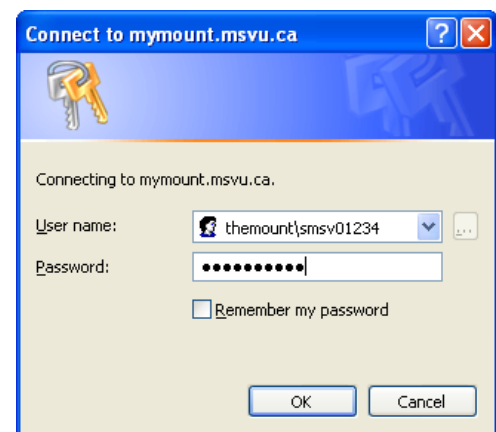
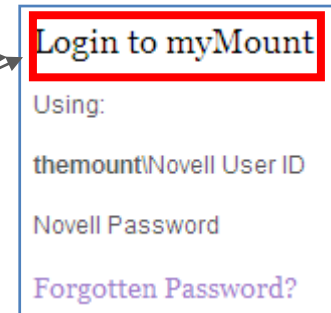
myMount works best on Windows using Firefox or Internet Explorer. On a Mac, it works best with Firefox. myMount will work with Safari on a Mac or a PC, but the layout works best with the other browsers.

To log into myMount:

1. Click on this link
2. Enter your **User name** as themount\your Novell ID
3. For **Password**, use your Novell password
4. Click **OK**

Your Novell username and password are the same as you use to access your WebMail, Webadvisor, Moodle and the network on Campus.

If you cannot remember your username or password, please contact the Mount helpdesk at (902) 457-6538 or at [helpdesk@msvu.ca](mailto:helpdesk@msvu.ca).



On a successful login you will see the myMount Home Page:

myMount > Student Portal

Today's Date: Wednesday, October 20, 2010

October 2010

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Wednesday, October 20

- 12:30 PM Europe: 18th&19th Centuries
- 3:05 PM Intro to SOAN Theory

Thursday, October 21

- 9:05 AM Canadian Culture and Society
- 10:30 AM Intro: Psychology as a Science

Friday, October 22

No events

Saturday, October 23

No events

Sunday, October 24

No events

Student Webmail

10°C  
Halifax, CAN  
Detailed Forecast

Important Notifications

You have 2 Notifications

Your notifications will be removed by college staff after you resolve the issue.

Announcements

**Extended Hours During Exams** 10/4/2010 10:33 AM  
The Library will stay open until 2:00 a.m. most nights during the exam period. Check out the full schedule on our hours page. While Library services will be reduced, you will still have access to computers, books and journals. There will also be extended security patrols and a sign-in procedure to ensure your safety.

**Weather Announcement** 10/4/2010 10:27 AM  
This is a weather update on "DATE." Due to weather conditions, Mount Saint Vincent University will be closed until 12 noon. Classes regularly scheduled this morning until noon are cancelled and all buildings will remain closed. Distance classes may proceed, technology permitting. If your class does not proceed, check you course Moodle site for updates.

Campus News

Academic News Student Union News Athletics/Rec News Media Releases

**Sample General News Story**  
This is a sample news item of general interest. This can be a Human Interest story or an item of news (and does not meet the definition of either a personal notification (personal and with a repercussion) or an Announcement (urgent and now)).  
10/1/2010

**Borrow Anywhere Return Anywhere**  
Did you know that you can borrow from over a hundred libraries across the province, including public, community college and university libraries? Materials can be returned to any of the participating libraries. Mount students can use their student ID cards to borrow from Novanet libraries as usual, and can return these books to the library of their choice, including public libraries. Visit Libraries Nova Scotia for more information on the BARA pilot project.

**Hiring Fall 2010 Student Assistants**  
Working at the library is no day at the beach...but it is where all the cool folks hang out! The Mount Library is now accepting applications for Fall 2010 Student Library Assistants. Forward your resume, cover letter and timetable to cirodesk@msvu.ca

My Links Useful Sites for Students RSS Feeds

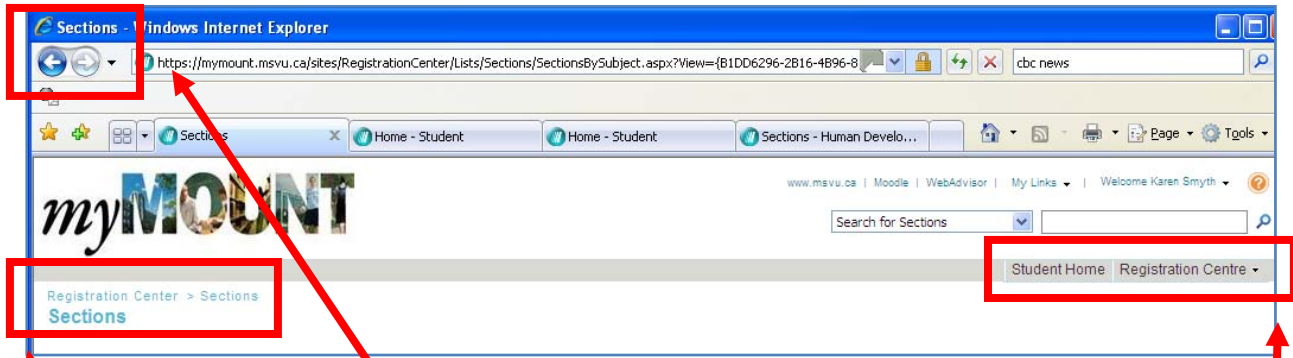
You have not created any links.

Upcoming Campus Events All events...

No events found.

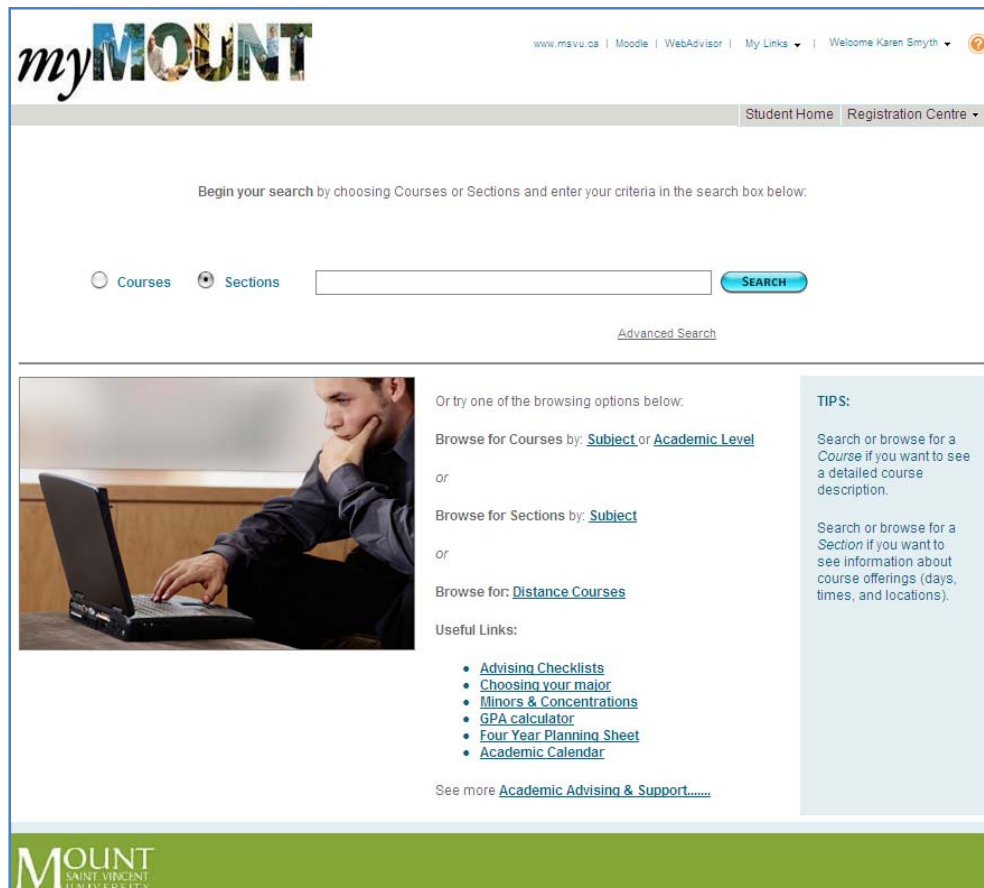
Mount Saint Vincent University

## Navigation in myMount



- The browser buttons can be used to navigate backwards and forwards through your browsing history
- Breadcrumbs appear on some pages and can be used to go to move to pages
- The Navigation Bar can be used to move between the Student Home page and the Registration Centre

Click on the **Registration Centre** tab in the navigation bar to go to the Registration Centre.



## Main Features of the Registration Centre

### Courses and Sections

The Registration Centre helps you find either courses or sections:

- Course searching or browsing is useful for finding general information on a course.
- Section searching or browsing is useful if you already know what course to take and are looking for a specific offering in order to register, or if you have a particular time slot to fill.

### Search or Browse

The Registration Centre offers two paths to look for a course or section:

- Searching allows you to enter search words and see either sections or courses that contain those words.
- Browsing allows you to view a list of all sections or courses in the Registration Centre. The list is organized (for example, by subject), and you can then sort the list and filter on specific attributes.

Both search and browse results contain links to pages with detailed information about each course and section.

### Search

If you know the course or section you are interested in you can enter details in the search box.

Courses
  Sections

This will return the details of courses matching the search criteria.

Sections Results										
Results 1-3 of 3. Your search took 0.11 seconds.										
Section Name	Title	Term	Faculty	Location	Meeting Info	Dates	Course Types	Credits	CEUs	Subject
<a href="#">BIOL-1114-02</a>	Human Development & Genetics	Winter 2011			W 7:05 PM - 9:35 PM	5/1/2011 - 6/4/2011		0.5		Biology
<a href="#">BIOL-2206-02</a>	Human Anatomy & Physiology II	Winter 2011	J. Manuel		M W 4:30 PM - 5:45 PM	5/1/2011 - 6/4/2011		0.5		Biology
<a href="#">BIOL-2205-02</a>	Human Anatomy & Physiology I	Fall 2010	T. Franz-Odendaal		M W 3:05 PM - 4:20 PM	8/9/2010 - 6/12/2010		0.5		Biology

Clicking on the Section Name will open a new page with full details of the section.

Registration Center > Sections > Human Development & Genetics (Winter 2011 BIOL-1114-02)  
**Sections: Human Development & Genetics (Winter 2011 BIOL-1114-02)**

**Biology 1114-02 Human Development & Genetics**

An introduction to genetics and the basic features of human reproduction and development. The genetic and environmental causes of variation in traits, inherited diseases, and the physiological and anatomical process of development will be investigated. This course may not be counted towards a major in biology. Note: Students who have received credit for BIOL 1112, BIOL 2201, BIOL 2205 or BIOL 2206 may not take this course for credit.

**Section Name:** BIOL-1114-02  
**Departments:** Biology  
**Prerequisites:**  
**Academic Level:** Undergraduate  
**Course Type:**  
**Credits:** 0.5  
**CEUs:**  
**Comments:**  
**Books:** To Be Determined

Title	Name	Location	Faculty	Dates	Meeting Info	Available/Capacity/Waitlist
Winter 2011						
Human Development & Genetics	BIOL-1114-02			01/05/2011 - 04/06/2011	W 7:05 PM - 9:35 PM	70 /70 /0

 [VIEW YOUR PREFERRED LIST](#)

## Browse

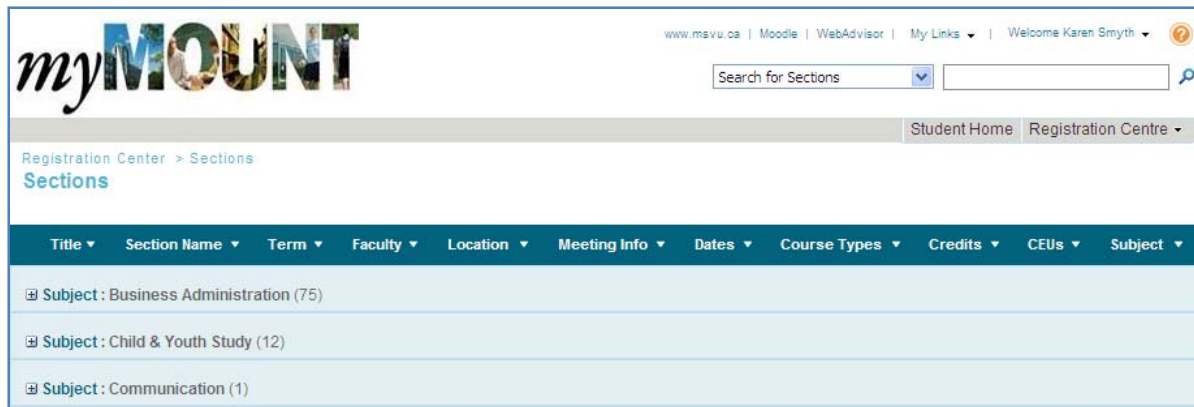
You can Browse Course and Section lists by subject, academic level, or sections only delivered by Distance Learning and Continuing Education.

<p>Or try one of the browsing options below:</p> <p>Browse for Courses by: <a href="#">Subject</a> or <a href="#">Academic Level</a></p> <p>or</p> <p>Browse for Sections by: <a href="#">Subject</a></p> <p>or</p> <p>Browse for: <a href="#">Distance Courses</a></p>	<p><b>TIPS:</b></p> <p>Search or browse for a <i>Course</i> if you want to see a detailed course description.</p> <p>Search or browse for a <i>Section</i> if you want to see information about course offerings (days, times, and locations).</p>
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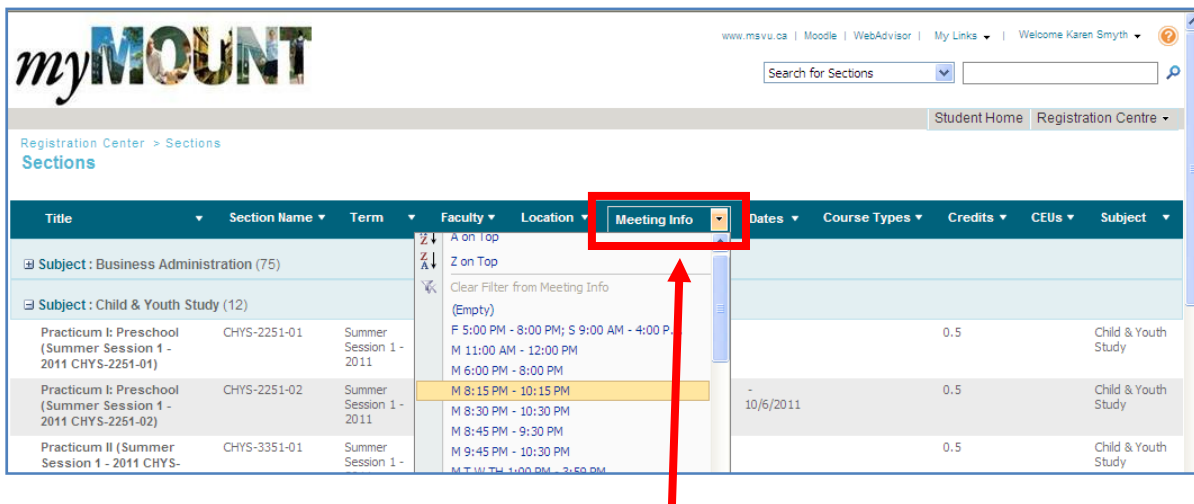
Clicking on these links will return a list of courses and sections organized by either subject or academic level depending on the link clicked.

Student Guide to myMount

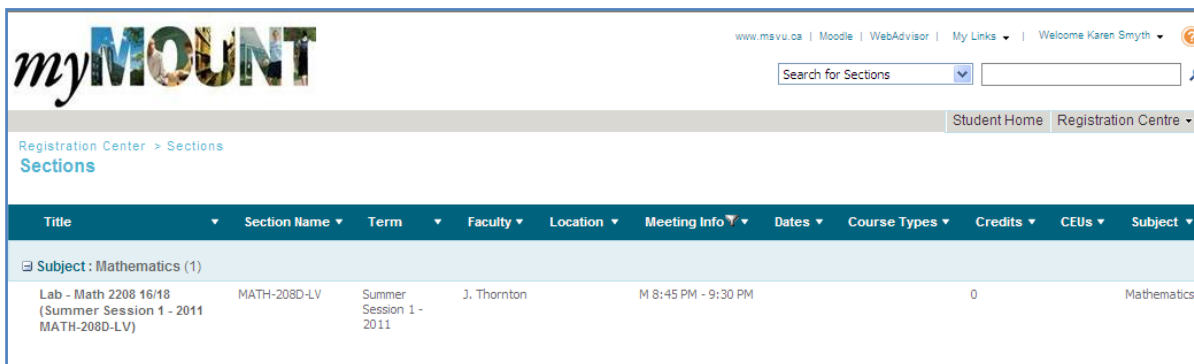
For example, if Browse for Sections by Subject is chosen a list is returned showing all sections in the course calendar, organized by subject, with each subject category initially collapsed.



You can expand any subject to see the sections, and can sort or filter on any column.



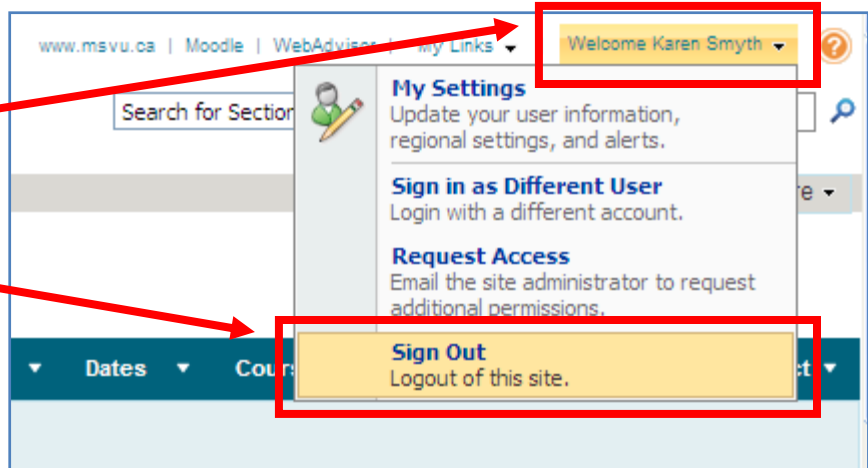
For example, you can click the arrow next to the **Meeting Info** column to apply a filter to limit the display to a specific time slot.





## How to Log out of myMount

Click on the down arrow next to your name on the top right corner of the page.



Then click on **Sign Out**.

You will be presented with this screen. Click **Yes** to sign out.

