

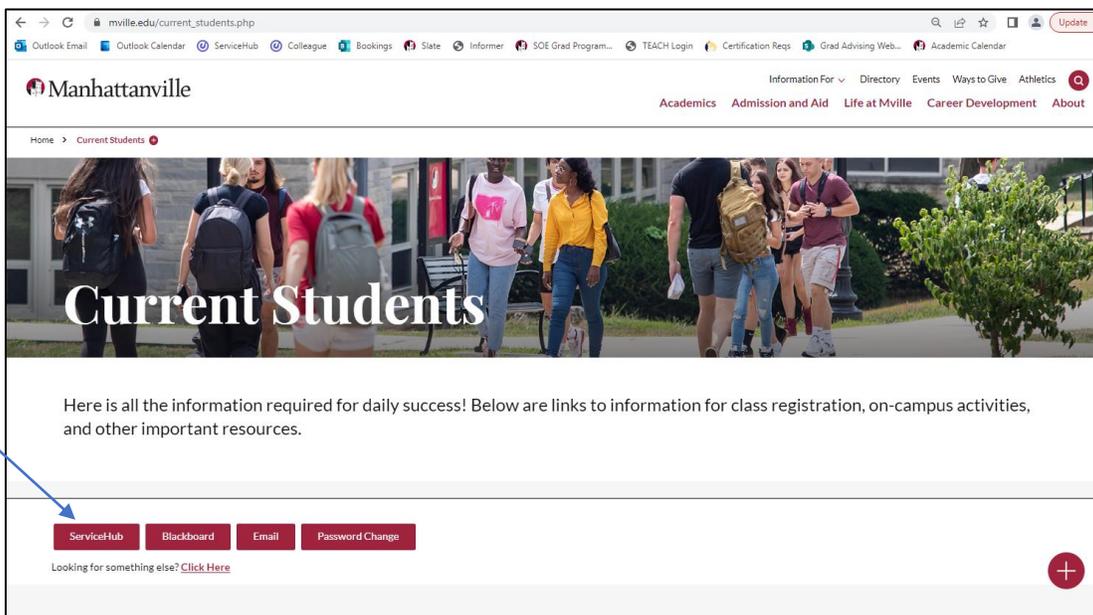
How to Sign the Responsibility Agreement & Register Using ServiceHub for Matriculated Students

#1: Go to www.mville.edu and click “Information For” located on the top right-hand menu. Select ‘Current Students’ from the drop down.



#2: Click on “ServiceHub”

#3: Log in using your username and password



#4: Click on Student Planning

Hello, Welcome to Manhattanville ServiceHub
Choose a category to get started.

- Financial Aid**
Here you can access financial aid data, forms, etc.
- Banking Information**
Here you can view and update your banking information.
- Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**
Here you can view your grades by term.
- Make a TouchNet Payment**
FOR STUDENTS - Log into TouchNet to see your Student Accounts information.
- Tax Information**
Here you can change your consent for e-delivery of tax information.
- Employee**
Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**
Here you can view and search the course catalog.
- Graduation Overview**
Here you can view and submit a graduation application.

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#5: Click on "View Your Progress"

Manhattanville COLLEGE | drevesx | Sign out | Help

Academics > Student Planning > Planning Overview

Please note: If you have not signed the Financial Responsibility Agreement, it can be found under your username on the top right side of this page and under User Options from the menu on the left in the Required Agreements section. The Student Financial Responsibility Agreement must be accepted for any terms you are registering for.

Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1 View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)
- 2 Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Spanish - Teaching a Second Language	3.877 (3.000 required)	<div style="width: 100%;"></div>

2022 Summer Combined Term Schedule

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am							
11am							
12pm							
1pm							

#6: Choose the course you are interested in taking (ex. EDU.5130) on your program

#7: Under "Filter Sections" on the left-hand side, choose the term you're registering for

Search for Courses and Course Sections

Search for courses...

Filter Results [Hide](#)

Subjects [^](#)

Education (1)

Locations [^](#)

North Rockland High School (1)

Terms [^](#)

2022 Fall Term (1)

2023 Spring Term (1)

2023 Summer Session I (1)

Days of Week [^](#)

Monday (1)

Tuesday (1)

Wednesday (1)

Thursday (1)

Filters Applied: None

EDU-5130 CLASSROOM MGT:SPECIAL EDU (3 Credits) [Add Course to Plan](#)

This course focuses on a theoretical and practical approach to classroom management, organization and discipline. It includes an analysis of the way these issues relate to the nature of learning and classroom interactions. Methods and techniques of effective teaching will be addressed, including organizing the classroom environment to include different learning styles, multilevel instruction, managing cooperative learning groups, preventive, supportive and corrective discipline, behavior modification, self-management techniques and assessment. Teacher candidates will prepare a classroom management plan. Field experience required. (Special Ed Course)

Requisites: None

[View Available Sections for EDU-5130](#)

Page 1 of 1

#8: Click on "View Available Sections"

#9: Click "Add Section to Schedule" and then click "Add Section."

Please do this for all of your courses before registering. The list of courses will still appear.

Search for Courses and Course Sections

Search for courses...

Filter Results [Hide](#)

Availability [^](#)

Open and Waitlisted Sections

Open Sections Only

Subjects [^](#)

Education (1)

Locations [^](#)

North Rockland High School (1)

Terms [^](#)

2023 Spring Term (1)

Days of Week [^](#)

Tuesday (1)

Thursday (1)

Time of Day [^](#)

Select time range...

Filters Applied: 2023 Spring Term

EDU-5130 CLASSROOM MGT:SPECIAL EDU (3 Credits) [Add Course to Plan](#)

This course focuses on a theoretical and practical approach to classroom management, organization and discipline. It includes an analysis of the way these issues relate to the nature of learning and classroom interactions. Methods and techniques of effective teaching will be addressed, including organizing the classroom environment to include different learning styles, multilevel instruction, managing cooperative learning groups, preventive, supportive and corrective discipline, behavior modification, self-management techniques and assessment. Teacher candidates will prepare a classroom management plan. Field experience required. (Special Ed Course)

This course was attempted or already completed.

Requisites: None

[View Available Sections for EDU-5130](#)

2023 Spring Term

EDU.5130-01	CLASSROOM MGT:SPECIAL EDU	Add Section to Schedule	
Seats	Times	Locations	Instructors
13 / 25 / 0	T 4:20 PM - 6:50 PM 1/17/2023 - 5/5/2023	Brownson Hall 204 Classroom	Dr. Matthew Tucker (Classroom)

#10: After selecting all courses, go to “Student Planning” at the top of the page and on the drop down, click “Plan & Schedule” (ex. Fall 2022)

Academics · Student Planning · Plan & Schedule

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Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline Advising Petitions & Waivers

2022 Fall Term

Remove Planned Courses

Filter Sections Save to iCal Print

Planned: 6 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

EDU-5130: CLASSROOM MGT: SPECIAL EDU

Register

EDU-5404: ST-TCH/SEM: MIDDLE/ADOL 5-12

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							

Please note: You must sign the Financial Responsibility Agreement before attempting to register for each term.

#11: If you have already signed the agreement for the current term, click register. (You are not registered until you click. You can also add or drop classes here)

If you have not signed the agreement for the current term, click on the person icon at the top right-hand side.

teststu

- User Profile
- Emergency Information
- FERPA Proxy Access
- Required Agreements

The Required Agreements screen will show you the terms you have been assigned. Click on “View” to proceed.

Manhattanville COLLEGE

bambicof Sign out Help

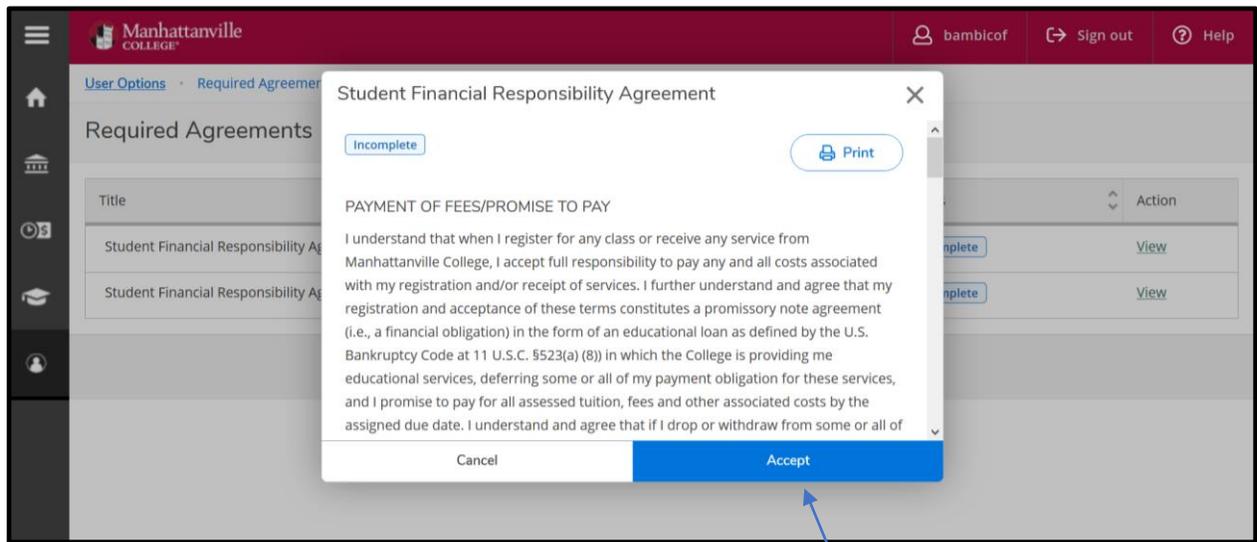
User Options · Required Agreements

Required Agreements

Title	Agreement Period	Due Date	Status	Action
Student Financial Responsibility Agreement	20FA	9/20/2020	Incomplete	View
Student Financial Responsibility Agreement	20SU - 2020 Summer terms	5/26/2020	Incomplete	View

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Once you have read the agreement, click on “Accept” to sign the agreement.



To view videos demonstrating step-by-step use of ServiceHub and review answers to FAQs, click [here](#).

Please note:

After meeting with grad advising, to take a course that is not on your progress page, click “Search for courses” at the top of any page. Follow steps 8-11.

Adding courses to your plan is separate from registration. Planned courses are identified in the color yellow and registered courses are identified in the color green. Make sure you have clicked “register.”

Any holds on your account will prevent registration. Please contact the office where your hold was generated. See below for contact information:

Graduate Advising: (914) 323 – 5366

Health Center: (914) 323 – 5245

Student Accounts: (914) 323 – 5266

Financial Aid: (914) 323 – 5357