

REGISTRATION PROCEDURES

Registration starts March 1st

REGISTER ONLINE

<http://milwaukee.mcpherson.edu>

Visit the web site and click the **Register Online** link.

Returning students: Your Login ID is the first four letters of your last name COMBINED with the last four digits of your social security number. To reset your password, enter your Login ID and the next screen will prompt you through the password reset process.

New students: Use the **Create New Student Account** link and enter information. Your Login ID will automatically be generated consisting of the first four letters of your last name COMBINED with the last four digits of your social security number.

Scroll down, select course(s), and click "**Submit Registration**" at the bottom of the course listing.

PRINT, SIGN AND MAIL, FAX OR EMAIL your confirmation form to the Milwaukee Center with payment at least two weeks before the start of class.

REGISTER BY MAIL, FAX, EMAIL or TELEPHONE

Print and complete the **Registration Form** on the website. Be sure to provide alternate course selections in the event the first selection is closed due to full enrollment.

Mail, Fax, or Email the form to the Milwaukee Center:

**McPherson College
P.O. Box 1404
Waukesha, WI 53187-1404**

Fax: 262-436-1351

Email: lahdenpl@mcpherson.edu

To register by phone, call 262-549-2180 between 9AM and 5PM Monday through Friday.

Students registering by mail, fax, email or telephone receive confirmation forms by email. **SIGN AND MAIL, FAX OR EMAIL your confirmation form to the Milwaukee Center with payment at least two weeks before the start of class.**

COURSE TUITION

No deposit is required to register.

1-Credit Course= \$175
Non-credit Option = \$150

3-Credit course = \$475
Non-credit Option = \$350

For the non-credit option, please register and send an email to lahdenpl@mcpherson.edu to have the tuition credit manually applied to your account. You will receive an updated confirmation form. MasterCard, Visa, American Express, Discovery, bank cards, checks and money orders are accepted. **Tuition received less than two weeks before a course starts results in a \$25 late fee. Payments are not accepted online or by telephone.** Visit the web site and use the **Check Enrollment Status** link to confirm payments were received and processed. **Students with a past due balance cannot register for courses until the account is PAID IN FULL.**

ADDING, CHANGING, OR DROPPING A CLASS

To add, change or drop courses, log into your account and click **Drop a class/session**. Changes less than two weeks before class starts must be requested by email, fax or telephone. **Enrollment changes received less than two weeks before a course starts results in a \$25 late fee.**

Enrollment is official after selecting courses online and are only removed when a cancellation request is processed online or through the Milwaukee Center office. Please cancel a registration if you cannot attend to help accommodate students on wait lists.

WAIT LIST

All courses have a maximum enrollment with wait list options. To add your name to a course wait list, log in or create a student account and use the "Wait List" option. Emails are sent if openings arise before the course starts.

TRANSCRIPTS & 1098-T TAX FORMS

Students receive an official transcript and 1098-T tax form in the mail at the completion of courses.

COURSE

If your school, or district, is interested in a McPherson College learning opportunity, call 262-549-2180 or email lahdenpl@mcpherson.edu for more information. We can customize topics, schedules and locations to meet your needs.