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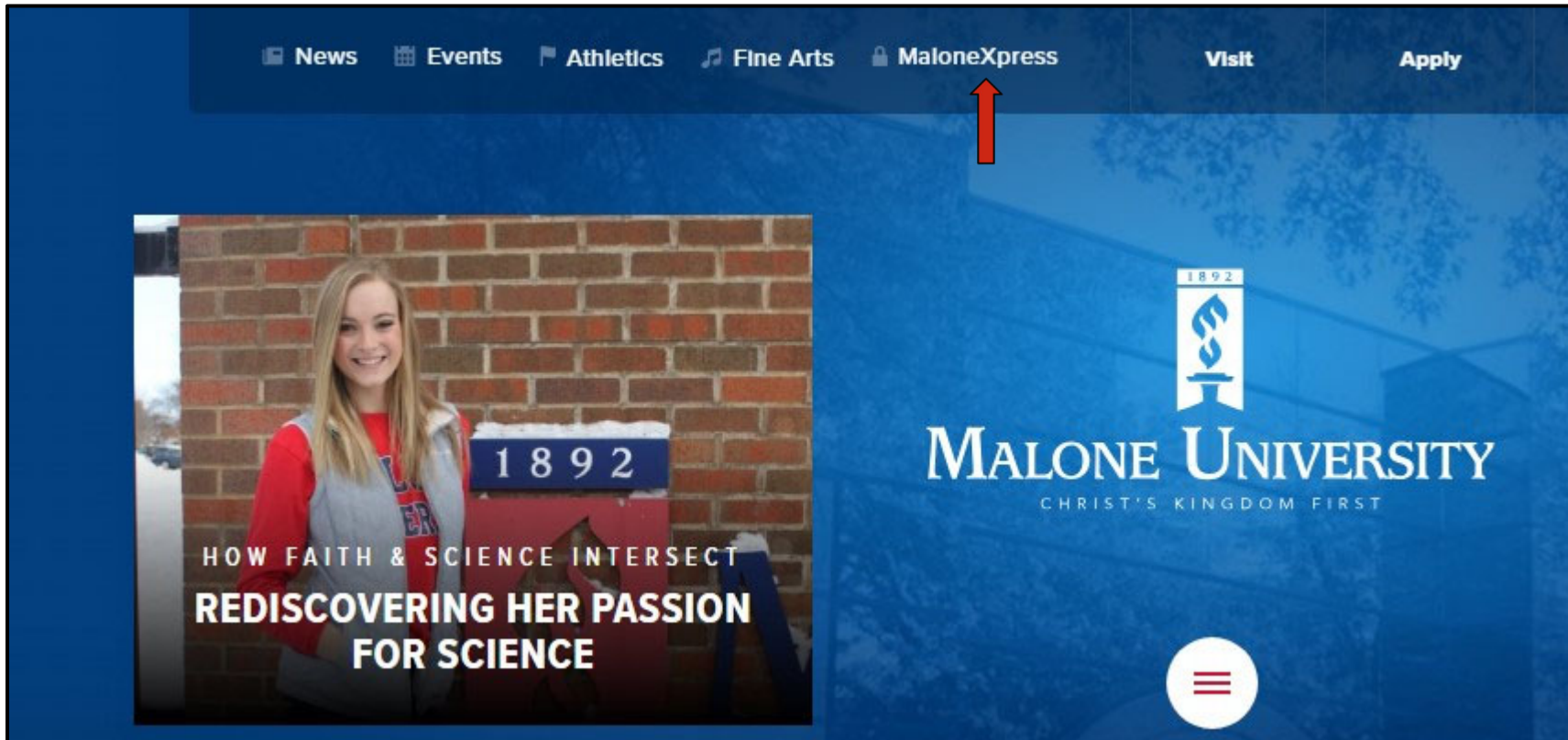
Select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar. **Important Note:** DO NOT use the Back and Forward buttons to navigate these webpages. You must use the links in the left-side column.

Select **Course Schedules.**

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: Fall Semester, 2018 ◀——
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

| Submit | | Cancel |

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: Fall Semester, 2018   ▼

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**.

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: Fall Semester, 2018 ▾ Division: Graduate Programs ▾ | Search | Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
☑	⊞	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

Add Courses

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. ⬅

| Add by Course Code | **Course Search** |

Title: Begins With ▾ [   ]
Course Code: Begins With ▾ [coun 610   ]
Term: Fall Semester, 2018 ▾
Department: All ▾
Division: Graduate Programs ▾
[Search] More Search Options

Your Schedule ⬅

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

[Drop Course(s)]

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.

Your Schedule					
Drop	Code	Title	Schedule	Location	Credits
☐	COUN 610 01 B	Consult & Advocacy in Sch Counsel	H 6:00 PM - 10:00	Main Campus	3.00
☑	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.

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: | Fall Semester, 2018 | ▼ | Division: | All Divisions | ▼ |

Search

Fall Semester, 2018 - All Divisions

Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	Room
⊞	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 / /
⊞	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 / /