



Student Guide to



©2016 Mount Saint Vincent University

Introduction.....	3
How to Login to myMount.....	3
Account Security.....	4
Using the Registration Centre.....	5
Browse for Sections by Subject	7
Filtering Results for Browse Display	8
Search for Sections	12
Filtering Search Results.....	13
How to Build your Preferred Sections List.....	18
Section is Unavailable	19
How to Remove Preferred Sections.....	20
How to Register	24
Registration Check list	24
Registering for Sections	24
My Information.....	27
All Things Financial	27
My Class Schedule	32
My Calendar.....	32
Accessing Moodle	34
Change my Password.....	35
Change my Address	35
Accessing Student Email.....	35
Important Dates for Students.....	35
The Mount in the Media.....	36
Logging Off of myMount.....	37
Feedback Form	38

Introduction

myMount is the Mount's student portal.

Use myMount to:

- Register for courses
- Access grades and transcripts
- View your class schedule
- Access Moodle class sites
- Access student email
- Pay tuition, get account statements, and tax forms
- See important dates and events
- Get campus announcements

How to Login to myMount

myMount can be accessed both from on and off campus by clicking on the myMount link at the top of the Mount website (www.msvu.ca).

Use your Mount EMAIL address to login to myMount (this is new for 2016 Fall).

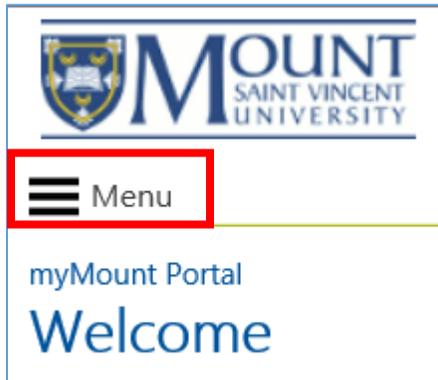
myMount works best on Windows using Firefox or Internet Explorer. On a Mac, it works best with Firefox. myMount will work with Safari on a Mac or a PC, but the layout works best with the other browsers.

To log into myMount:

1. Go to: www.msvu.ca and click on myMount at the top of the Mount website
2. Click the login button
3. Enter your **Mount EMAIL address** and password
4. Click Log On

If you cannot remember your username or password, please contact the Mount IT&S Helpdesk at (902) 457-6538 or at helpdesk@msvu.ca.

On a successful login to myMount, you will be able to choose the “Menu” button located at the top left.



Account Security

Each person is responsible to maintain security on their account. Do not let others know your password, and do not share your account. You can change your password by clicking on the “Change password” link under “My Information” or by contacting the IT&S Helpdesk at (902) 457-6438 or emailing helpdesk@msvu.ca.

You can go to the IT Services page on the Mount website for information on many Technology related services, including how to change your password, with “Tips to creating a strong and secure password” and How to Protect Your Account with examples of ‘phishing’ that may look legitimate but are attempts to get your password from you.

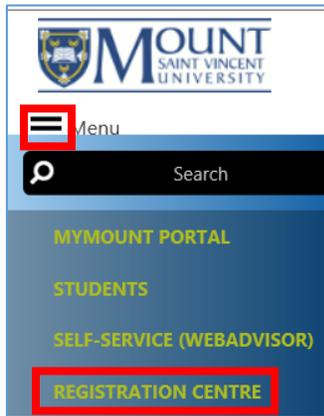
<http://www.msvu.ca/en/home/student-services/itservices/default.aspx>

Using the Registration Centre

Use the Registration Centre to find the course sections you want to register for, add them to your preferred list, and complete your registration.

Login to myMount from the Mount website, using your Mount EMAIL address

Select the “Menu” icon below the Mount logo, and select “REGISTRATION CENTRE”.



From the Registration Centre you can search for classes by subject, by course, or by course section.

You can find and register for courses in three easy steps.

Get quick how-to help on each of the three steps by clicking in the box to open the PDF guide for that step.



NOTE:

You may have to save the PDF on your PC before you can open it, depending on your internet browser. You will need to have a PDF viewer like Adobe Acrobat installed to see these short how-to documents. You will see the same information in the following pages.

Register for your classes in three easy steps. Clicking on each step will open a guide for each step.



Begin your search entering your criteria in the search box below:

You can enter part or full class ID e.g. "BUSI-1112" or Keyword search e.g. "Shakespeare".



OR TRY ONE OF THE BROWSING OPTIONS BELOW:

Browse for Courses by [Subject](#) or [Academic Level](#)

[Browse for Sections by **Subject**](#)

Useful Links:

If you are just starting to look at what courses are offered at the Mount, or you just want to look at what is available, start with **"Browse for Sections by Subject"**.

You can also click the Menu Icon from in the Registration Centre, and select **"Browse Through Sections"**. This is the same feature.



Browse for Sections by Subject

“Browse for Sections by Subject displays an alphabetical list of subjects.

myMount Registration Center Search Courses

Sections

SITE CONTENTS

Title	Section Name	Term	Faculty	Location	Meeting Info	Dates	Course Types	Credits	CEUs	Subject
[-] Subject : Arts (1)										
[-] Subject : Bachelor of Arts Internship (1)										
[-] Subject : Biology (10)										
[-] Subject : Bridging Course (5)										
[-] Subject : Business Administration (86)										
[-] Subject : Canadian Studies (2)										
[-] Subject : Chemistry (3)										

Click on the word ‘Subject’ in front of a subject to expand that subject’s section offerings. Click on the word ‘Subject’ again, to close the expanded subject.

Title	Section Name	Term	Faculty	Location	Meeting Info	Dates
[-] Subject Biology (1)						
[-] Subject : Bridging Course (1)						
[-] Subject Business Administration (24)						
Applied Marketing (2016 Fall BUSI-2231-01)	BUSI-2231-01	2016 Fall	K. Blotnicky		M 4:30 PM - 7:00 PM	9/7/2016 - 12/7/2016
Applied Marketing (2016 Fall BUSI-2231-02)	BUSI-2231-02	2016 Fall	M. Whalen		T TH 10:30 AM - 11:45 AM	9/7/2016 - 12/7/2016
Applied Marketing (2016 Fall BUSI-2231-16)	BUSI-2231-16	2016 Fall			M 6:00 PM - 8:00 PM	9/7/2016 - 12/7/2016
Applied Marketing (2016 Fall BUSI-2231-18)	BUSI-2231-18	2016 Fall			M 6:00 PM - 8:00 PM	9/7/2016 - 12/7/2016

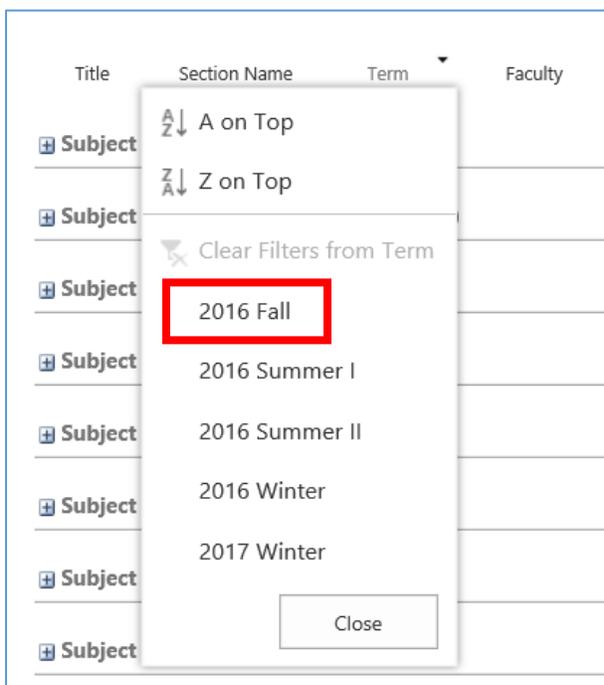
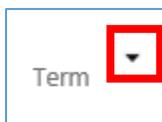
Filtering Results for Browse Display

You can sort and filter on the results using the fields in the header.

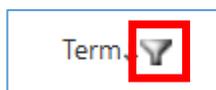
Title	Section Name	Term	Faculty	Location	Meeting Info	Dates
-------	--------------	------	---------	----------	--------------	-------

To look at all the course sections for a single term, you can “filter” by term.

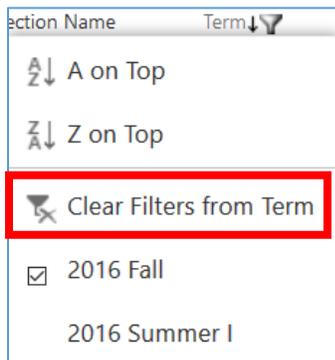
To do this, hover over “Term” and click on the arrow to the right of “Term” and then select the appropriate term from the drop down menu.



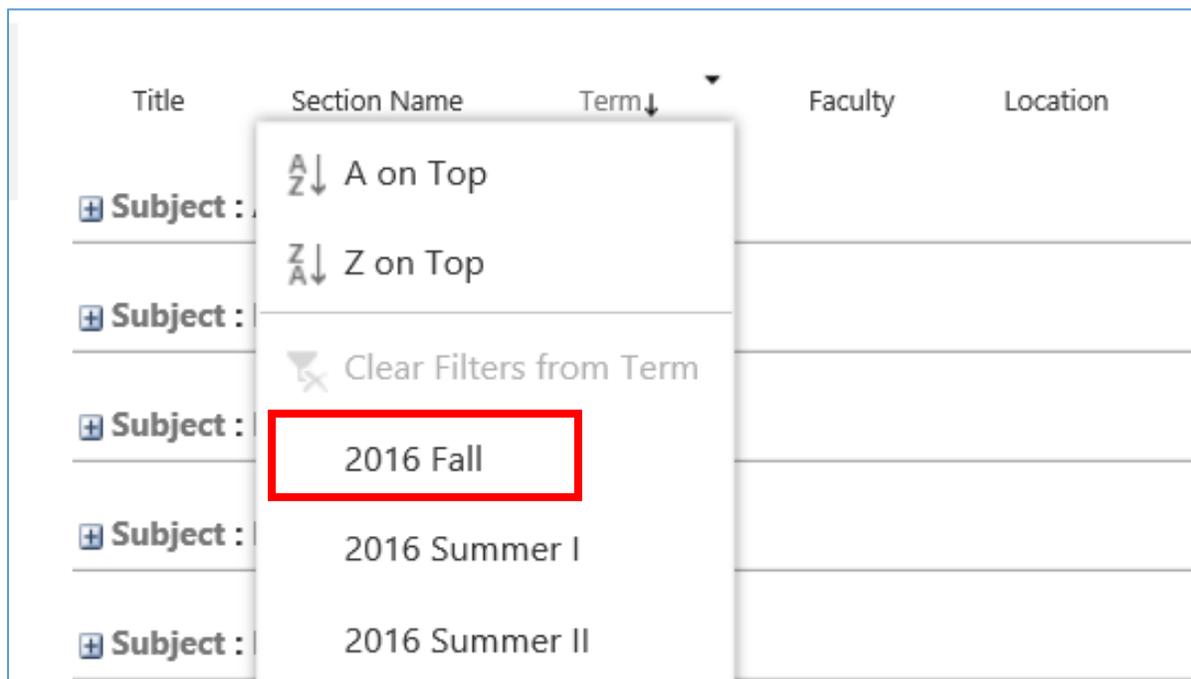
Look for the “filter” icon in the header, to see what filters are applied to the display.



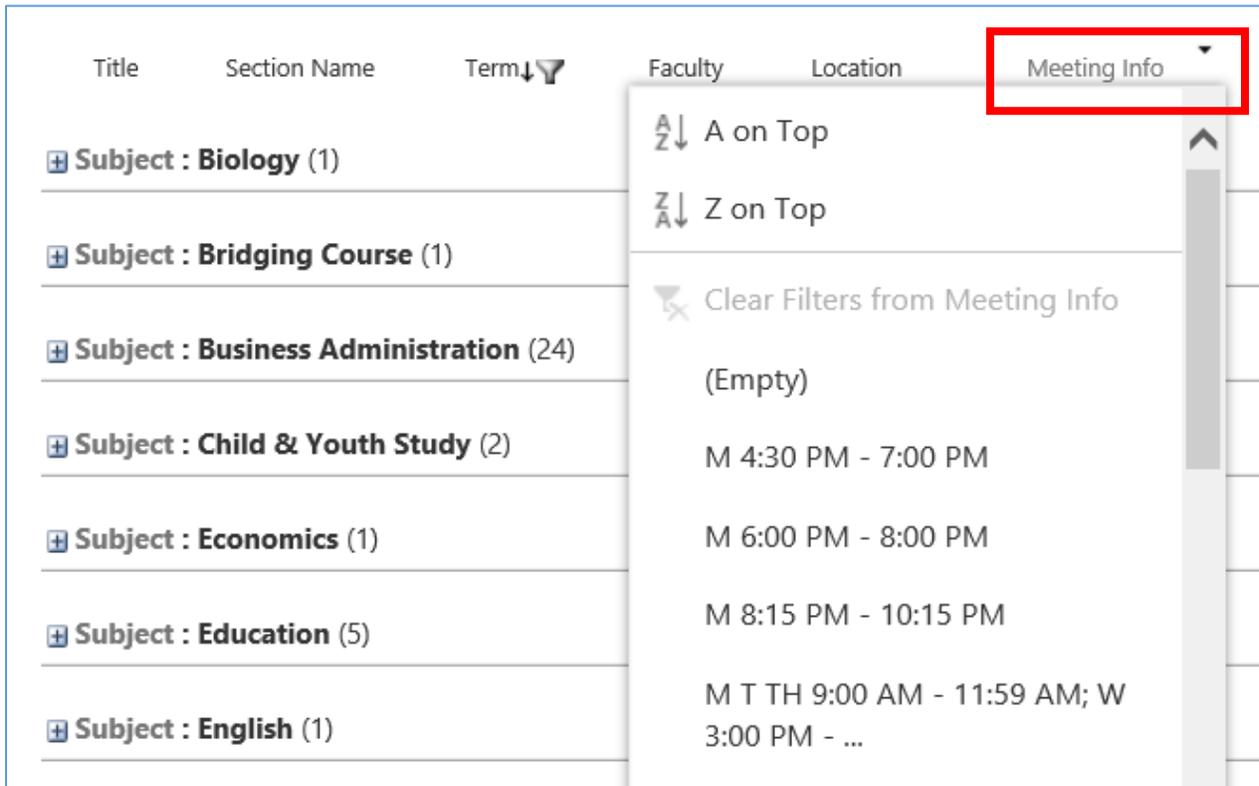
To clear a filter, choose the column and click on “Clear Filters from ...”



To sort the results by a field, click on the field header and choose to sort in ascending or descending order. The results within each subject will be sorted. You will see a down arrow showing what column the results are sorted on.



You might also choose to filter by Meeting Info if you are looking for a course to fill in your schedule in a certain time slot.



If you wish to add a course to your preferred list, click on the title to expand the section, so you see just that one section, then scroll to the bottom and choose “Add to Preferred List”.

myMount Registration Center

Sections: Applied Marketing (2016 Fall BUSI-2231-01)

Business Administration 2231-01

Case studies and/or projects to increase the student's problem-solving ability in the field of marketing strategy and policy; problems will be examined, analysed, and discussed in depth. The effects of proposed marketing plans will be projected from the viewpoint of management.

Section Name: BUSI-2231-01

Departments: Business & Tourism

Prerequisites: 5 units including BUSI 2230

Academic Level: Undergraduate

Course Type:

Credits: 0.5

CEUs:

Comments:

Books:

List Price:

"Please See Course Syllabus" by , (Pub date by); ISBN 99999

Total Price:

Available: 15

Capacity: 40

Wait List: 0

Add To Preferred List

[Go to your preferred list](#)

To continue searching or browsing, you will have to start a new search after each time you detail into a course section where you have the option to add a section to your preferred list.

You can choose to add the section to your preferred list, or go to your preferred list to review it. Going to your preferred list also allows you to remove any sections you do not want there.

Remember, you can choose "Browse Through Sections" from the Menu at the top left to start a new browsing session at any time.

Search for Sections

If you are interested in one subject, or a specific course, type this into the **search box** and press enter or click the magnifying glass **“Search”** icon. You can use a key word or code to start your search.

The screenshot shows the 'myMount Registration Center Sections Home' page. At the top right is a search box labeled 'Search Courses'. Below this is a three-step process diagram: Step 1 (Search for Sections), Step 2 (Build your preferred List), and Step 3 (Register). Below the diagram, text instructs users to begin their search by entering criteria in a search box. An example search box is shown with the text 'busi 4400' and a magnifying glass icon. The search box and icon are highlighted with red boxes.

Remember, you can start a new search at any time by clicking on the Menu button at the top left of the screen and choosing **“SEARCH AND REGISTER”**.

The screenshot shows the myMount Registration Center menu. The menu is open, displaying several options: MYMOUNT REGISTRATION CENTER, MYMOUNT HOME, STUDENTS, SELF-SERVICE (WEBADVISOR), SEARCH AND REGISTER, and BROWSE THROUGH SECTIONS. The 'SEARCH AND REGISTER' option is highlighted with a red box.

Results will display with the header “Sections Results.”

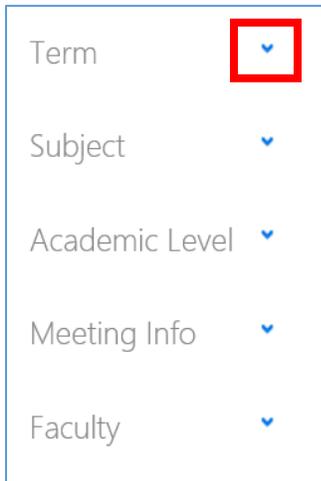
The screenshot displays the 'myMount Registration Center' interface for 'Sections Results'. At the top left, the text 'myMount Registration Center' and 'Sections Results' is visible. A search bar at the top right contains the word 'Business'. Below this, there are two tabs: 'COURSES' and 'SECTIONS', with 'SECTIONS' being the active tab. On the left side, there are four filter categories: 'Term', 'Subject', 'Academic Level', and 'Meeting Info'. The 'Term' filter is highlighted with a red box and shows a list of terms: '2016 Fall', '2016 Winter', '2017 Winter', '2016 Summer I', and '2016 Summer II'. The 'Subject' filter shows 'Business Administrati...' and 'Tourism & Hospitalit...'. The 'Academic Level' filter shows 'Undergraduate'. The 'Meeting Info' filter shows 'W 6:00 PM - 8:00 PM'. On the right side, the search results for 'Business' are displayed. A search icon is visible in the top right of the results area. Below the search bar, there is a preference for results in English. The results list includes three entries: (BUSI-4427-18) Undergraduate, 2016 Fall, T 6:00 PM - 8:00 PM, E. Hicks; (BUSI-4400-16) Undergraduate, 2016 Fall, M 8:15 PM - 10:15 PM, J. McKinnon; and (BUSI-4400-19) Undergraduate, 2016 Winter, SU 8:15 PM - 10:15 PM, P. Mombourquette. A fourth entry, (BUSI-4400-02) Undergraduate, 2016 Fall, T TH 1:30 PM - 2:45 PM, N. Kelleher, is partially visible at the bottom.

Filtering Search Results

Search results are displayed with the filter (referred to as ‘refine’) criteria down the left side

The options are: Term, Subject, Academic Level, Meeting Info and Faculty.

You will probably want to start with selecting the Term you are interested in.



The refine criteria are delivered expanded. When the criteria are expanded you can hover over the criteria header and will see a blue arrow you can click to close the refine filter options. Click the Blue arrow again to display the options.



You can choose a single term to see only sections for that term, and select All to again see All Terms



A maximum of five options will initially display for each of the 5 refining criteria, with "SHOW MORE" when there are more options available. If you select "SHOW MORE" you will see all the available options. You can select "SHOW FEWER" to go back to the original display.

Meeting Info

M 8:15 PM - 10:15 PM

SU 7:00 PM - 8:30 PM

SU 8:15 PM - 10:15 PM

M W 10:30 AM - 11:4...

M W 6:00 PM - 8:30 P...

[SHOW MORE](#)

Meeting Info

M 8:15 PM - 10:15 PM

SU 7:00 PM - 8:30 PM

SU 8:15 PM - 10:15 PM

M W 10:30 AM - 11:4...

M W 6:00 PM - 8:30 P...

SU 8:30 PM - 10:00 PM

T TH 10:30 AM - 11:4...

T TH 1:30 PM - 2:45 P...

T TH 9:00 AM - 10:15...

[SHOW FEWER](#)

Expand a section by clicking on the section number

[\(BUSI-4400-01\)](#)

Undergraduate, 2016 Fall
M W 10:30 AM - 11:45 AM
N. Kelleher

[\(BUSI-4400-02\)](#)

Undergraduate, 2016 Fall
T TH 1:30 PM - 2:45 PM
N. Kelleher

Business Administration 4400-01

Case studies designed to reinforce knowledge of the management process and the development of business policies through the study and resolution of actual management situations.

Section Name: BUSI-4400-01

Departments: Business & Tourism

Prerequisites: Restricted to senior Bachelor of Business Administration students who have completed BUSI 2231, 2259, 3308, 3320, 3360, 3361 or permission of the instructor or restricted to senior Bachelor of Tourism and Hospitality Management students who have completed

Academic Level: Undergraduate

Course Type:

Credits: 0.5

CEUs:

Comments:

Select **“Add to Preferred List”**, if you want to choose this section and add it to your preferred list.

Available: 15

Capacity: 30

Wait List: 0

Add To Preferred List

[Go to your preferred list.](#)

Start a new Search by choosing a search option from the Start Menu at the top left.

myMount Registration Center
Sections Results

COURSES **SECTIONS**

Term

- 2016 Summer I**
- 2016 Winter**
- 2016 Fall**
- 2017 Winter**

Subject

Business Administrati...

Academic Level

Undergraduate

Meeting Info

- M 8:15 PM - 10:15 PM**
- SU 7:00 PM - 8:30 PM**
- SU 8:15 PM - 10:15 PM**
- M W 10:30 AM - 11:4...**
- M W 6:00 PM - 8:30 P...**

busi 4400

Preference for results in English ▼

[\(BUSI-4400-16\)](#)
Undergraduate, 2016 Fall
M 8:15 PM - 10:15 PM
J. McKinnon

[\(BUSI-4400-19\)](#)
Undergraduate, 2016 Winter
SU 8:15 PM - 10:15 PM
P. Mombourquette

[\(BUSI-4400-02\)](#)
Undergraduate, 2016 Fall
T TH 1:30 PM - 2:45 PM
N. Kelleher

[\(BUSI-4400-03\)](#)
Undergraduate, 2016 Winter
T TH 9:00 AM - 10:15 AM
N. Kelleher

[\(BUSI-4400-15\)](#)
Undergraduate, 2016 Winter
SU 8:15 PM - 10:15 PM
P. Mombourquette

SHOW MORE

How to Build your Preferred Sections List

Step two of registration is to build a list of your preferred sections.

Not all students are allowed to register at the same time. When registration “opens” for you, you will be able to build your preferred list.

The Preferred Sections list is similar to a shopping cart on a shopping website. Once you have found a section you are interested in, you can add it to your Preferred Sections list by clicking on the “**Add to Preferred List**” button.

myMount Registration Center

Sections: Brain and Behaviour (2016 Fall PSYC-2217-01)

Psychology 2217-01

A study of the neural basis of human behaviour. Topics will include development of the nervous system, brain plasticity, and the biological basis of sensory and perceptual processes, consciousness and sleep, attention, learning, emotion, motivation, psychopharmacology, and disorders of the nervous system.

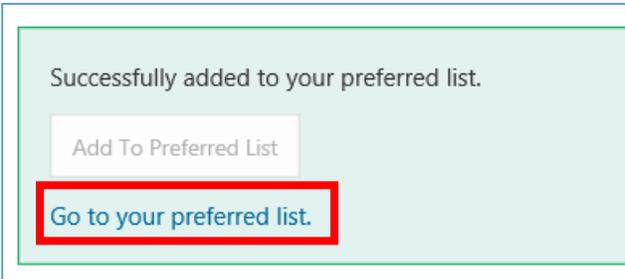
Section Name: PSYC-2217-01
Departments: Psychology
Prerequisites: PSYC 1120
Academic Level: Undergraduate
Course Type:
Credits: 0.5
CEUs:
Comments:

Available: 37
Capacity: 75
Wait List: 0

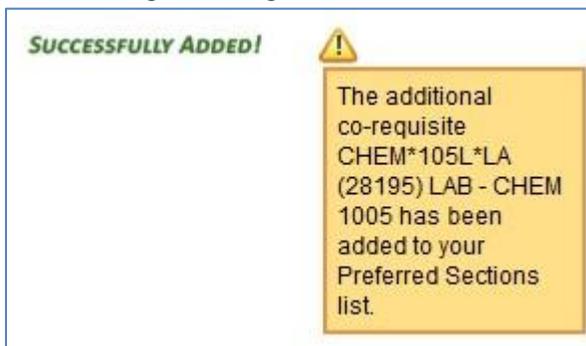
Add To Preferred List

[Go to your preferred list.](#)

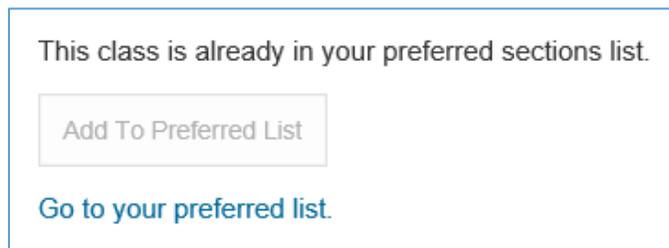
When you add a section to your preferred list, you will see a box with “**Successfully added to your preferred list**” on the screen, with a link titled “**Go to your preferred list**”. You can now start a new search, to continue building you preferred list, or go to your preferred list, or choose any other feature in myMount you wish to continue with.



When you have added a preferred section and there is a required co-requisite, you will see a little yellow triangle with an exclamation mark after the “Successfully Added!” If you hover over that triangle you will see a message showing what other class has been added to your preferred sections list.



If you select a section already on your preferred list, you will see the message “This class is already in your preferred sections list” and you will not be able to add it to your preferred list again.



After adding a section to your preferred list, start a new search.

Section is Unavailable

When you see “**Registration into this section is not active at this time**” that section is not available to you for registration. Make sure you are looking for the correct term. If this is happening for all courses in the appropriate term that you want to register for, please contact the registrar’s office.

Registration into this section is not active at this time.

[Go to your preferred list.](#)

How to Remove Preferred Sections

If you have added one or more sections to your preferred section list and you no longer want that preferred section, follow these steps to remove the section(s) without losing your other entries. You can add all your preferred sections to your list before removing the ones you no longer want.

Click the **“Go to your preferred list”** link or select **“Register and Drop Sections”** from the Registration menu.

You can remove all sections on your preferred list at once, or remove just one. **DO NOT select from the “Action for ALL Pref. Sections” box if you wish to remove just some sections.** That top box is for ALL preferred sections.

Select the **“Remove from List”** Action for the individual section(s) you wish to remove from your list.

This is the screen with no criteria selected. Remember, **DO NOT** use the top box to drop only some courses! Choose the box next to individual sections to be dropped. Then click Submit at the bottom.

Register and Drop Sections ✕
Go Forward Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Prerequisites: Students registering in courses do so on the understanding that they will meet/complete course prerequisites prior to the beginning of the course. Prerequisites are listed in the Calendar description. It is the student's responsibility to meet these prerequisites and students not having the required background may be forced to drop courses and to incur any academic and/or financial penalty.

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	2016 Fall	BUSI*2231*01 (32206) Applied Marketing		12/09/2016-05/12/2016 Lecture Monday 04:30PM - 07:00PM, Seton Academic Ctr, Room 502	K. Blotnicky	15 / 40 / 0	<input type="text" value="0.50"/>	
<input type="text"/>	2016 Fall	BUSI*2231*18 (32429) Applied Marketing		12/09/2016-05/12/2016 Distance Learning Monday 06:00PM - 08:00PM, via Collaborate, Room DISTANCE	E. McHugh	15 / 35 / 0	<input type="text" value="0.50"/>	
<input type="text"/>	2016 Fall	CHEM*3501*01 (31928) Introductory Biochemistry		07/09/2016-07/12/2016 Lecture Monday, Wednesday 12:00PM - 01:15PM, Seton Academic Ctr, Room 505/6	To be Announced	23 / 64 / 1	<input type="text" value="0.50"/>	
<input type="text"/>	2016 Fall	CHEM*351L*LC (31931) LAB - CHEM 3501		07/09/2016-07/12/2016 Laboratory Wednesday 09:00AM - 11:45AM, EVARISTUS, Room C102	J. de Zoete	5 / 16 / 0	<input type="text" value="0.00"/>	
<input type="text"/>	2016 Fall	SPAN*1101*03 (32058) Beginning Spanish I		08/09/2016-06/12/2016 Lecture Tuesday, Thursday 09:00AM - 10:15AM, Seton Academic Ctr, Room 304	O. Montalvo March	10 / 25 / 0	<input type="text" value="0.50"/>	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	You are not currently registered for any sections.							

If one of my choices is not available

SUBMIT

[Manage Waitlist](#) | [My Schedule](#)

To remove just the preferred section for “BUSI*2231*18” select “Remove from list” from the Action drop down for that section, as shown below.

<div style="border: 1px solid black; padding: 2px;"> Register Register Pass/Fail Audit Remove from List Waitlist </div>	2016 Fall	BUSI*2231*18 (32429) Applied Marketing	12/09/2016-05/12/2016 Distance Learning Monday 06:00PM - 08:00PM, via Collaborate, Room DISTANCE	E. McHugh 15 / 35 / 0	<input type="text" value="0.50"/>
---	-----------	--	--	-----------------------	-----------------------------------

And now Click “Submit” at the bottom of the screen.

If one of my choices is not available

▼

SUBMIT

[Manage Waitlist](#) | [My Schedule](#)

The “Registration Results” box will be displayed, showing that section has been removed from Preferred Sections.

Registration Results ×
Go back Help

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2016 Fall	Removed from Preferred Sections		BUSI*2231*18 (32429) Applied Marketing		12/09/2016-05/12/2016 Distance Learning Monday 06:00PM - 08:00PM, via Collaborate, Room DISTANCE	E. McHugh		

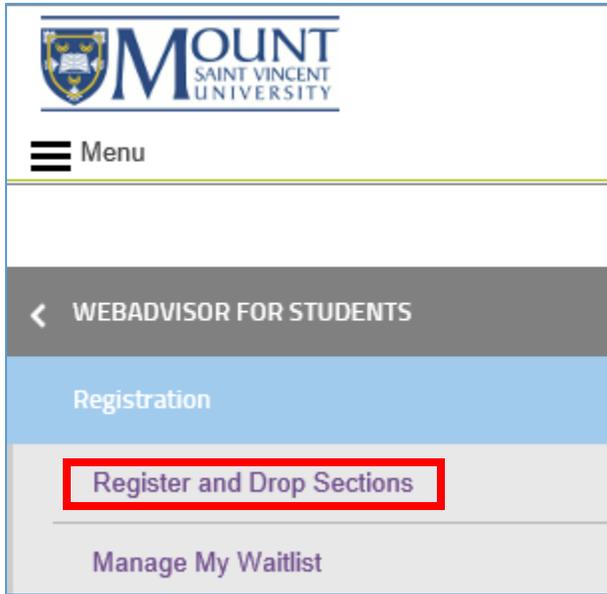
Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.							

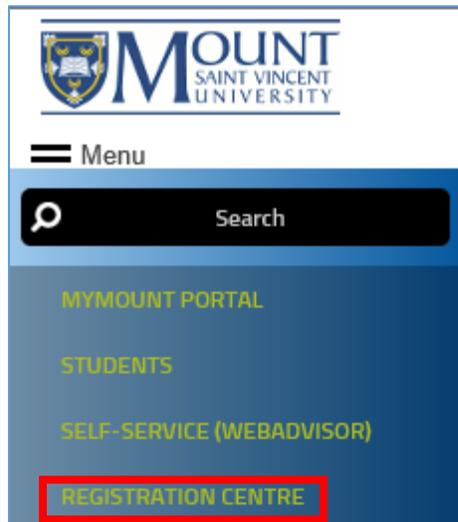
Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

Click on “Register and Drop Sections” on the Registration Menu to re-display the Preferred List



If you wish to go back to the Registration Centre to add more Preferred Sections, select the “**Registration Centre**” button.



How to Register

Once you have added all your preferred sections you are ready to register. You can proceed to registration by either clicking the **“View your preferred list”** link from any section in the Registration Centre, or by selecting **“SELF-SERVICE (WEBADVISOR)”** from the **“Menu”** at the top left, selecting **“WEBADVISOR FOR STUDENTS”**, **“Registration”** and then selecting **“Register and Drop Sections”**.

“View your preferred list” will take you to the **“Register and Drop Sections”** page where you can register for the sections on your list (or remove any you don’t want).

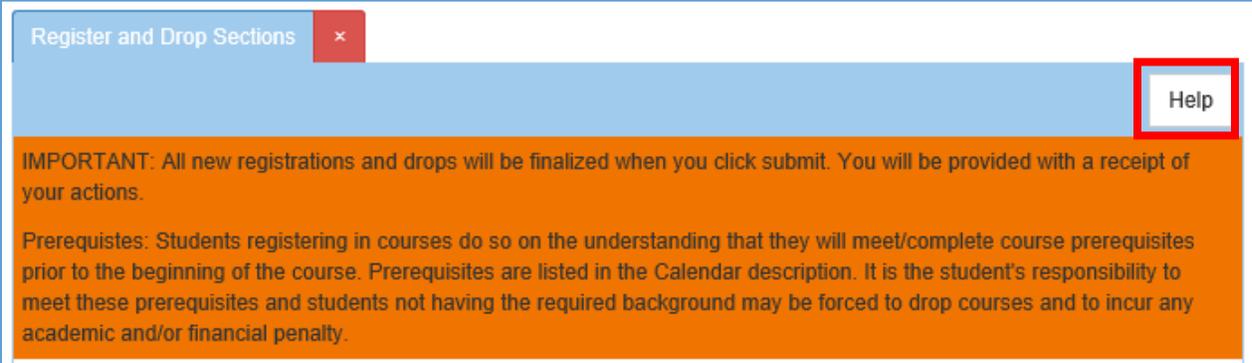
You can register for all sections on your preferred list at once, or one or a few at a time.

Registration Check list

Before proceeding to register for your courses you will want to have added all your choices to your preferred list.

- Build preferred list
- Decide if registering for all courses on preferred list at once, or select actions by course
- Indicate what action to take if not all your choices are available when you click Submit
- Click Submit at bottom once all settings are chosen

Click **“Help”** button for help on the Register and Drop sections screen. This will explain exactly what to expect, depending on how you fill in the form.



Register and Drop Sections ×

Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Prerequisites: Students registering in courses do so on the understanding that they will meet/complete course prerequisites prior to the beginning of the course. Prerequisites are listed in the Calendar description. It is the student's responsibility to meet these prerequisites and students not having the required background may be forced to drop courses and to incur any academic and/or financial penalty.

NOTES:

- 1) If you choose the option for partial processing, any successful transactions in your request are processed and the Registration Results form is displayed with appropriate errors and warnings for any unsuccessful transactions.
- 2) Your registration is not complete until the Registration Results form is displayed.

Registering for Sections

Once you have built your preferred section list, you can register for all sections at once by selecting **“RG Register”** from the **“Action for ALL Pref. Sections”** prompt.

Register and Drop Sections ×
Help

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Prerequisites: Students registering in courses do so on the understanding that they will meet/complete course prerequisites prior to the beginning of the course. Prerequisites are listed in the Calendar description. It is the student's responsibility to meet these prerequisites and students not having the required background may be forced to drop courses and to incur any academic and/or financial penalty.

Name

Action for ALL Pref. Sections (or choose below)

RG Register
 RP Register Pass/Fail
 AU Audit
 RM Remove from List
 WL Waitlist

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value=""/>	2016 Fall	BUSI*2231*01 (32206) Applied Marketing		12/09/2016-05/12/2016 Lecture Monday 04:30PM - 07:00PM, Seton Academic Ctr, Room 502	K. Blotnicky	15 / 40 / 0	<input type="text" value="0.50"/>	
<input type="text" value="Register"/>	2016 Fall	CHEM*3501*01 (31928) Introductory Biochemistry		07/09/2016-07/12/2016 Lecture Monday, Wednesday 12:00PM - 01:15PM, Seton Academic Ctr, Room 505/6	To be Announced	23 / 64 / 1	<input type="text" value="0.50"/>	
<input type="text" value="Register"/>	2016 Fall	CHEM*351L*LC (31931) LAB - CHEM 3501		07/09/2016-07/12/2016 Laboratory Wednesday 09:00AM - 11:45AM, EVARISTUS, Room C102	J. de Zoete	5 / 16 / 0	<input type="text" value="0.00"/>	

OR you may choose to Register for only some of your preferred sections by selecting the “RG” option for one or more individual sections.

Then choose what you want to do if one or more of your selections is not available:

“ALL Allow me to adjust all”

OR

“PART Complete only available”

If one of my choices is not available

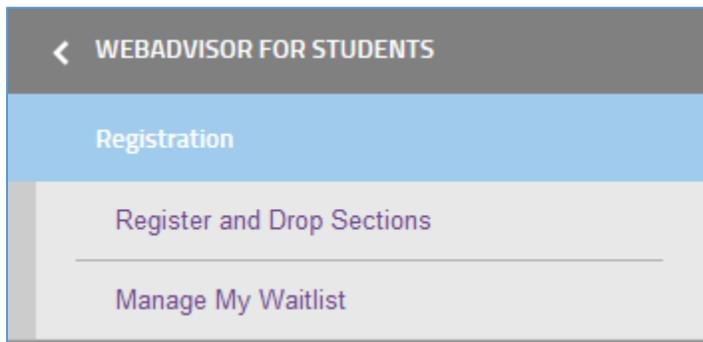
PART Complete only available ▼

SUBMIT

Click **“SUBMIT”** to Register for your sections.

Depending on how you answered the “ALL” or “PART” question and whether your preferred sections were available, the “Registration Results” window will open, with or without error messages, **or** you will be left in Register and Drop Sections with error messages displayed, if any of your selections was not available.

If you do not see the “Registration Results” screen your registration was not completed.



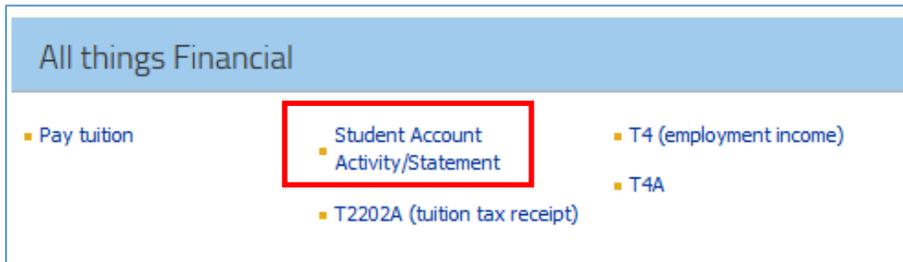
Choose “REGISTER and DROP SECTIONS” again, and confirm that you can see you are registered for all the registered courses you expect to see.

My Information

All Things Financial

With the introduction of a new Student Account activity view/statement there are changes to how you access your account information.

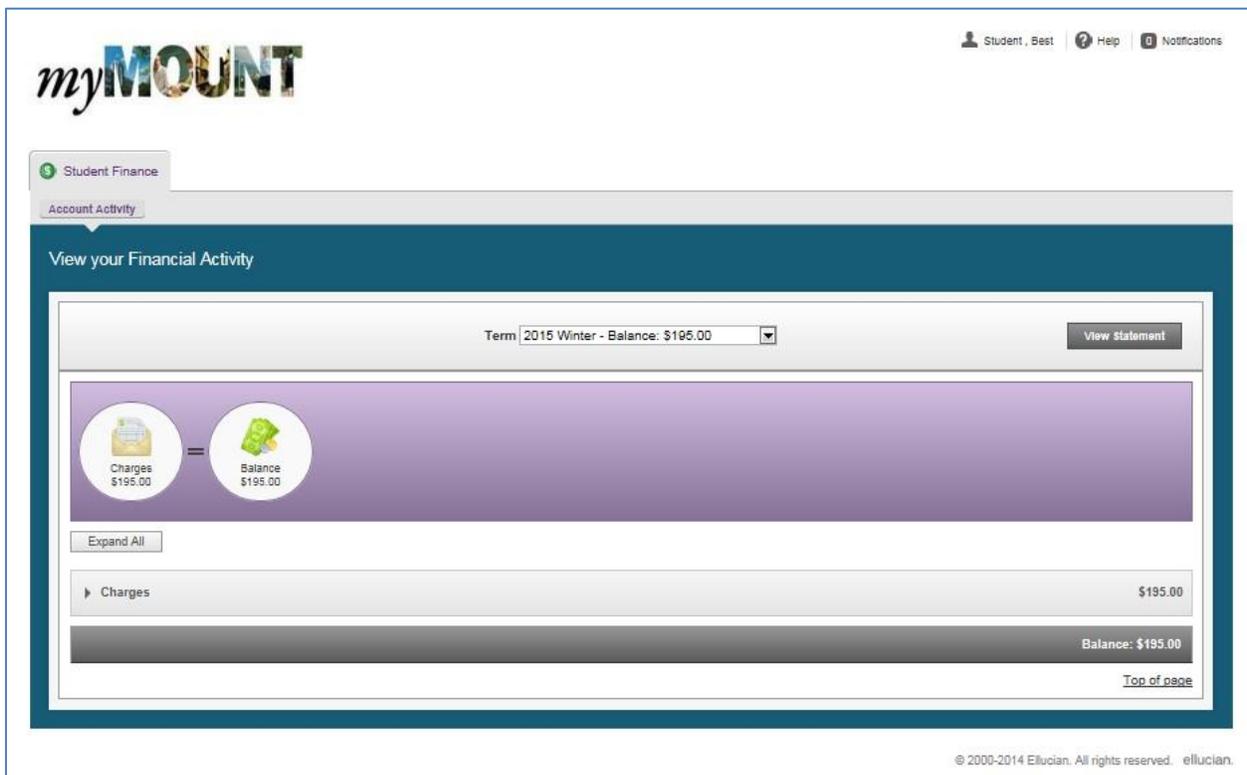
From the myMount homepage, under All Things Financial, select Student Account/Activity Statement. In order to use the new functionality, it is advisable to use Internet Explorer, Firefox, or Safari for your browser. There could be issues with using Google Chrome.



When you select Student Account Activity/Statement, you will initially see the following message:

Redirecting to Self Service, please wait...

Then the following screen will come up:

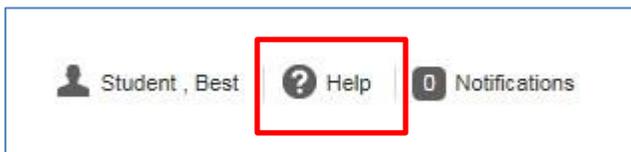


NOTE: The information that initially displays is for the term with the latest start date for which you have registered, in this case 2015/WI.

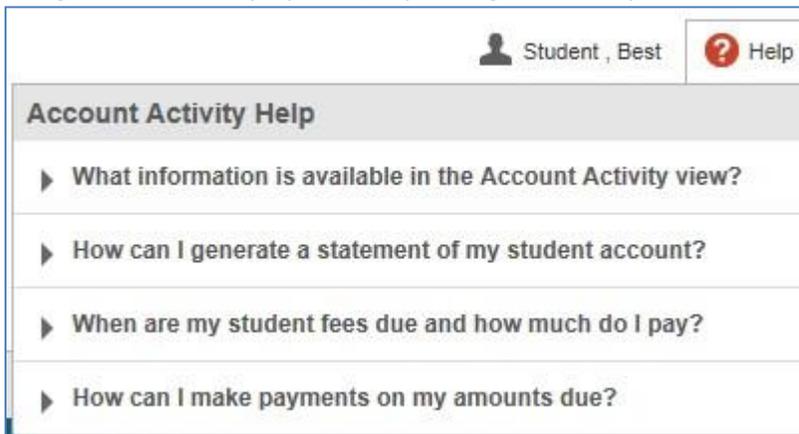
To exit the Student Finance section of myMount click the 'x' in the "MSVU Student Application" tab of your browser.



To gain a full understanding of how to interpret the screen, click on the Help icon next to your name.

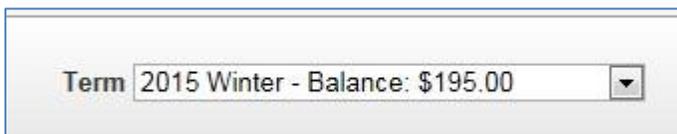


- You will get different Help options, depending on where you are.



- Click on a question to get detailed information. Click on it again to close the details.
- Click on Help again to close help window.

Select the term for which you would like to view your account activity from the Term Drop down.



Student Finance

Account Activity

View your Financial Activity

Period 2014 Fall - Balance: \$2,708.04 View Statement

Charges \$3,633.14 — Payments \$825.10 — Deposits \$100.00 = Balance \$2,708.04

Expand All

▶ Charges	\$3,633.14
▶ Payments	\$825.10
▶ Deposits	\$100.00
Balance: \$2,708.04	

To view charges for a different term, select another term from the Term drop-down.

To view all term details, click Expand All.

Charges \$3,633.14 — Payments \$825.10 — Deposits \$100.00 = Balance \$2,708.04

Expand All

Click on a circle with a picture (before the = sign) to see term account details under that heading.

To see information under a heading with an arrow, click anywhere on the line to open more details; click again to close that section.

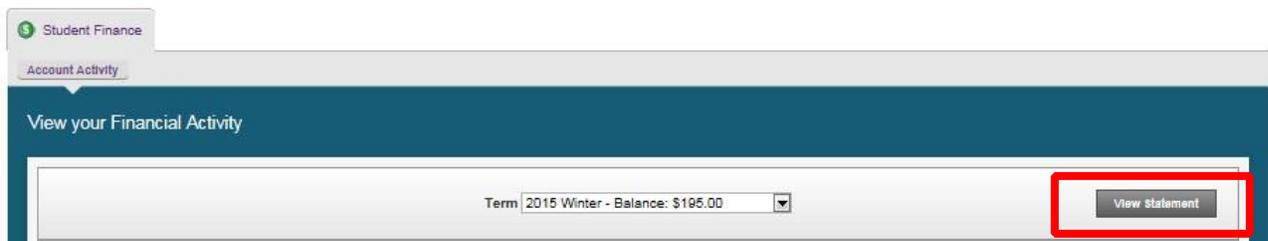
Charges		\$3,633.14
▶ Tuition Fees		\$1,254.05
▶ NS Univ. Student Bursary		\$243.77
▶ Room & Board		\$4,981.50
▶ Other Course Related Fees		\$606.36
▶ Student Financial Aid		\$3,000.00
▶ Finance Charges		\$35.00

Payments		\$825.10			
Receipt Number	Date	Term	Amount	Pay Method	Reference Number
000406676	21/08/2014	2014 Fall	\$825.10	Student Loan Payment - DD, Cash	

Deposits		\$100.00						
Deposit	Type	Date	Term	Deposit Amount	Applied Amount	Other Amounts	Refund Amount	Remaining Amount
61489	Confirmation Deposit	21/08/2014	2014 Fall	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Total				\$100.00	\$0.00	\$0.00	\$0.00	\$100.00

Balance: \$2,708.04

Click on “View Statement” to the right of the Term drop-down to view an account statement for that term. The PDF will open in a separate tab. This may take a few minutes depending on the amount of activity on your account.



A PDF statement you can save or print will open in a separate window.



Mount Saint Vincent University
166 Bedford Highway
Halifax, NS B3M 2J6

Best I. Student
123 Anywhere
Anytown, NS B1C 2X5

Student Account Statement

Name	Best I. Student
Student ID	0444772
Total Balance	\$130.00
Total Amount Due	\$0.00
Payment Due Date	
Amount Enclosed	

Please return this portion of the statement to the institution, along with your payment.

Date Generated: 9/2/2014

Account Activity Summary - 2014 Winter

Charges		
+	Total Charges	\$0.00
=	2014 Winter Balance	\$0.00
=	Total Amount Due	\$0.00
	Future Balance (Charges after 2014 Winter)	\$130.00
	Total Balance	\$130.00

Account Activity Details - 2014 Winter

Balance	\$0.00
----------------	---------------

You can save or print the statement. There are a few things to be aware of when viewing or printing the statement.

- When viewing a statement of a future term, please ignore the amount due, status, and due date fields on the remittance portion of the statement. This is not currently showing correct information. This problem also arises if there is a carry-forward balance from a prior term. It shows the whole amount due as at the earliest date any portion of the balance is due.
- The PDF Student Account Statement provides more summarized information than on your Account Activity view. In particular, all charges or credits presented by course section are grouped together and not clearly identified as to source. Therefore, you may see a course listed more than once with different amounts for the course tuition, international differential fees, or NS University Student Bursary. You should compare the statement to the Account Activity view if you require further breakdown.

My Class Schedule

To access your class schedule, select the Class schedule link from Quick Links.

Classes

- [Class schedule](#)
- [Moodle class sites](#)
- [Moodle Help](#)

- [Bookstore](#)

Select the term from the drop down and click Submit

My class schedule ×

Go Forward

Term 2016 Summer I ▼

2016 Winter

2016 Summer I

2016 Summer II

2016 Fall

2017 Winter

SUBMIT

Term						
2014 Fall						
Total Registered Credits 1.50						
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MATH*1102*01 (7385) Precalculus I	New	03/09/2014-01/12/2014 Lecture Monday, Wednesday 09:00AM - 10:15AM, EVARISTUS, Room 358	0.50			03/09/14
BUSI*1112*05 (7650) Intro to Business Admin	New	04/09/2014-02/12/2014 Lecture Tuesday, Thursday 09:00AM - 10:15AM, Seton Academic Ctr, Room 508	0.50			03/09/14
ECON*1101*04 (7095) Introduction to Microeconomics	New	04/09/2014-02/12/2014 Lecture Tuesday, Thursday 01:30PM - 02:45PM, Seton Academic Ctr, Room 527	0.50			03/09/14
<div style="border: 1px solid #0070C0; padding: 5px; display: inline-block; font-weight: bold;">OK</div>						

My Calendar

Today's Date: Friday, August 15, 2014

< September 2014 >

S	M	T	W	T	F	S
31	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	1	2	3	4
5	6	7	8	9	10	11

Wednesday, September 03

 9:00 AM Precalculus I

Thursday, September 04

 9:00 AM BUSI*1112*05 Intro to Business

 1:30 PM Introduction to Microeconomic

Friday, September 05

No events

Your calendar shows your class schedule based on your class registrations.

It shows three days' worth of information.

The calendar is interactive. You can change the date displayed by either clicking on the forward and backward tabs, or by clicking on a date.

You can see more information by moving your mouse over a class title:

Wednesday, October 15

9:00 AM Precalculus I

Thursday, October 16

9:00 AM

9:00 AM-10:15 AM
MATH-1102-01
Locations: EVAR EVARISTUS 358
Faculty: Darien L. Dewolf

1:30 PM Introduction to Microeconomic

Important Note: The calendar shows the class schedules from the academic timetable and may not reflect recent changes made to your schedule. It is in your best interest to check your course syllabus frequently to ensure exact times and locations of classes and schedules.

ALSO NOTE: Your class schedule will not display when the data feed is not available during system maintenance and backups, usually between 1:45a and 5:00a daily, with some additional regular maintenance scheduled on Tuesday and Friday mornings between 6:00a and 8:00a.

Accessing Moodle

To access Moodle, Click on the **“Moodle class sites”** link in the quick links section.

Classes

- Class schedule
- **Moodle class sites**
- Moodle Help
- Bookstore

Information on how to use Moodle can be found at msvu.ca/moodle. Information on help for Moodle is found at the bottom of that page.

MOODLE AND COLLABORATE ONLINE HELP FORMS:

Complete below any time you need support.

- Help for Faculty Moodle Course Restore Request (for Faculty)
- Help for Students

Change my Password

Select “Change Password” from Quick Links to change your password.



Change my Address

Select “Change Address” under quick links, and then choose the address you wish to change. Please note that address changes will not be seen in myMount until reviewed by the registrar’s office.

Accessing Student Email

Click on the “**Student Email**” link to log in to your student email.



Information on how to use student email is found at:

<http://www.msvu.ca/en/home/student services/itservices/myemailandmobile/default.aspx>

Important Dates for Students

This list is a direct feed of the Important Dates for Students events listed on the external web site. You can see more dates by clicking on the **see more...** link which will take you to the list on the external website.

Important Dates for Students

08/15/2014 - Application Deadline:
Sept 2014 Undergraduate Prog

08/15/2014 - Last Day of Summer
Session II

08/29/2014 - Deadline: Clear 2014
Winter/Full Year IP Grades

08/31/2014 - Deadline to File for Fall
Convocation

For more information on an item, click on the item to expand it and then click on More... to collapse it.

Important Dates for Students

08/15/2014 - Application Deadline:
Sept 2014 Undergraduate Prog

November 4, 2013 - Application deadline
for September 2014 entrance to
undergraduate programs

More...

The Mount in the Media

To see an entire article under “The Mount in the Media”, click on More... below that article.

The Mount in the Media

Small Campus, Big Accomplishments
July 3, 2014 - Four dedicated students look
back on how their unique Mount experiences
helped them soar beyond even their own
expectations.
More...

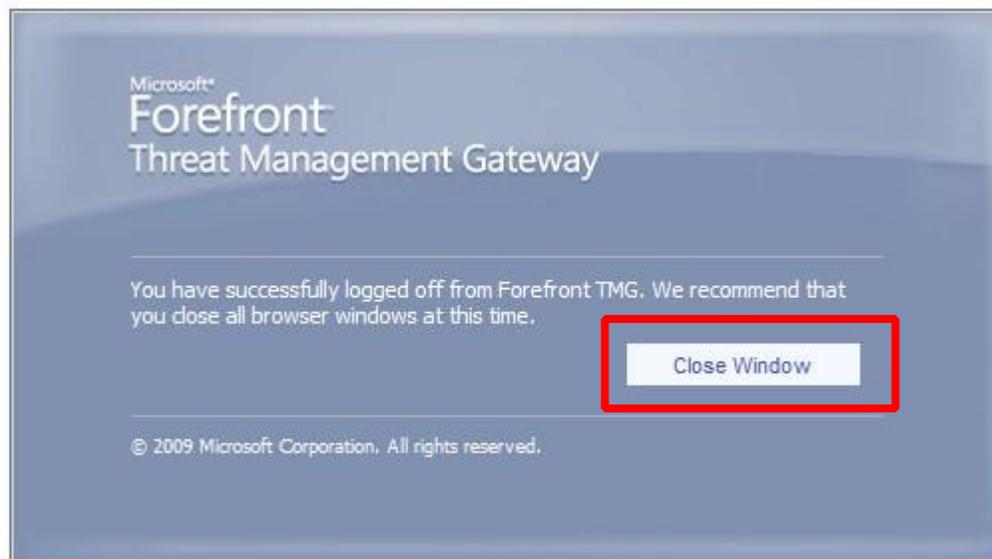
**Mount President Ramona Lumpkin
appointed to Order of Canada**
July 2, 2014 - President Ramona Lumpkin has
special reason to feel patriotic as she
receives one of our country’s highest civilian
honours.
More...

Logging Off of myMount

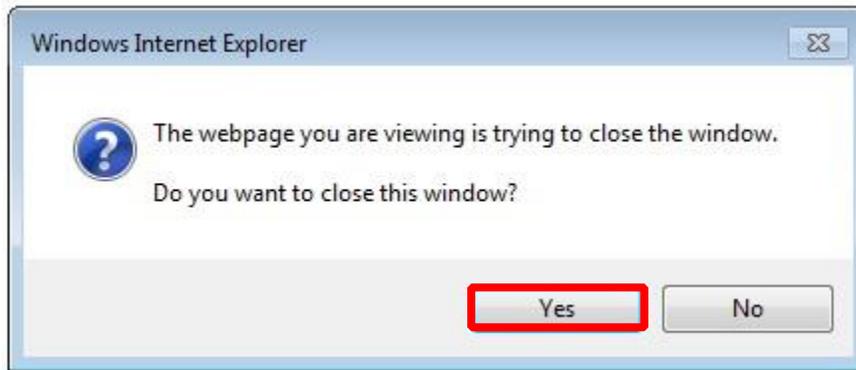
To logout of myMount, click on your name in the top right corner of the page to get the drop down menu and select **Sign Out**.



Then Click the "Close Window" button.



If you see the following window click the **Yes** button to finish closing your browser .



Feedback Form

Please click the **Feedback Form** link at the bottom of any myMount page to provide feedback.

