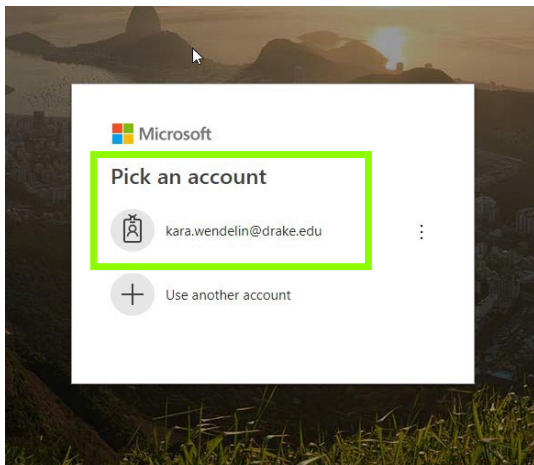


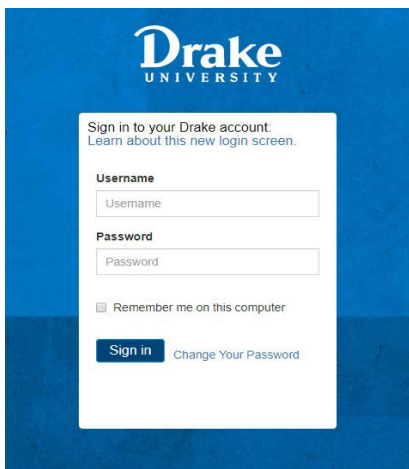
GRADUATE STUDENT REGISTRATION GUIDE

1. Log in to [myDrake](#) using your Drake ID Number and password. If this is your first time accessing myDrake, your password is your birth date in the format **MMDDYYYY!**. You will be prompted to update your password after logging in.

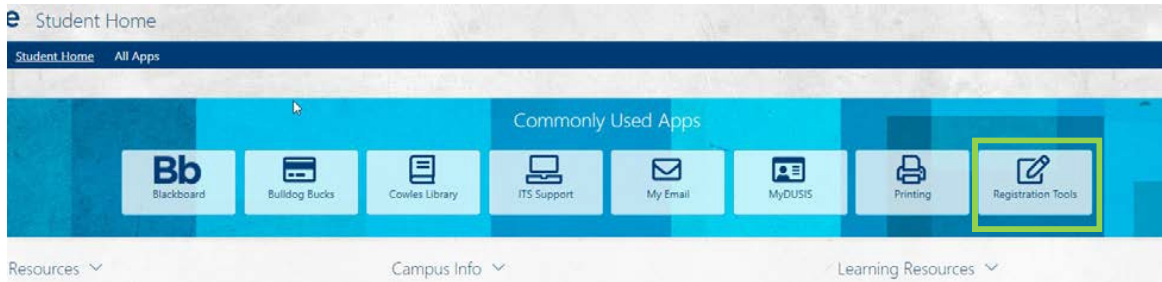
Because myDrake is built on an Office 365 system, you will see the screen below before you get to the myDrake login screen. If you click on your email address, it will take you to the myDrake login screen.



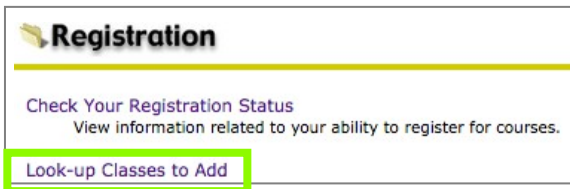
In the **Username** field, enter either your nine digit Drake ID number or your Drake.edu email address. Enter your standard Drake **Password**. Click **Sign in**.



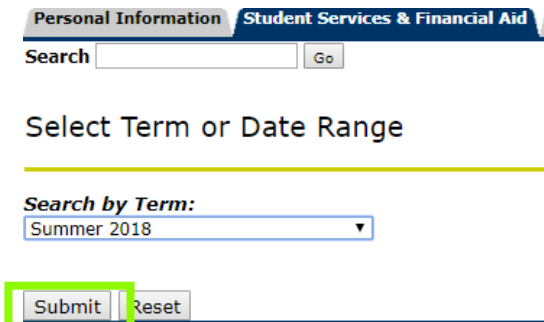
2. Click on the **MyDUSIS Icon** located at top right corner of the screen.



3. Click on the **Look Up Classes to Add** link.



4. Click on the arrows at the end of the term box to choose the term you want to register for.
Move your mouse to highlight and select the **Term** and click the **Submit** button.



5. Search for courses by selecting subject area and attribute type.

- **Subject:** Use the scroll bar to select the **Subject(s)** associated with your program of study. To choose more than one subject hold down the control key as you click on each subject. Each subject you click on will be highlighted.
- **Attribute Type:** Use the scroll bar to find and select **Drake Online Grad/Prof Programs**.
- Leave all other fields blank, unless you know the specific course information you are searching for.
- Click the **Courses Search** button.

Subject: Leadership
MSE Effective Teaching
Management
Marketing
Master CommunicationLeadership
Masters Art Communication
Masters Business Admin
Masters Fin Mgmt
Masters Leadership Development
Masters Public Admin

Course Number:

Title:

Schedule Type: All
Web Instructed

Credit Range: hours to hours

Part of Term: All
Non-date based courses only
Full Term
Six-Week Session A

Instructor: All
Adkins, Natalie Ross
Albers, Christine Ann
Community Engaged Learning
Critical Thinking
Drake Online Grad/Prof Program
Engaged Citizen

Attribute Type:

Start Time: Hour Minute am/pm

End Time: Hour Minute am/pm

Days: Mon Tue Wed Thur Fri Sat Sun

6. Review course options.

Select	CRN	BOOKS	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10576	Books	MAC	201	0	DO	3.000	COMM LEADERSHIP STRATEGIES	TBA	25	1	24	5	0	5	0	0	0	0	Jill Christine VanWyke (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10577	Books	MAC	207	0	DO	3.000	ADVANCED WRITING & MSG DESIGN	TBA	25	1	24	5	0	5	0	0	0	0	Catherine Marie Staub (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10578	Books	MAC	208	0	DO	3.000	PUBLIC AFFAIRS AND ADVOCACY	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input checked="" type="checkbox"/>	10579	Books	MAC	210	0	DO	3.000	VISUAL COMMUNICATION	TBA	25	0	25	5	0	5	0	0	0	0	Sandy L Henry (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10580	Books	MAC	214	0	DO	3.000	POLICY ELECTIVE	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program

Course Registration (points to Select checkbox)

Credits (points to Cred column)

Start & End Dates (points to Date column)

**Check box=Seats available
C = Class is full** (points to Cap/Act/Rem columns)

Number of Seats Available (points to Cap column)

7. Click on the **check box** next to the course(s) you are interested in and click on the **Register** button.

Sections Found
MA in Communication

Select	CRN	BOOKS	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	10576	Books	MAC	201	0	DO	3.000	COMM LEADERSHIP STRATEGIES	TBA	25	1	24	5	0	5	0	0	0	0	Jill Christine VanWyke (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10577	Books	MAC	207	0	DO	3.000	ADVANCED WRITING & MSG DESIGN	TBA	25	1	24	5	0	5	0	0	0	0	Catherine Marie Staub (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input checked="" type="checkbox"/>	10578	Books	MAC	208	0	DO	3.000	PUBLIC AFFAIRS AND ADVOCACY	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	03/26-05/04	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10579	Books	MAC	210	0	DO	3.000	VISUAL COMMUNICATION	TBA	25	0	25	5	0	5	0	0	0	0	Sandy L Henry (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program
<input type="checkbox"/>	10580	Books	MAC	214	0	DO	3.000	POLICY ELECTIVE	TBA	25	0	25	5	0	5	0	0	0	0	Jennifer Christine Glover Konfrst (P)	01/29-03/09	TBA	Drake Online Grad/Prof Program

8. Review your course registration.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web	None	10576	MAC	201	0	Graduate	3.000	Standard Letter		COMM LEADERSHIP STRATEGIES
Registered via Web	None	10577	MAC	207	0	Graduate	3.000	Standard Letter		ADVANCED WRITING & MSG DESIGN

[Click here for information about textbooks and course materials as requested by the professor](#)

Total Credit Hours: 6.000
 Billing Hours: 6.000
 Minimum Hours: 0.000
 Maximum Hours: 25.000
 Date: Nov 02, 2017 01:01 pm

This link will redirect you to the University Bookstore website and display your textbook

Add Classes Worksheet

CRNs

9. To modify your schedule, click on the **Student Services & Financial Aid** tab or link, followed by the **Registration** link, and then the **Register** or **Add/Drop Classes** link.

[Personal Information](#)
[Student Services & Financial Aid](#)

Search

Student Records

Registration

Students are required to validate their enrollment by attending student being dropped from that course.
 Add or drop classes
 Display your class schedule
 View information related to registration

Registration

[Check Your Registration Status](#)
View information related to your ability

[Look-up Classes to Add](#)

The deadline to drop a summer class is 4 weeks before the start of the class. Students who do not drop a class by this deadline will receive a "W" on their transcript and be ineligible for financial aid for the semester.

[Register or Add/Drop Classes](#)

10. To drop a course from your schedule, click on the arrows at the end of the Action box, use your mouse to select **Drop via Web** and click the **Submit Changes** button.

To add a new course, follow the directions above; OR, if you have the **Course Registration Number (CRN)**, you can enter it directly into the text boxes on this screen and click the **Submit Changes** button.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Registered via Web on Nov 02, 2017	None	10576	MAC	201	0	Graduate	3.000	Standard	Letter	COMM LEADERSHIP STRATEGIES
Registered via Web on Nov 02, 2017	None Dropped via web	10577	MAC	207	0	Graduate	3.000	Standard	Letter	ADVANCED WRITING & MSG DESIGN

[Click here for information about textbooks and course materials as requested by the professor](#)

Total Credit Hours: 6.000
Billing Hours: 6.000
Minimum Hours: 0.000
Maximum Hours: 25.000
Date: Nov 02, 2017 01:01 pm

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

11. If you wish to **drop all of your courses for the semester**, please contact your Enrollment Specialist.

Additional questions about registration? Please contact your Enrollment Specialist at 844-254-4221.