

College of Menominee Nation Online Registration FAQs

Registering for courses online is easy and convenient! Review the Frequently Asked Questions below for information to make your registration experience successful.

Who is eligible for online registration?

Generally, if you are a continuing degree-seeking student with at least 12 CMN credits completed and have no holds, then you are eligible for online registration. New, returning, and transfer students must meet with their Student Achievement Specialists to register for courses.

When can I register for courses?

You will be notified by email when registration opens. Please note: To promote timely graduation, early registration can help prevent class cancellations and wait lists.

How do I prepare to register online?

Here are a few steps to complete before you register:

1. Check MyEmpower to make sure there are no holds on your record.
2. Review your audit sheet to determine which courses you need to complete your degree. **A course must be listed on your audit sheet to be eligible for financial aid.**
3. Check the course descriptions in the college catalog for prerequisites, co-requisites, or concurrent requisites or other restrictions (for example, Junior Standing).
4. Compare courses you need with the course schedule. Note that Emphasis Course Requirements may not be offered every semester.

How do I register online for courses?

Access the Student Information Center to log-in to your MyEmpower student account. Register online by selecting the Registration tab located at the top section of your profile screen. Follow the steps provided in the Student Online Registration Instructions.

What do I do if I have any pending registrations?

A “pending registration” means that you are not enrolled in the course(s) you selected. MyEmpower will automatically prevent you from registering for the specific course(s) for these reasons:

Requisites not met	Course full to capacity
Allowable credits exceeded	Time conflict among 2 or more courses
Instructor/department consent missing	

See your Student Achievement Specialist for assistance.

What do I do if I have a hold on my registration?

Because a hold may prevent you from registering, see below for the various hold types and the appropriate Student Services staff to contact for assistance.

- Academic Hold (AH) – Placed on your record by the Registrar’s Office if you are on Academic Probation or Academic Suspension. See your Student Achievement Specialist for assistance.
- Bursar Hold (BH) – Placed on your record by the Bursar’s Office if you owe money to the college. Contact the Bursar to update your payment plan or wage assignment.
- Financial Aid Hold (FA) – Placed on your record by the Financial Aid Office if you are on Financial Aid Suspension. Contact the Financial Aid Office to discuss your options.
- Admissions Holds – Placed on your record by the Admissions Office. Contact the Admissions Office to update your records.
 - (AP) Previously applied - incomplete admission status
 - (CI, OD, OH) Missing admission document(s)
 - (UP) Stop-out for two consecutive semesters
 - (MA) Returned mail
 - (SS) Verification of Social Security number
 - (AU) Non-Degree/Special Student status

How many credits may I take each semester?

If you want to be considered a full-time student, then you must register for at least 12 credits, excluding Summer Session when 6 or more credits is considered full-time. Keep in mind, though, that financial support is often based on credit load. If you want to take more than 18 credits, then you must see your Student Achievement Specialist for assistance.

What do I do if the course I want is at capacity?

See your Student Achievement Specialist for assistance.

What do I do if I want to change my schedule?

You may adjust your schedule online until the last day to add / drop, which varies by session. Be aware that financial aid may be affected by changing your credit load. After the add / drop deadline, see your Student Achievement Specialist for assistance.

What do I do if I want to withdraw from CMN?

If you struggle in any course, please contact your Student Achievement Specialist as soon as possible to learn how CMN can help you be successful. We are here to assist you! If you do choose to withdraw, please see a Student Achievement Specialist to discuss any impact on financial aid.

Can I register for classes if I am changing my major?

First, see your Student Achievement Specialist to officially change your major because a course must be listed on your audit sheet to be eligible for financial aid.

May I audit a course?

Audit requests are not eligible for on-line registration. If you wish to audit a course, see your Student Achievement Specialist to complete a Course Audit Request and receive a discount.

Who can help me if I am having trouble registering?

See your Student Achievement Specialist for assistance.