



5. The below is a sample of the email you will receive upon registering and you should click the **Verify** to the next step.

6. It will log you into the full access site where you can view courses that have already been approved, and it will

7. When you locate the course that you would like to see options for, click the "SEE COURSES" button. When you click the "SELECT SECTION" button, it will provide you with detailed information about the course including dates, cost, etc. You must click the "REGISTER" button to move forward with your request.

7. Upon clicking the Register button, it will ask you which Marian course you wish to use this course in place of. If there is a Marian equivalent loaded, it will populate when you click in the box. If not, you will need to use the Marian catalog to list the course.



10. You will receive the below auto generated email f