

SPRING 2021 ACADEMIC ADVISING AND PRE-REGISTRATION

Morris College will resume on-campus, face-to-face classes with the start of the Spring semester on Wednesday, January 20, 2021. Classes will begin on Friday, January 22, 2021. You can select your courses and pre-register now online! The rest of the registration process (i.e. clearing your student account) will be done in person on the campus in January 20, 2021. **The last day to pre-register is Tuesday, December 15, 2020, at 5:00 pm so don't wait!**

In selecting your courses for the Spring 2021 semester, make sure you complete the following steps:

1. **GET YOUR "COURSE NEEDS SHEET."** Log in to LMS and download/print a copy of your "Course Needs Sheet."

You will need it so that you can see what courses you need to take for Spring Semester 2021.

NOTE: See instructions on page 2 for seeing your "Course Needs Sheet".

2. **CONTACT YOUR ACADEMIC ADVISOR.** Click [here](#) to find your academic advisor's contact information.

NOTE: If you do not know the name of your academic advisor or if your academic advisor has changed, contact the chairperson of your academic division. The academic division chairperson's contact information is also on the Academic Advisors List.

3. **SCHEDULE AN ACADEMIC ADVISING SESSION WITH YOUR ADVISOR.** Remember to have your "Course Needs Sheet" for the advising session. Your advisor will have a copy of your "Course Needs Sheet" also. In consultation with your academic advisor, select all of your courses for Spring Semester 2021. *If you have questions or concerns about your classes, let your advisor know!* After the session, your advisor will submit your pre-registration form to the Office of Enrollment Management and Records.
4. **VIEW YOUR SPRING SEMESTER 2021 CLASS SCHEDULE.** After the Office of Enrollment Management and Records has received your pre-registration form from your advisor and entered your Spring Semester 2021 course schedule into the system, you will be able to see your class schedule by logging in to [MyHornetWeb](#) (LMS) using your username and password. If you have misplaced your username and password, please contact Dr. Lewis Graham at (803) 934-3404 or email at lgraham@morris.edu.
5. **CHECK YOUR ACCOUNT.** After viewing your class schedule on LMS, contact the college's Financial Aid Office and the Business Office to check the status of your financial aid award and student account.

If you have any questions, please contact Mr. Andrew Little, Director of the Office of Enrollment Management and Records, at (803) 934-3225 or email at alittle@morris.edu.



Instructions for Viewing Your “Course Needs Sheet” on LMS

To obtain a copy of your “Course Needs Sheet” on LMS, please follow the instructions below:

1. Log in to the Learning Management System (LMS).
2. After you have logged in, the Home page will appear.
3. At the top of the Home page, you will see several tabs. Please click on the “Student Tab.”
4. The “Student Portal Page” will appear on the far left side of the student portal screen. Click on the “Course Registration folder/link.” The “Course Registration Page” will appear.
5. On the far right side of the “Course Registration portal screen, you will see a link called “My Course Needs”. Click on this link. The link will take you to the requirements summary portal page. On this page, click the “Click here” link to view the “Course Needs” portal page.
6. Once you are on the “My Course Needs” portal page, click the recalculate student progress button first to make sure your advising worksheet has the most current course needs information. Then click on the My Advising Worksheet PDF link to view your course needs worksheet information.