



- Step 1** Review the online course schedule and degree audit, selecting the courses required in your program and those of interest. You should have your courses selected prior to Step 2.
- Step 2** Make an appointment to communicate electronically with your Academic Advisor to have your course selections reviewed. **Academic Advising will take place from October 28<sup>th</sup> – November 3<sup>rd</sup>.** If you are using Web Registration, make sure your academic advisor has cleared you for registration. If you are planning to drop off your Course Registration Form, be sure to have your Academic Advisor sign this form.
- Step 3** Log in to MaloneXpress to register for your selected courses according to the scheduled times below. If you are not using Web Registration to select your schedule, you must return the advisor-signed Course Registration Form to the Office of the Registrar according to the scheduled times below.

Online Program Students	Thursday, Oct. 28 <sup>th</sup> beginning at 8:00 AM
Current Seniors <sup>(90+ hours)*</sup>	Thursday, Nov. 4 <sup>th</sup> beginning at 7:00 AM
Current Juniors <sup>(60+ hours)*</sup>	Thursday, Nov. 4 <sup>th</sup> beginning at Noon
Official Roster NCAA Athletes and Honors Students (Soph. & Fresh.) Degree Completion Campus Students	Friday, Nov. 5 <sup>th</sup> beginning at 7:00 AM
Current Sophomores <sup>(30+ hours)*</sup>	Friday, Nov. 5 <sup>th</sup> beginning at Noon
Current Freshmen <sup>(under 30 hours)*</sup>	Monday, Nov. 8 <sup>th</sup> beginning at 8:00 AM
Re-Admits & Other Current Students	Monday, Nov. 8 <sup>th</sup> beginning at Noon
<b>*NOTE: Completed hours do <u>not</u> include Fall 2021 hours.</b>	

- Step 4** Review your course schedule through MaloneXpress. Your online schedule will reflect those courses for which you were permitted to enroll. Closed classes or courses in which you did not meet the required prerequisite(s) will be missing from your online schedule. Those using Web Registration will immediately know the status of their scheduled courses. Students can make corrections or select other courses through Web Registration until **Friday, January 7, 2022**, or contact the Office of the Registrar to complete your registration changes.
- Step 5** Official fall bills will be issued in November. You should be prepared to make your first payment to the Business Office by **December 3, 2021**.

Spring 2022 Undergraduate Registration Form										
Student Name: <i>Please print</i>					Advisor Signature:					
<p>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 33.33% 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 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.</p> <p style="text-align: center;">Signature : _____</p>										
Index	Section	Course Title	Credit Hours	M	T	W	H	F	OL	Time
ID Number ▶			Total Hours ▶							