



REGISTRATION INSTRUCTIONS

Here you will find instructions on registering for courses. For questions about departments and majors or which courses to take, check out some tips on [First Semester Course Selection](#) and [information about courses in each department](#), work with your advisor, or contact [Academic Programs and Advising](#). For questions about general graduation/degree requirements, please contact the [Registrar's office](#).

1. Use your Macalester ID and password to Log into [1600grand](#).
2. On the "Student" page (this is the default page), you will find a tab titled "Registration". Under this tab, select "Enter Registration"

The screenshot shows the 'Student' dashboard on the 1600grand system. The dashboard is organized into a grid of white boxes with blue buttons. The 'Registration' box is highlighted with a red border. It contains the following elements:

- Registration** (Section Header)
- Enter Registration** (Button)
- Add/drop classes, plan ahead, current registration, search class schedule (Text)
- Enter Profile** (Button)
- Holds and other information (Text)
- Update Contact Information** (Button)
- Resolve address and phone holds (Text)

Other visible boxes include:

- Degree Works**: Enter Degree Works
- Academic Records**: Academic Advising Team, Academic Transcript, My Course Schedule, View Grades
- Contact Information**: Update Emergency Contacts, Update Contact Information, Resolve address and phone holds
- My Housing and Dining**: Housing and Dining Self-Service, Sign up for and make changes to on-campus housing, choose and change meal plans, contact Residential Life with questions, View My PO Box Information, Contact Mailing Services with questions
- Order Transcript**: Order Transcript, Copies of transcripts cost \$5 plus credit card fees. Requests are processed during business hours. Visit Transcripts for more information.
- Find Help**: Students Find Help
- Order Enrollment Verification**
- Disability Services**

3. To create a sample schedule of courses you might like to register for (a "plan") select "Plan Ahead". You may create up to 3 plans. You are not required to create one, but we recommend creating at least one plan with a couple extra courses in mind to register for, in the event any courses in your plan become full before you are able to register. If you already have a plan or do not want to create one, you may skip to step 4.

- a. Select the current term using the drop-down menu (i.e Fall 2025) and continue, then select "Create a new plan". **Add your FYC and, if you want to keep it, your second course.** You can't change your FYC, but you can change your other course if you like.
- b. Search specific courses by subject, number or keyword. You may use [this link](#) or select "Browse courses" on the registration homepage to view our full course catalog, organized by subject/department.

MACALESTER

[Student](#) • [Registration](#) • [Select a Term](#) • Register for Classes

Register for Classes

Find Classes Enter CRNs Plans Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2022

Subject

Course Number

Keyword (With Any Words)

[Clear](#) [Advanced Search](#)

- c. Find a course you are interested in, select "View sections", and select "Add" to add it to your plan. If the course says "Linked Sections," it will require you to register for a lab as well (i.e. PSYC 100, and many science and language courses). Lab sections will begin with the letter L (i.e. L1). You must select the "View Linked" button and select one of these courses as well.
- d. **Please note:** the Plan function will allow you to add classes that are full (no seats available) or that have prerequisites. However, when it comes time to register, you will not be able to add classes that are full, or for which you don't have the prerequisites. The [course schedule](#) has up-to-date information on course availability, as well as prerequisites. If you took a [language placement test](#), you will have permission to register for the course level corresponding to your score. And remember, you can always ask to be added to the waitlist for a full class.

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 35 Classes
Term: Fall 2022 Subject: Psychology

Search Again

Title	Subject	Course	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	Linked Sections	Add
Introduction to Psychology Class	Psychology	100	01	4	10563	Fall...	Gillen-O'Neel, Carl (...)	S M T W T F S 10:50 AM - 11:50 AM	Main	14 of 35 seats... LINKED	Q1 Social Science Distribution Writing Practice Social Sci Division Maximum Counts for Cog Sci Conc	Q View Linked	Add
Introduction to Psychology Class	Psychology	100	02	4	10564	Fall...	Fleck, Cory (Primary)	S M T W T F S 09:40 AM - 10:40 AM	Main	13 of 35 seats... LINKED	Q1 Social Science Distribution Writing Practice Social Sci Division Maximum Counts for Cog Sci Conc	Q View Linked	Add
Introduction to Psychology Class	Psychology	100	F1	4	10562	Fall...	Gillen-O'Neel, Carl (...)	S M T W T F S 12:00 PM - 01:00 PM	Main	16 of 16 seats... Time Conflict LINKED	First Year Course First Yr Course-Residential Q1 Social Science Distribution Argumentative Writing Social Sci Division Maximum	Q View Linked	Add

Panels ▾ Submit

- e. To remove a course from your plan, change the drop-down menu for the course in your plan from "Add" to "Remove".

<u>Introduction to Psycholog...</u>	PSYC 100, L1	0	10565	Laboratory	Pending	Remove ▾
<u>Introduction to Psychology</u>	PSYC 100, 01	4	10563	Class	Pending	Remove ▾

- f. To repeat the process and add another course, select "Search again" in the top right to clear the search results and start over.
- g. Select "Submit" in the bottom right corner to save.
4. When it is your time to register for classes, select "Register for classes" on the registration homepage. These next steps are similar to creating a plan with the addition of applying your plan.
- a. Select the current term, "Fall 2025", by using the dropdown menu
- b. Search courses by subject, number or keyword. To use your plan when registering, select the "Plans" tab on the search page.

Register for Classes

Find Classes
Enter CRNs
Plans
Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2022

Subject

Course Number

Keyword (With Any Words)

Search
Clear
Advanced Search

- c. A list of your plans will appear with an "Add All" button for each plan. Select this to add all of the courses in the desired plan to your schedule. If your schedule is complete after adding the plan, you may select "Submit" at the bottom right corner. If not, continue the instructions.

Student
Registration
Select a Term
Register for Classes

Register for Classes

Find Classes
Enter CRNs
Plans
Schedule and Options

Register from a plan.
Term: Fall 2022

Plan: practice
Created by: You (Preferred)
Add All

Title	Details	Hours	CRN	Schedule Type	Instructor	Grade Mode	Note	Course Sections	Add
Social Psychology	PSYC 254, 01	4	10579	Class	Guillermo, Steve (Primary)	Letter Grade		View Sections	Add
History of Childhood	HIST 170, 01	4	10346	Class	Sullivan, Amy (Primary)	Letter Grade		View Sections	Add
Second Year Japanese I Lab	JAPA 203, L2	0	10056	Laboratory		Letter Grade		View Sections	Add
Second Year Japanese I	JAPA 203, 03	4	10687	Class	Larson, Ritsuko (Primary)	Letter Grade		View Sections	Add

- d. Find the course you are interested in, select "View sections", and select "Add" to add it to your plan. To remove it from your plan, change the drop-down menu for the course in your plan from "*Register 1600grand*" to "*Drop 1600grand*".

Title	Details	Hours	CRN	Schedule Type	Status	Action
Introduction to Psycholog...	PSYC 100, L1	0	10565	Laboratory	Pending	*Register 1600grand* ▼
Introduction to Psychology	PSYC 100, 01	4	10563	Class	Pending	*Register 1600grand* ▼

- e. If the course says "Linked Sections," it will require you to register for a lab as well (i.e. PSYC 100, and many science and language courses). Lab sections will be with the letter L (i.e. L1). You must click the "View Linked" button and select one of these courses as well.
 - f. To repeat the process, select "Search Again" in the top right corner of the window.
 - g. Select "Submit" to implement the changes (you can make edits after saving).
- Keep in mind that most courses offered at Macalester are worth 4 credits, and we allow students to take up to 18 credits per semester. Students typically take a total of 16 credits per semester, meaning you should register for no more than 3 courses (12 credits) in addition to your FYC. You may then consider adding music lessons, music ensembles, dance courses, and physical education courses; these vary in credit value and how credits are applied.
 - Please consult the online [Class Schedule](#) to find registration instructions for specific courses in music lessons, music ensembles, performance theater, and dance courses.
 - Creating a plan before registration allows you to upload your plan as soon as registration begins, saving a significant amount of time when registering for courses. This is important to consider if you are interested in more popular courses.
 - This link displays a list of links for each department website if you would like to learn more about a specific area of study: [Academics - Macalester College](#)
 - **If you have technical problems or other questions during your registration period, please contact the [Registrar](#).**