



Joe'SS

Joe Miner's Self Service
Available from the
Registrar's Office Homepage

<http://registrar.mst.edu/>

- ❖ Register for Classes
- ❖ Check Course Availability
- ❖ View Student Schedule
- ❖ Pay Fees
- ❖ View Semester Grades
- ❖ View Degree Audit (CAPS)
- ❖ Make Address Changes
- ❖ View Financial Aid
- ❖ Request Unofficial Transcripts

The Advising Hold

An Advising Hold is assigned to each student each semester to ensure the student has met with their advisor prior to registration. Your Advisor or your Advising Department must remove the hold before you can register.

Frequently Asked Questions

Many questions are answered by the training videos which are available on the Registrar's website, <http://registrar.mst.edu/psinfo/>. If you don't see your question answered there, please contact the Registrar's Office.

Assistance

Report difficulties by calling the Registrar's Office (573/341-4181) during the office hours of 8:00 a.m. through 4:30 p.m. Monday through Friday or via e-mail at registrar@mst.edu.

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Office of the Registrar
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300 West 13th Street
Rolla, MO 65409-0930
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How to Register for Classes using Joe'SS



**Joe Miner's
Self Service**

<http://registrar.mst.edu/>

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Science & Technology

Instructions for Registration / Add / Drop

1. Login to your Joe'SS account from the Registrar's web site (<http://registrar.mst.edu/>) using your Missouri S&T e-mail ID and password.
 - Login to register on or after your registration appointment time.
 - The appointment time can be viewed by clicking on **Self Service > Student Center > Enrollment Dates**
 - If you don't know your Missouri S&T email ID and/or password, contact the Missouri S&T HelpDesk at <http://helpdesk.mst.edu/> or by phone at 573/341-4357.
2. Check to make sure all holds are cleared.
 - If you have any holds on your account, they will be displayed at **Self Service > Student Center > Holds**
 - Advising and other holds must be removed before registration; most financial holds will not stop registration.
3. Follow this path to the registration screen: **Self Service > Student Center > Add a Class**
4. Select the semester for which you are registering and then click the **Continue** button.
5. Enter the **5-digit class number** or search for classes by clicking the **Search** button.
 - Select the **subject** from the drop-down box.
 - Enter the course number. The **course number** is the number of the class (for example, 1120 for English 1120).
 - If you would like to see only the sections with space available, check the **Open Classes Only** check box.
 - Click the yellow **Search** button to display all sections of the selected course.
 - Click the **Select Class** button next to the desired section to add it to your registration.
6. Check the **Wait List** box to wait list the class if it's full.
7. Click **Next**. Now the class has been added to your enrollment shopping cart
8. Once you have selected all of your classes, click **Proceed to Step 2 of 3**.
9. Click **Finish Enrolling**. At this time the system will check for time-conflicts and space availability.
 - If the **Add Status** says "Error", click "Fix Errors" to go back and correct the problem.
 - Once the Add Status says "Success" for all of your classes, you are done.
10. Agree to the **Financial Responsibility** statement.
11. Click **My Class Schedule** to see your entire class schedule. If you'd like to print it off, make sure to set your page orientation to "Landscape" for it to print correctly.
12. Remember to **Sign Out** when you are finished to protect your information.

REQUESTING ALTERNATE SECTIONS / WAIT LIST SPACE

The system will indicate if a section you are adding is closed or if there is a time conflict with your other courses. If all sections are closed, you can add your name to a Wait List for a section of this course.

Wait Listing a section of a course provides authorization for the Registrar's Office to register you in this section if space becomes available. Register in an alternate course whenever possible in case space does not become available in your wait listed course. Students remaining on wait lists on the first day of class must attend the first class meeting in order to be considered by the instructor for possible enrollment. If permission is granted, submit an Add Slip to the Registrar's Office after classes begin.

Things to Remember....

- Do respond to the billing by the Cashier's Office by the indicated deadlines (May 15 for Summer, July 15 for Fall, and December 15 for Spring). Schedules of students that do not respond to the Cashier's Office will be deleted after these dates
- Do make sure you **Sign Out** of Joe'SS once you are finished and the Add Status for all classes says Success. Also make sure you **Log Off** your Windows session on campus computers.
- Do agree to the financial responsibility statement at the end of registration.
- Do check your schedule using the **My Class Schedule** link to make sure everything has been completed.
- Do make sure your address information is correct with the Registrar's Office. This can be checked and updated in the **Personal Information** section of Joe'SS.



- Don't wait list sections when there is open space at other times.
- Don't try to register before your appointment time. The registration system can only be used after your appointment time. You can log-in multiple times after your appointment time.
- Don't drop a section of a course in order to add a different section. The new section may be closed and you will lose access to registration in the original section if it is wait-listed. Instead, always use "Swap Classes" to change sections. If the new section does not work out, you can then return to your original selection.