

How to Register: CheckMarq and Schedule Planner

To begin the registration process, go to checkmarq.mu.edu. Enter your CheckMarq username and password, and then go to the “Academics” tab under “Quick Links” and click “Add, drop or swap classes.”

The registration process has three distinct steps. In the first, you add classes to your shopping cart. You may do this by conducting a class search through CheckMarq or, most easily, by using the Schedule Planner tool. **You may add classes to your shopping cart for a given semester at any time; you do not need to wait for your enrollment appointment** (that appointment begins on July 9).

You may proceed to the second step of registration once your enrollment appointment has arrived (the morning of July 9). In this step you confirm the classes in your shopping cart that you wish to add to your schedule and click the “Finish Enrolling” button. In the third step you review the classes that were successfully added to your schedule (look for a green check mark) and any that were not added because of schedule errors (look for a red x).

The pages that follow walk you through the process of using the Schedule Planner tool, importing your classes from Schedule Planner into your CheckMarq shopping cart, and completing the enrollment process.

How to Register: Choosing Classes

Each class at Marquette has a 4-letter subject acronym (e.g. PHIL, CHEM, PSYC, BISC), a course number, and a section number.

Example: Business is offering two sections of the course Accounting 1030, Principles of Financial Accounting, this fall: ACCO 1030:101, and ACCO 1030:102. The two sections meet at different times, so if you needed to take ACCO 1030 you would choose the section that better fit your schedule.

Each section of each class also has a 4-digit “class number” that can be found in CheckMarq. You can enter that class number directly into CheckMarq to add that particular section to your shopping cart, but when you do a class search the most important pieces of information you need are the subject acronym and the course number.

Some classes are offered in multiple sections every semester, some classes are offered in only one section per semester, and some are not offered in a given semester. Schedule Planner will search available options for you, but if you want to see all options yourself you can do a class search in Checkmarq. Checkmarq will not allow you to enroll in sections which overlap in time.

Marquette is a small campus, and most students will have no trouble getting from one back-to-back class to another. If you have a disability that hinders you from moving between classes, Marquette’s Office of Disability Services (<http://www.marquette.edu/disability-services/>) is an excellent source of support.

Creating a schedule and registering for classes using the Schedule Planner Tool and CheckMarq

Schedule Planner can be accessed in the CheckMarq Student Center either from the Quick Links or from the Main page.

Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
<ul style="list-style-type: none">▶ Schedule Planner▶ View my appointment for online registration▶ Download academic forms▶ Add, swap or drop classes▶ Request official transcript▶ View-only unofficial transcript▶ View my grades▶ View my schedule/list and order books online▶ View my advisement reports▶ Apply for Graduation				<ul style="list-style-type: none">▶ Check for holds in Student Center▶ View transfer credit report▶ Request enrollment verification▶ Request good student verification (for insurance)▶ Search Schedule of Classes▶ View Course Catalog▶ View Snapshot of the Schedule of Classes▶ Find out about readmission	

▼ **Academics**

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Schedule Planner](#)


Once you have accessed Schedule Planner, be sure to select only Session 1 before searching for courses.

Schedule Planner

Text Only


[Help](#)

[Sign out](#)


 MARQUETTE UNIVERSITY

BE THE DIFFERENCE.

Course Status	Open Classes Only	Change	Term	2018 Fall Term	Change
Instruction Modes	All Instruction Modes Selected	Change	Sessions	All Sessions Selected	Change



Schedule Planner is a tool to help students maximize their course schedule options. It is the student's



Click on the “Change” button next to “All Sessions Selected.”



Then, uncheck the “Select All Sessions” box.

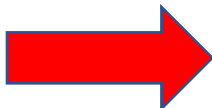
 MARQUETTE UNIVERSITY

BE THE DIFFERENCE.

Select Session



Select All Sessions



**Next, scroll down and check the box next to
“Session 1 (Reg Academ Session).”**


Select Session

- ☐ Select All Sessions
- ☐ AEGD Fall
- ☐ Executive MBA-Fall
- ☐ J-Session
- ☐ Non-Marquette Calender Sess 1
- ☐ Non-Marquette Calender Sess 11
- ☐ Non-Marquette Calender Sess 12
- ☐ Non-Marquette Calender Sess 14
- ☐ Non-Marquette Calender Sess 15
- ☐ Non-Marquette Calender Sess 16
- ☐ Non-Marquette Calender Sess 18
- ☒ Session 1 (Reg Academ Session)




Once “Session 1 (Reg Academ Session)” is the only box checked, click the “Save” button.

<input checked="" type="checkbox"/>	Session 1 (Reg Academ Session)
<input type="checkbox"/>	Session 2
<input type="checkbox"/>	Session 3
<input type="checkbox"/>	Session 4

 Cancel

✓ Save







This will return you to the main screen, where you will see that only 1 session is now selected.



Course Status	Open Classes Only	Change	Term	2018 Fall Term	Change
Instruction Modes	All Instruction Modes Selected	Change	Sessions	1 of 14 Selected	Change

If you are already enrolled in any classes, make sure they are checked before proceeding.

Current Schedule

<input checked="" type="checkbox"/>		Class #	Status	Subject	Course	Section	Instructor	Session	Day/Time(s) & Location(s)	Credits
<input checked="" type="checkbox"/>		1116	Enrolled	ECON	1104	102		Session 1 (Reg Academ Session)	MWF 12:00pm - 12:50pm	3
<input checked="" type="checkbox"/>		1914	Enrolled	LEAD	3000	101		Session 2	TTh 2:00pm - 3:00pm	1
<input checked="" type="checkbox"/>		1230	Enrolled	MANA	3001	105		Session 1 (Reg Academ Session)	TTh 11:00am - 12:15pm	3
<input checked="" type="checkbox"/>		1403	Enrolled	MARK	3001	105		Session 1 (Reg Academ Session)	TTh 12:30pm - 1:45pm	3

To add courses, click the 'Add Course' button on the main page, and click it again after you have selected the course.

1. **Courses** + Add Course 

☒ 


☒ **ECON 1104**  Options   
Principles of Macroeconomics

2. **Add Course**

Search By Subject Search By Section Attribute My Planner

Subject ACCO - Accounting ▼

Course 1030 Principles of Financial Acct ▼

< Back + Add Course 

After courses have been added,
add Breaks during times you are unable to take classes.

Courses

+ Add Course

<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	ECON 1104 Principles of Macroeconomics	Options	i	🔒
<input checked="" type="checkbox"/>	FINA 3001 Intro to Financial Management	Options	i	🔒
<input checked="" type="checkbox"/>	HIST 1001 Growth West Civil to 1715	Options	i	🔒
<input checked="" type="checkbox"/>	MARK 3001 Intro to Marketing	Options	i	🔒

Breaks

+ Add Break

i Add times during the day you do not wish to take classes.

Add New Break

i Breaks are times during the day that you do not wish to take classes.

Break Name

Soccer Practice

x

Start Time

4

▼

:

00

▼

am

pm

End Time

6

▼

:

00

▼

am

pm

Days

☐ Select Weekdays



MON



TUE



WED



THU



FRI



SAT



SUN

< Back

✓ Add Break

Once courses and breaks have been added, click the 'Generate Schedules' button.

Courses

+ Add Course



ECON 1104

Principles of Macroeconomics



Options



HIST 1001

Growth West Civil to 1715



Options



LEAD 3000

Strtgy Future/Deal Bus Comm



Options



MARK 3001

Intro to Marketing

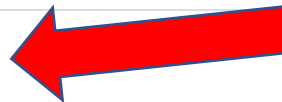


Options



Schedules

Generate Schedules



Viewing Schedules

Select the schedule you wish to view.


Hover over the magnifying glass to see a color coded view.


Schedules ⚙️ Advanced Options


[Generate Schedules](#) [Shuffle](#)

Generated 8 Schedules

[Compare](#) **Select at least two schedules to compare side by side**

[View 1](#)  ☐ ECON-1104-104, HIST-1001-101, HIST-1001-601, MARK-3001-101, OSCM-4010-101

[View 2](#)  ☐ ECON-1104-104, HIST-1001-101, HIST-1001-603, MARK-3001-101, OSCM-4010-101





Schedules ⚙️ Advanced Options


[Generate Schedules](#) [Shuffle](#)

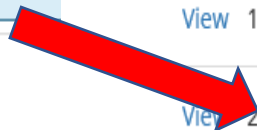
Generated 8 Schedules

[Compare](#) **Select at least two schedules to compare side by side**

[View 1](#)  ☐ ECON-1104-104, HIST-1001-601, MARK-3001-101, OSCM-4010-101


[View 2](#)  ☐ ECON-1104-104, HIST-1001-603, MARK-3001-101, OSCM-4010-101








[View 3](#)  ☐ ECON-1104-102, MARK-3001-101, OSCM-4010-101









	M	T	W	Th	F
8am					
9am					
10am					
11am					
12pm					
1pm					
2pm					
3pm					
4pm					
5pm					
6pm					
7pm					

To lock a specific class section so it appears in every schedule you wish to review, click the lock icon and the remaining schedules will reflect that choice.



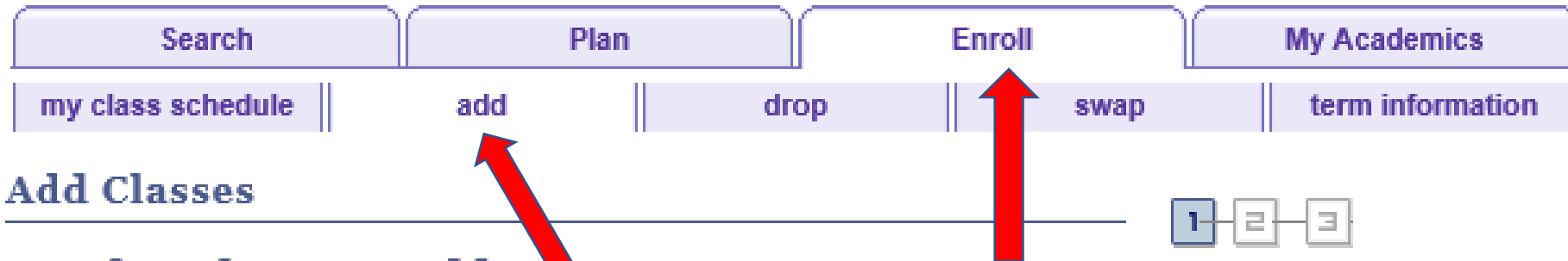
		Class #	Subject	Course	Section	Instructor	Session	Day/Time(s) & Location (s)	Credits
			4281	ECON	1104	104	Session 1 (Reg Academ Session)	TTh 8:00am - 9:15am	3
			1213	HIST	1001	101	Session 1 (Reg Academ Session)	MWF 11:00am - 11:50am	3

Once you choose the schedule you like, click 'Send to Shopping Cart' and your schedule will be sent to CheckMarq.

← Back		Print		Send to Shopping Cart				♥	Shuffle
☰	Status	Class #	Subject	Course	Section	Instructor	Session	Day/Time(s) & Location (s)	Credits
 	Enrolled	1505	ECON	3001	102		Session 1 (Reg Academ Session)	TTh 3:30pm - 4:45pm	3
 	Enrolled	2072	PHIL	2310	104		Session 1 (Reg Academ Session)	MWF 10:00am - 10:50am	3
 	Enrolled	3766	THEO	2310	101		Session 1 (Reg Academ Session)	MW 2:00pm - 3:15pm	3
									9

You must complete your registration in CheckMarq.

To complete your registration, return to CheckMarq and select 'Import Cart' on the Enroll-add tab.



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

i You have a schedule pending from Schedule Planner. Please press the Import Cart button below to load your schedule into the enrollment shopping cart.

Click **Import Cart** to continue with registration.

2017 Fall Term | Undergraduate | Marquette University

[change term](#)

If you've been given a permission number for a particular section you're adding to your schedule, **enter it now**. Then click "Next" for each class in your schedule to add it to your Shopping Cart.

Search

Plan

Enroll

My Academics

my class schedule

add

drop

swap

term information

Add Classes

123

1. Select classes to add - Enrollment Preferences

2017 Fall Term | Undergraduate | Marquette University

ECON 1104 - Principles of Macroeconomics

Class Preferences

ECON 1104-104

Lecture

● Open

Permission Nbr

Session

Session 1 (Reg Academ Session)

Grading

Graded

Career

Undergraduate

Units

3.00

Enrollment Information

- Prereq: ECON 1103
- International Content Courses
- Applied Mathematics Economics

CANCEL

NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
104	Lecture	TuTh 8:00AM - 9:15AM	TBA	Staff	08/28/2017 - 12/16/2017

When you've added all your classes from Schedule Planner,
Shopping Cart Import is complete

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

Add Classes



1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.



Cart Import from complete. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

Click 'Proceed' for the next step in the enrollment process.

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[change term](#)

 Open

 Closed

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

[search](#)

[schedule planner](#)

2017 Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	ECON 1104- 104 (4281)	TuTh 8:00AM - 9:15AM	TBA	Staff	3.00	
	FINA 3001- 102 (1204)	MoWeFr 12:00PM - 12:50PM Fr 3:00PM - 5:00PM Fr 3:00AM - 5:00AM Fr 3:00PM - 5:00PM	TBA Room To Be Arranged Room To Be Arranged Room To Be Arranged	Staff	3.00	

[PROCEED TO STEP 2 OF 3](#)

Click 'Finish Enrolling' to complete enrollment.

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Open

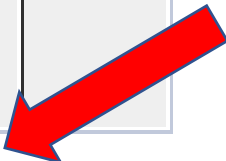
Closed

Class	Description	Days/Times	Room	Instructor	Units	Status
ECON 1104-104 (4281)	Principles of Macroeconomics (Lecture)	TuTh 8:00AM - 9:15AM	TBA	Staff	3.00	<div></div>
FINA 3001-102 (1204)	Intro to Financial Management (Lecture)	MoWeFr 12:00PM - 12:50PM Fr 3:00PM - 5:00PM Fr 3:00AM - 5:00AM Fr 3:00PM - 5:00PM	TBA Room To Be Arranged Room To Be Arranged Room To Be Arranged	Staff	3.00	<div></div>

CANCEL

PREVIOUS

FINISH ENROLLING



Review your courses: A green checkmark indicates the class was added to your schedule, and a red X indicates an error - the class was not added to your schedule.



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Success: enrolled



Error: unable to add class

Class	Message	Status
ECON 1104	Success: This class has been added to your schedule.	
FINA 3001	Error: Unable to add this class - prerequisites have not been met. Prereq: BUAD 1560 or MANA 2028; ACCO 1031 which, may be taken concurrently.	

If the class was not added to your schedule, click 'Add Another Class' to return to your shopping cart.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			term information

Add Classes

1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

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<div>✓ Success: enrolled</div> <div>✗ Error: unable to add class</div>		
Class	Message	Status
FINA 3001	Error: Unable to add this class - requisites have not been met. Prereq: BUAD 1560 or MANA 2028; ACCO 1031 which, may be taken concurrently.	✗
MY CLASS SCHEDULE		ADD ANOTHER CLASS

Click the trash icon to remove the class from your shopping cart.

2017 Fall Term | Undergraduate | Marquette University

[change term](#)

 Open

 Closed

Add to Cart:

Enter Class Nbr

[enter](#)

Find Classes

☒ Class Search

☐ My Requirements

☐ My Planner

[search](#)

[schedule planner](#)

2017 Fall Term Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	FINA 3001-102 (1204)	MoWeFr 12:00PM - 12:50PM Fr 3:00PM - 5:00PM Fr 3:00AM - 5:00AM Fr 3:00PM - 5:00PM	TBA Room To Be Arranged Room To Be Arranged Room To Be Arranged	Staff	3.00	

Go back to Schedule Planner and repeat the process to find a class that fits your schedule.

Quick Links

Academics	Financial Aid	Bursar	Guest Access	MCAN	Before Leaving MU
<ul style="list-style-type: none">▶ Schedule Planner▶ View my appointment for online registration▶ Download academic forms▶ Add, swap or drop classes▶ Request official transcript▶ View-only unofficial transcript▶ View my grades▶ View my schedule/list and order books online▶ View my advisement reports▶ Apply for Graduation				<ul style="list-style-type: none">▶ Check for holds in Student Center▶ View transfer credit report▶ Request enrollment verification▶ Request good student verification (for insurance)▶ Search Schedule of Classes▶ View Course Catalog▶ View Snapshot of the Schedule of Classes▶ Find out about readmission	

 **Academics**

[Search](#)

[Plan](#)

[Enroll](#)

[My Academics](#)

[Schedule Planner](#)

You may also search for individual classes in CheckMarq **(b.)** and add them one at a time to your shopping cart. Click on the green search button and the software will guide you through the process. Or, if you know the 4-digit Class Number assigned to each section of a given class from a previous search, you may enter it in box **(a.)** click enter and the class will be added directly to your shopping cart. If you have a permission number, **remember to enter it on the “Select classes to add” page**, once you have performed the CheckMarq search.

Jane Doe go to ...

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap term information

Add Classes

1 2 3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2011 Fall Term | Undergraduate | Marquette University change term

☒ Open ☐ Closed

Add to Cart:
Enter Class Nbr
 enter

Find Classes
☒ Class Search
☐ My Requirements
☐ My Planner
search

2011 Fall Term Shopping Cart

Your enrollment shopping cart is empty.

a. b. c. d.