

MaloneXpress Registration Training Guide

This training guide provides students with the steps needed to complete online registration via MaloneXpress. Failure to follow these steps could prevent or delay registration for classes.

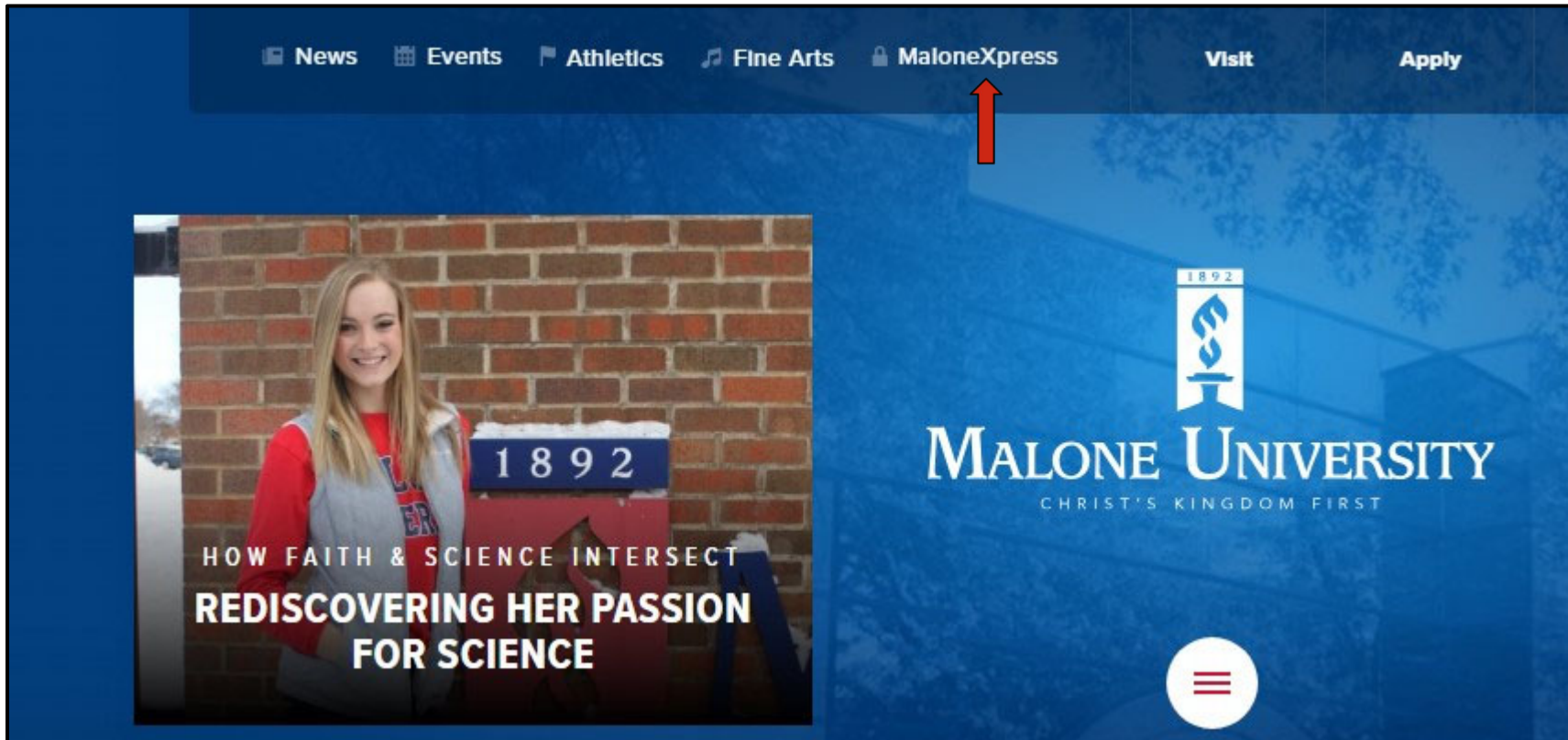
If you experience registration issues, please call the Office of the Registrar at (330) 471-8128. If you experience log-in issues, please call the Help Desk at (330) 471-8428. Note: Students also have the option of registering using a Registration Form. Copies are available in the Office of the Registrar.

Quick Guide for MaloneXpress Registration [without screenshots]

1. Log in to MaloneXpress. Select the Student tab and then choose Schedule and Grades.
2. Select Course Schedules and then choose a term from the drop-down menu.
3. Complete the Registration Agreement form for the selected term.
4. Search for available courses by using the Course Search tab.
5. Once your courses have been selected, click the Add Course(s) button. If registration is successful, a message will appear: Successfully added to registration record.
6. If you need to drop a course, select the box located to the left of the course code and then click the Drop Course(s) button. If your course was dropped successfully, a message will appear: Successfully dropped from registration record.
7. To view your schedule, select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar and then select **Student Schedule**.
8. Select a term from the drop-down menu and then click **Search**. Once you are able to view the details of your schedule, select the **Printer** icon to print a copy.

Step-by-Step Guide for MaloneXpress Registration [with screenshots]

Log in to **MaloneXpress** using the link found at the top of Malone University's homepage at www.malone.edu.



Select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar. **Important Note:** DO NOT use the Back and Forward buttons to navigate these webpages. You must use the links in the left-side column.

The screenshot displays the Malone mxXpress website interface. At the top, the logo "Malone mxXpress" is visible. Below the logo is a navigation bar with tabs for "Home", "Retention", "Student", "Graduate Programs", "Admissions", and "Campus Life". The "Student" tab is highlighted with a red arrow pointing to it. Below the navigation bar, the breadcrumb "You are here: Student > Intro Page" is shown. The main content area is titled "Student" and features a "Quick Links" section with a row of icons representing various services. A red arrow points to the "Schedule and Grades" link in the left-side navigation menu. Below the "Quick Links" section, there is a section titled "ePioneer My Account Info" with a link to "My Account Balances and Account History" and a heading "Pay and View Your Billing Statements Using ePioneer". A link to "Go to ePioneer" is also present, followed by the text "On-line credit card and e-check payment system now available!".

Malone mxXpress

Home Retention **Student** Graduate Programs Admissions Campus Life

You are here: [Student](#) > [Intro Page](#)

Student

Intro Page ▾

Academic Advising

Financial Aid

Schedule and Grades ←

Student Accounts

Phiz

Work Study

Counseling and Human Development Department

⚠ Early Alert Messages

Student

Quick Links

ePioneer My Account Info

[My Account Balances and Account History](#)

Pay and View Your Billing Statements Using ePioneer

[Go to ePioneer](#)
On-line credit card and e-check payment system now available!

Select **Course Schedules**.

The screenshot displays a student portal interface. On the left is a navigation sidebar with the following items: Academic Advising, Financial Aid, Schedule and Grades (with a dropdown arrow), Student Accounts, Phiz, Work Study, Counseling and Human Development Department, and Early Alert Messages (with a warning icon). Below these is a 'Quick Links' section containing: My Pages (with a dropdown arrow), The Aviso, Malone Bookstore, Malone Home, InfoTech Help Desk, Library, and Online Learning. The main content area is titled 'Student Schedule' and contains a 'Course Schedule' section. This section has a dropdown menu set to 'Fall Semester, 2018 - All Divisions' and a table with columns 'Course', 'Title', and 'Meets'. The table is currently empty, displaying the message 'No Courses to display.' Below this is a 'Grade Report' section with the instruction 'Select a term from the dropdown to see the grades for that term.' and a 'Term:' dropdown menu currently set to 'Summer Semester, 2018'. There are two links: 'View Final Grade Report' and 'View Midterm Grade Report'. A red arrow points to the 'Course Schedules' link, which is highlighted with a blue bar. Below this is an 'Add/Drop' section with a link for 'Registration Agreement'.

Student Schedule

Course Schedule

Fall Semester, 2018 - All Divisions

Course	Title	Meets
No Courses to display.		

Grade Report

Select a term from the dropdown to see the grades for that term.

Term: Summer Semester, 2018 ▼

[View Final Grade Report](#)

[View Midterm Grade Report](#)

Course Schedules ←

Add/Drop

[Registration Agreement](#)

Once the correct term has been selected from the drop-down menu, click '**Complete the Registration Agreement form.**' The Registration Agreement must be accepted each term prior to registering.

Schedule and Grades



Course Schedules - Add/Drop Courses



Add/Drop

Term:



Add Period Open / Drop Period Open

Registration Agreement

When registering for classes, the University is advancing value to you in the form of educational services. You are required to complete the registration agreement via the link below to register for courses at Malone. If you agree, select YES then Submit to proceed to the next step in the registration process. If you disagree, Select NO then Submit to exit the Web Registration.

[Complete the Registration Agreement form](#)



After reviewing the Registration Agreement, choose your response and click the **Submit** button.

Course Schedules ?

Registration Agreement


Response to Registration Conditions

1. I understand that I am financially responsible for tuition and fees, room and board if living on campus, and any other charges associated with my enrollment (collectively, the "debt"). If my student account becomes delinquent upon notification from the University and attempts to collect are unsuccessful, I understand that my account may be referred to the University's collection agency or attorney for collection. I agree to reimburse Malone University the fees of any collection agency, which may be based on a percentage at a maximum of 33 1/3% of the debt, and, in addition to said fees, all costs and expenses, including reasonable attorney's fees and court costs, the University incurs in such collection efforts. I authorize Malone University and its agents, representatives, attorneys and contractors (including collection agencies) to contact me at the current or any future number that I provide, through my cellular phone or other wireless device, home phone and email, including by way of text and automated telephone dialing equipment or artificial or pre-recorded voice or text message, for the purposes of collecting any portion of my financial obligation which is past due.

*Required

Yes

No



If your Registration Agreement form was submitted successfully, a message will appear: **Thank you for submitting your Registration Agreement.** You are now ready to add your course selections.

Schedule and Grades

Course Schedules - Add/Drop Courses

Thank you for submitting your Registration Agreement

Add/Drop

Term:

Add Period Open / Drop Period Open

Search for available courses using the **Course Search** tab. You have the option of searching by the course title, course code, term, department, and/or division. Enter your search criteria and then click the Search button or select **More Search Options**.

Course Schedules - Add/Drop Courses

Add/Drop

Term:

Add Period Open / Drop Period Open

←

Title:

Course Code:

Term:

Department:


Division:


→ [More Search Options](#)

A list of courses matching your search criteria will appear. Select the course(s) you would like to register for by clicking the box located to the left of each course and then click the **Add Courses** button. Continue this process until you have added each of your courses.

Search Results


[Search Again](#) Term: Division: Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input checked="" type="checkbox"/>		COUN 610.01 B	Consult & Advocacy in Sch Counsel	Lacourt, Luis E	19/25	Open	H 6:00 PM-10:00 PM; Main Campus	3.00	10/22/2018	12/13/2018



If registration for the selected course(s) is successful, a message will appear: **Successfully added to registration record**. An updated schedule will appear at the bottom of the page.

Messages

COUN 610 01 B - Successfully added to registration record. 

Title:


Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule 

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	COUN 610 01 B	Consult & Advocacy in Sch Counsel	H 6:00 PM - 10:00	Main Campus	3.00
<input type="checkbox"/>	COUN 628 02 OC B	Treat Methods in Clinical/MH Coun	On Line Course	General - Online Course Option	3.00

If you need to drop a course, select the box located to the left of the course code and then click the **Drop Course(s)** button.


The screenshot shows a web interface titled "Your Schedule" with a table of courses. The table has columns for "Drop", "Code", "Title", "Schedule", "Location", and "Credits". The second row is highlighted, and its "Drop" checkbox is checked. A red arrow points to this checkbox. Below the table is a "Drop Course(s)" button, also indicated by a red arrow.

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	COUN 610 01 B	Consult & Advocacy in Sch Counsel	H 6:00 PM - 10:00	Main Campus	3.00
<input checked="" type="checkbox"/>	COUN 628 02 OC B	Treat Methods in Clinical/MH Coun	On Line Course	General - Online Course Option	3.00

Drop Course(s)

If your course was dropped successfully, a message will appear: **Successfully dropped from registration record**. An updated schedule will appear at the bottom of the page.

Messages

COUN 628 02 OC B - Successfully dropped from registration record. 

Title:


Course Code:

Term:

Department:

Division:

[More Search Options](#)

Your Schedule 

Drop	Code	Title	Schedule	Location	Credits	Credit Type
<input type="checkbox"/>	COUN 610 01 B	Consult & Advocacy in Sch Counsel	H 6:00 PM - 10:00	Main Campus	3.00	Graduate Scale A - F

To view your schedule, select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar and then select **Student Schedule**.

Schedule and Grades

Student Schedule 

Course Schedule

Fall Semester, 2018 - All Divisions

Course	Title	Meets
COUN 610.01 B	Consult & Advocacy in Sch Counsel	H -6:00 PM - 10:00
COUN 610.01 B	Consult & Advocacy in Sch Counsel	H -6:00 PM - 10:00

Select a term from the drop-down menu and then click **Search**. Once you are able to view the details of your schedule, select the **Printer** icon to print a copy.

Student Schedule - Schedule Details

Course Schedule

Term Data is only available for current or pre-registered courses.

Term: Division:

Fall Semester, 2018 - All Divisions

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
<input type="checkbox"/>	COUN 610.01 B	Consult & Advocacy in Sch Counsel	3.00	Current	GR	Lacourt, Luis E	H 6:00 PM - 10:00	10/22/2018 - 12/13/2018	MAIN / /
<input type="checkbox"/>	COUN 610.01 B	Consult & Advocacy in Sch Counsel	3.00	Current	GR	Lacourt, Luis E	H 6:00 PM - 10:00	10/22/2018 - 12/13/2018	MAIN / /