

Instructions for Online Registration

Step 1: Go to www.miles.edu.

Step 2: Click **STUDENTS**, located at the top of the web page. A drop down box will appear.

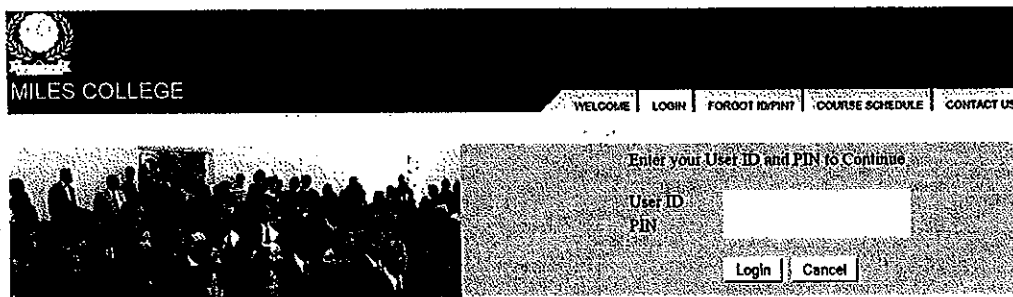


Step 3: Click **BEAR'S DEN** (third link under current student)

Step 4: Enter **Log-In** Information.

User ID = 5 digit student identification number

Password = Date of Birth--- 6 digits (EX: 010113)



Step 5: Select Correct Term (EX: FA2013-14).

Step 6: Click **REGISTRATION**, listed under **SCHEDULING**.

Step 7: Enter call numbers for each course.

Step 8: Once all courses have been entered, **REVIEW YOUR SCHEDULE**.

Step 9: Click **COMPLETE REGISTRATION**.

Step 10: Print schedule for your records.

Step 11: Log-Out.

- Courses listed with a co-requisite (i.e., lab) will prompt you to add the co-requisite before your able to complete your registration.
- For override exceptions, submit an override form with the appropriate signatures to the Office of Academic Records (Brown Hall, 2nd Floor).
- Use of your pin # during online registration acknowledges your agreement to all academic policies and financial obligations incurred.