

Incoming First Year Registration Instructions

This document provides instructions on registering for courses as an incoming First Year student. For questions about departments and majors, which courses to take, FYCs, or language placement, please contact Academic Programs and Advising. For questions about interpreting your class schedule, AP/IB scores, or transfer credits, please contact the Registrar's office.

1. Log into 1600grand. **Before registration begins, please ensure that you have 2-factor authentication enabled on your 1600grand account!** You will not be able to register if it is not set up. Below is the link to the instructions for setup. If you encounter problems getting set up, please use the Macalester ITS webpage to contact our campus tech support.

<https://macalester.topdesk.net/solutions/open-knowledge-items/item/KI%200873/en/>

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 displays the 'Student' portal interface with several service tiles. The 'Registration' tile is highlighted with a red border. The tiles 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)
- Registration** (highlighted): Enter Registration (Add/drop classes, plan ahead, current registration, search class schedule), Enter Profile (Holds and other information), Update Contact Information (Resolve address and phone holds)
- Order Transcript**: Order Transcript (Copies of transcripts cost \$5 plus credit card fees. Requests are processed during business hours. Visit Transcripts for more information.)
- 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)
- 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. **You should create a plan AFTER your FYC has been decided.** If you already have a plan or do not want to create one, you may skip to step 4.

- a. Select the current (upcoming Fall) term using the drop-down menu and continue, then select "Create a new plan".
- 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. Also, visit the bottom of this document for resources designed for first-years about each department and major to aid in your decision making.

The screenshot shows the Macalester College registration system interface. At the top, there is a dark blue header with the Macalester logo and the name "MACALESTER". Below the header is a navigation breadcrumb: "Student • Registration • Select a Term • Register for Classes". The main heading is "Register for Classes". Below this is a sub-navigation bar with tabs: "Find Classes" (selected), "Enter CRNs", "Plans", and "Schedule and Options". The "Find Classes" section is titled "Enter Your Search Criteria" with an information icon. It shows the term "Term: Fall 2022". There are three search input fields: "Subject" with a dropdown menu showing "Psychology", "Course Number", and "Keyword (With Any Words)". At the bottom of the search area are buttons for "Search", "Clear", and "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 or a language course). Lab sections will be with the letter L (i.e. L1). You must select the "View Linked" button and select one of these courses as well.

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'Neal, Carl (...)	S M T W T F S 10:50 AM - 11:50 AM Type: Main	Main	14 of 35 seats... LINKED	Q1 Social Science Distribution Writing Practice Social Sci Division Maximum Counts for Cog Sci Conc	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 Type: Main	Main	13 of 35 seats... LINKED	Q1 Social Science Distribution Writing Practice Social Sci Division Maximum Counts for Cog Sci Conc	View Linked	Add
Introduction to Psychology Class	Psychology	100	F1	4	10562	Fall...	Gillen-O'Neal, Carl (...)	S M T W T F S 12:00 PM - 01:00 PM Type: Main	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	View Linked	Add

Submit

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

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

e. To repeat the process and add another course, select "Search again" in the top right to clear the search results and start over.

f. Select "Submit" in the bottom right corner to save.

4. When it is 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, using the dropdown menu. Enter the PIN number given to you by your advisor.

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)

[▶ 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 following the instructions below.

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)

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		<input type="button" value="Q View Sections"/>	<input type="button" value="Add"/>
History of Childhood	HIST 170, 01	4	10346	Class	Sullivan, Amy (Primary)	Letter Grade		<input type="button" value="Q View Sections"/>	<input type="button" value="Add"/>
Second Year Japanese I Lab	JAPA 203, L2	0	10056	Laboratory		Letter Grade		<input type="button" value="Q View Sections"/>	<input type="button" value="Add"/>
Second Year Japanese I	JAPA 203, 03	4	10887	Class	Larson, Ritsuko (Primary)	Letter Grade		<input type="button" value="Q View Sections"/>	<input type="button" value="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
<i>Introduction to Psycholog...</i>	<i>PSYC 100, L1</i>	<i>0</i>	<i>10565</i>	<i>Laboratory</i>	<i>Pending</i>	<i>*Register 1600grand*</i> ▼
<i>Introduction to Psychology</i>	<i>PSYC 100, 01</i>	<i>4</i>	<i>10563</i>	<i>Class</i>	<i>Pending</i>	<i>*Register 1600grand*</i> ▼

- e. If the course says "Linked Sections," it will require you to register for a lab as well (i.e. PSYC 100-L1 or a language lab). 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. Questions may be directed to the Registrar's Office.
 - 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.

Quick links:

[Academic Programs and Advising](#)

[General first semester course planning advice](#)

[Department-specific advice about first semester courses](#)