

MASTER OF EDUCATION REGISTRATION TUTORIAL

1. Go to <https://sites.stfx.ca/welcome/index.html>

2. Click on “BANNER”

RESOURCES

Student

Faculty/Staff

Academic Advising

Academic Vice-President & Provost

Accessible Learning

Accounting Services

Art Gallery

Athletics

Campus Transformation

Chaplaincy

Child Care

Conference Services

Continuing & Distance Education

Co-operative Education Program

Dean of Arts

Dean of Business

Dean of Education

Dean of Science

Dining Services

External Scholarships

Students, Faculty and Staff

New way to access mesAMIS and Banner. Having trouble?

BANNER »

mesAMIS »

OFFICE 365 »

THEU.CA »

HELP »

SUSTAINABILITY

3. Click on “Students – MyData, & Banner Self Service Portal

SERVICES@StFX
St. Francis Xavier University

Home

Services

Knowledge Base

Search

Knowledge Base / IT Services / Software / Institutional Applications / MesAMIS & Banner Access - Quick links

MesAMIS & Banner Access - Quick links

Situation 1: Not connected to the VPN

Students - MyData, & Banner Self Service via Portal

Staff and Faculty -MesAMIS & Banner Self Service via Portal

MesAMIS and Banner Self-Services are accessed through the portal. Use your stfx username (without @stfx.ca) and password. Your banner/mesamis credentials will then be used to access the chosen application.

Login Directions

Details

Article ID: 69324

Created
Thu 4/2/20 9:16 AM

Modified
Mon 1/4/21 10:49 AM

Attachments (0)

No attachments found.

4. Enter your StFX student user name (ex. X2000abc) and password

Please Login

Name


Password

Login


5. Click on the “Banner Self Service” icon

StFX Portal

Bookmarks



mesAMIS



Banner Self Service

6. Enter your student id number and PIN

User ID:

PIN:

Login

Forgot PIN?

RELEASE: 8.9

7. Click on “Student Services”

Personal Information

Student Services

Faculty Services

Search

Go

Last web access on Feb 28, 2019 at 04:25 pm

Student Services

Register, view your academic records, apply to graduate, or access Canadian tax forms

Faculty Services

View personalized class schedule by week, faculty detail schedule, enter grades and course overrides, or vie

Personal Information

View your address(es), phone number(s), or view name change information

RELEASE: 8.9

8. Click on “Course Registration”

Student Services

[Course Registration](#)
Academic Advisors are available to assist with any questions relating to your course

The Registrar's Office is available to assist with the registration process. Email [regis](#)

[Week at a Glance](#)

9. Click on “Step 1 – Select Term (required)”

Personal InformationStudent Services

SearchGo

Registration

[Check Your Registration Time \(and other registration information\)](#)

[Step 1 - Select Term \(required\)](#)

[Step 2 - Add/Drop Classes \(If you have a FINANCIAL HOLD, contact Student Accounts at 902-867-2123\)](#)

[Step 2 \(alternate\) - Look-up Classes to Add](#)

RELEASE: 8.5

10. Select your term and click on “Submit”
(note: fall and winter courses are in the “Full Academic Year”. You have to select the spring term to register for the spring courses or the summer term to register for summer courses)

Personal InformationStudent ServicesFaculty Services

SearchGo

Select Term

Select a Term:

Full Academic Year 2021-2022

▼

Submit

RELEASE: 8.4

11. Click on “Step 2 – Add/Drop Classes”

Registration

[Check Your Registration Time \(and other registration information\)](#)
[Step 1 - Select Term \(required\)](#)
[Step 2 - Add/Drop Classes \(If you have a FINANCIAL HOLD, contact Student Accounts at 902-867-2123 or 902-867-3738\)](#)
[Step 2 \(alternate\) - Look-up Classes to Add](#)

RELEASE: 8.5.4

Please see here for a list of common registration errors:
<https://www.mystfx.ca/registrars-office/registration-errors>

12. This is where you enter the CRN’s of the courses you looked up in the Fall & Winter Calendar (lists fall, winter, and spring MEd courses) or the Spring & Summer Calendar (lists spring and summer MEd courses) on the Continuing & Distance Education website:

<http://www2.mystfx.ca/continuingeducation/continuing-distance-education-calendars>

After you have entered your CRN’s, Click on “Submit Changes”

Personal Information

Student Services

Search

Add/Drop Classes:

Use this interface to add or drop courses for the selected term. If you have already registered for the term, those courses will appear in the Current Worksheet. Courses may be dropped by using the options available in the Action field. If no options are listed in the Action field, the deadline to drop is approaching.

If you are unsure of which classes to add, click Class Search to review the class schedule.

The total number of credits you have registered in is displayed immediately below the Current Schedule section.

In most programs, the course load is 30 credits each full academic year.

PRINTING YOUR SCHEDULE: If you wish to print your schedule, go to mesAmis reports.

If you are planning to graduate after this year, you should check your transcript to ensure that you have sufficient cumulative credits after you've registered.

If you are doing a drop/add, BE CAREFUL. If you drop a course and want to add the same course again, you may not be able to get back in.

Add Classes Worksheet

CRNs

[\[View Holds \]](#)

RELEASE: 8.4.0.2

13. Once you “Submit Changes”, you should see what classes you are registered in:

Add/Drop Classes:

Use this interface to add or drop courses for the selected term. If you have already registered for the term, those courses will appear in the Current Schedule section. Courses may be dropped by using the options available in the Action field. If no options are listed in the Action field, the deadline to drop the course has passed. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

The total number of credits you have registered in is displayed immediately below the Current Schedule section.

In most programs, the course load is 30 credits each full academic year.

PRINTING YOUR SCHEDULE: If you wish to print your schedule, go to mesAmis reports.

If you are planning to graduate after this year, you should check your transcript to ensure that you have sufficient cumulative credits after you've registered for your courses. You must also apply to graduate using the on-line form in mesAMIS.

If you are doing a drop/add, BE CAREFUL. If you drop a course and want to add the same course again, you may not be able to get back in.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Reg (added) via Web on Jul 22, 2016	None	52393	EDUC	533	66	Graduate	3.000	Numeric		Dynamics of Change

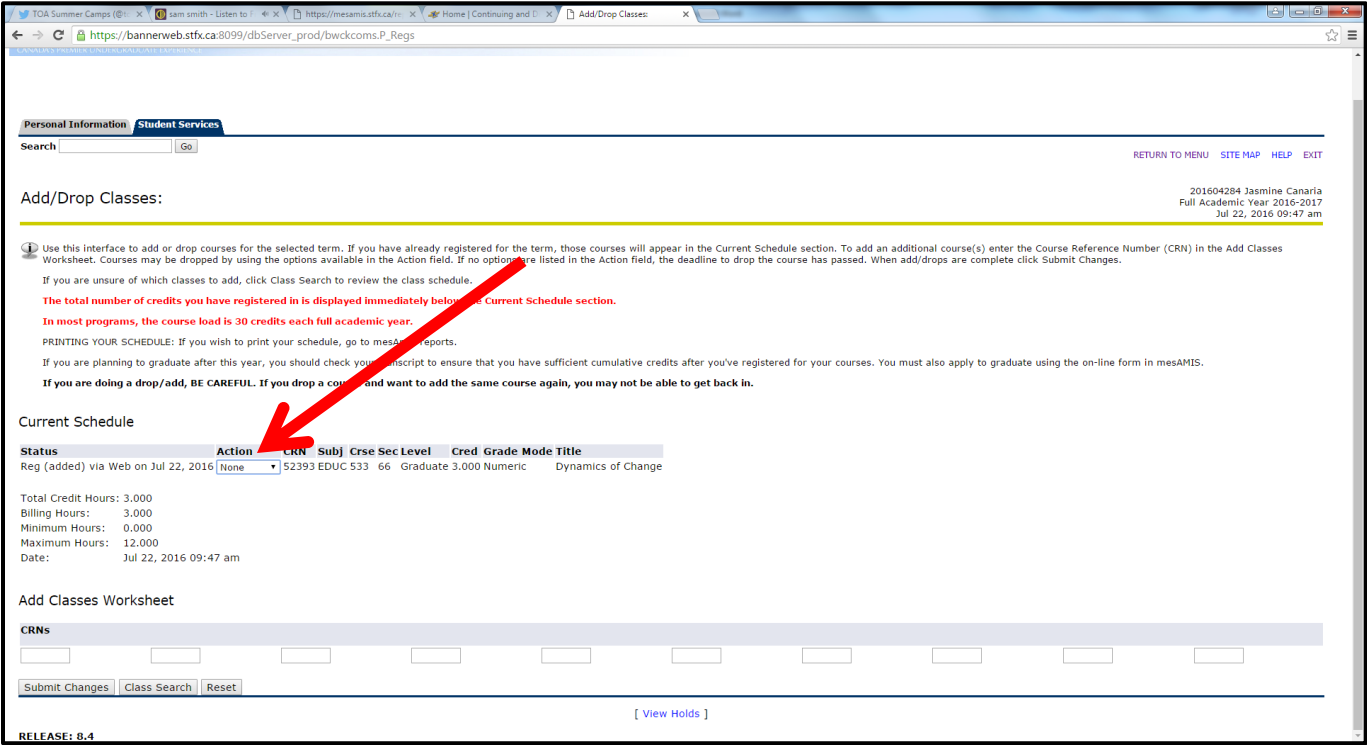
Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 12.000
Date: Jul 22, 2016 09:06 am

Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DROPPING A COURSE

If you decide you want to drop a course, follow the same steps. After Step 8 you will see the screen below. Under “Action”, for the course you want to drop, choose “Drop Web”, then “Submit Changes”.



To check to see if you have successfully registered yourself:

- Open the StFX Portal Page: <https://portal.stfx.ca/remote/login?lang=en>
- Enter your user name (x2000abc) and password
- Click on mesAMIS icon
- Enter your student ID and PIN number
- Click on "myGrades"