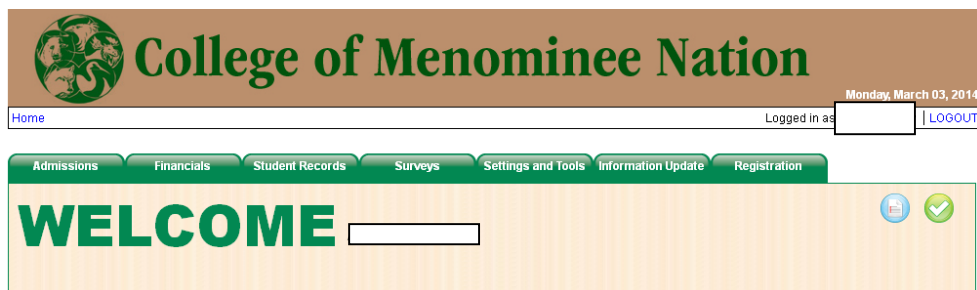
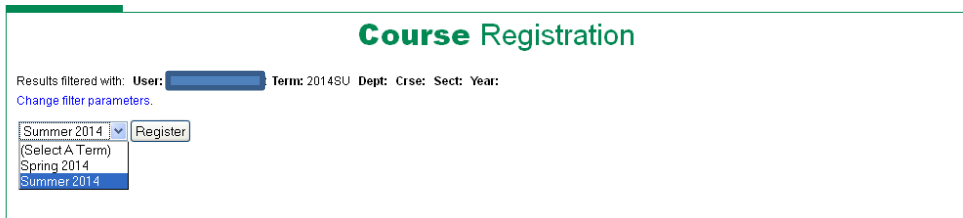


College of Menominee Nation Student Online Registration Instructions

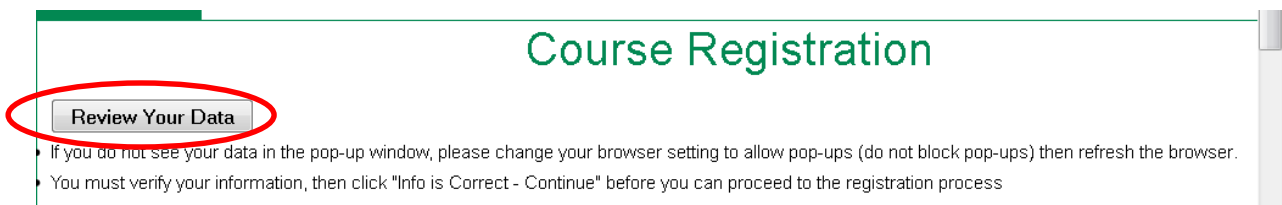
1. Go to CMN Official Website www.menominee.edu, go to left side of screen and click on **MyEmpower** or enter <http://empowerweb1.menominee.edu/fusebox.cfm> in the browser and press enter.
2. Enter your username and password then click on the **“Submit”** button.
3. To register for classes click on the **Registration** tab. The Course Registration link will be available.



4. Choose the term.



5. All students must update their address, phone number, and email. Click on **Review Your Data**



6. Review your personal information. If any information is incorrect, click on **Update** and change necessary information.

Update *Required information needs to be filled out for this section*

Personal Information Name, address, e-mail and home phone number are required

First Name
Middle
Last
Address Type
Mailing Address
City
State / Province
Zip Code
Phone
Phone number
Email Address

7. All students must submit a Student Payment Contract. Answer each question. When all questions are answered, click on **Update**.

Inquire / Application Information - Google Chrome

172.16.1.228:8080/forms/gen_cf/inq_app_update_screen.cfm?scor_id=%2524%2528%2520%253FYZ%2540%2520%2520%250A

Update *Required information needs to be filled out for this section*

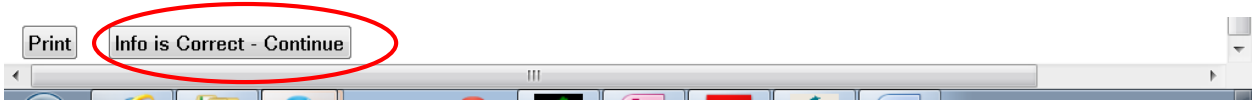
2015SP Student Payment Contract This information will be shared with the Bursar and Financial Aid Offices.

1) Please choose the term you are registering for:
2) Student ID
3) Student Full Name
4) Are you eligible for Tribal Education Funding? if yes, please provide your tribe in the next question
5) Provide the name of your Tribal Higher Education Department. (Menominee, Oneida, etc)
6) Have you completed or plan to complete the FASFA?
7) Enter the date you completed your FASFA or plan to complete it (Feb 20XX).
8) Do you qualify for Sponsored Programs (grants or scholarships)? If yes please provide information below.
9) Enter the name of the Sponsored Program (grant or scholarship).
10) Is your employer responsible for your bill? If yes, provide the name of the employer below.
11) Provide the name of your employer.
12) Are you a self-pay? You will be responsible for all charges incurred. If yes contact the Bursars office.
13) By entering my name below I attest that should my financial aid, employer or other source of payment not submit their payment in a reasonable amount of time I am required to pay those charges.
14) By entering my name below I agree that by registering for classes at CMN, I am personally responsible for the tuition, fees, and book charges incurred.

Required information needs to be filled out

Print Info is Correct - Continue

- After your Personal Information and Student Payment Contract are updated, click on **Info is Correct – Continue.**



- You are now able to register for your courses. Click **Add Courses.**

Course Registration

| Credit Hrs | Undergrad | Graduate |
|------------|-----------|----------|
| Earned | 69 | 0 |
| Required | 45 | 0 |
| Registered | | |
| Elected | | |

Summer 2014

Successful Registration

| Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor |
|----------------|--------|---------|------|-------------|----------|------|------|------------|
| No Enrollments | | | | | | | | |
| | | | | | Credits: | 0 | | |

Pending Registration -- see reasons below

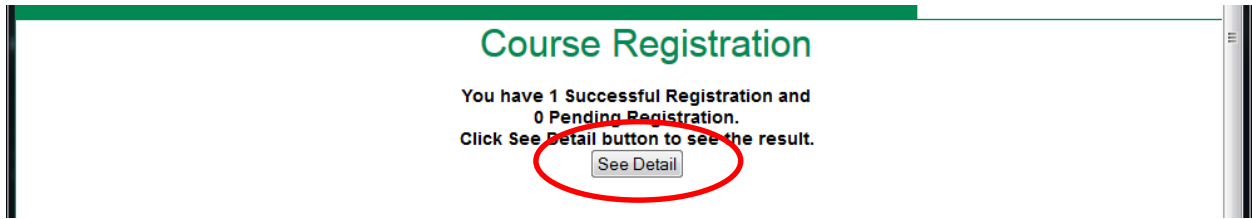
| Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor | Force |
|--|--------|---------|------|-------------|----------|------|------|------------|-------|
| No Pending Registration -- Click Add Courses button to add courses from Course Catalog | | | | | | | | | |
| | | | | | Credits: | 0 | | | |

- Check the box next to the course you need and click **Register.**

Course Registration

| Enroll | Type | Dept | Crse | Sect | Description | Cr | Loca | Bldg | Room | Start | Days | Time | Instructor | Avail |
|---|--------|------|------|------|-------------------|----|-------------------------|------|------|------------|------|-------------|------------|---------------------------|
| <input type="checkbox"/> | Credit | HLT | 095 | 01 | Nursing Assistant | 4 | Menominee Main Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 02 | Nursing Assistant | 4 | Menominee Main Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 03 | Nursing Assistant | 4 | Menominee Main Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 04 | Nursing Assistant | 4 | Menominee Main Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 30 | Nursing Assistant | 4 | Green Bay/Oneida Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 31 | Nursing Assistant | 4 | Green Bay/Oneida Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 32 | Nursing Assistant | 4 | Green Bay/Oneida Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | HLT | 095 | 33 | Nursing Assistant | 4 | Green Bay/Oneida Campus | | | | | | | 40 Detail |
| <input type="checkbox"/> | Credit | NUR | 199 | 01 | Nursing Trans | 2 | Menominee Main Campus | | | | | | | 25 Detail |
| <i>Classroom/Clinical Site and Instructor TBA</i> | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Credit | TPN | 110 | 30 | Nurs Fund | 2 | Green Bay/Oneida Campus | GB | 103 | 06/11/2014 | W | 08:30/12:20 | Staff | 20 Detail |
| <input type="checkbox"/> | Credit | TPN | 111 | 30 | Fund Nurs Skills | 3 | Green Bay/Oneida Campus | GB | 102 | 06/14/2014 | S | | Staff | 30 Detail |

- After you click **Register** the screen below will appear. Click on **See Detail** to see the specific successful and possible pending registrations.



- If any pending registrations show on the screen, contact your Student Achievement Specialist to determine if you are eligible to register for the course.

Fall 2013

Successful Registration

[Add Courses ?](#) [Print Schedule](#)

| | Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor | |
|----------------------|------|--------|---------|------|----------------------|---------|------|-------------|------------|---------------------------|
| Drop | BUS | 100 | 01 | CR | Introduction to Bus | 3 | M W | 09:00/11:50 | Fregien | Materials |
| Drop | DGM | 100 | 01 | CR | Dgtl Media Creation | 3 | W | 03:00/05:50 | Fregien | |
| Drop | HIS | 122 | 01 | CR | Precontact Hist. Men | 3 | M | 12:00/02:50 | HALL | Materials |
| Drop | LAN | 101 | 01 | CR | Menominee Language I | 4 | T R | 04:00/05:50 | Staff | |

Credits: 13

Pending Registration -- see reasons below

[Reprocess Pending ?](#)

| | Dept | Course | Section | Type | Description | Credits | Days | Time | Instructor | |
|------------------------|----------------|--------|---------|----------------|---------------------------|---------|------|-------------|------------|---------------------------|
| DELETE | BUS | 200 | 01 | CR | Project Management I | 3 | M W | 09:00/11:50 | CHISHA | Detail |
| Comments: | | | | Reason: | Course requisites not met | | | | 07/31/2013 | |
| Prefered order: | --Select One-- | | | | | | | | | Materials |

3

[Submit Preferred Order](#)

Reason for pending registration