

How to Build Your Schedule

- Step 1** If you are a new student; activate your registration online at my.StMU by paying a \$200 **non-refundable** registration deposit.
- Step 2** Review the timetables highlighting possible course choices. Check the *Course Descriptions* section of the *University Calendar* to find out more about the courses that interest you and to check for prerequisites, corequisites and aniterequisites.
- Step 3** This step is optional, but highly recommended; for assistance in planning your program and selecting courses, contact an academic advisor by emailing advising@stmu.ca.
- Step 4** Build a schedule for Fall and Winter by filling in the time blocks on the *Schedule Worksheet* with the information on the courses you have chosen. Revise as necessary where conflicts occur. Be sure to include any applicable labs and tutorials in your schedule(s).
- Step 5** Once you have built a conflict-free schedule for Fall and/or Winter, log onto my.StMU at <https://ss.stmu.ca/SelfService/Home.aspx> to register in your courses. Be sure to register in your Fall courses before registering in your Winter courses (keep the schedule worksheet for your own reference). **IMPORTANT: Once you have added courses to your shopping cart, ensure you proceed to registration to complete the registration process, otherwise your courses will remain in your cart.**
- Step 6** If a course is full you may waitlist yourself. Waitlisted students will receive an automated email that will require you to register in the course or remove yourself from the waitlist within 24 hours. **IMPORTANT: The email will be sent to your personal email address, not your stmu.ca email address, so ensure your personal email address is up to date.** Failure to take action within 24 hours will result in you being moved to the bottom of the waitlist (or dropped from the course if you are registered in more than the maximum of 15 credits per term).

How to Read the Master Timetable

