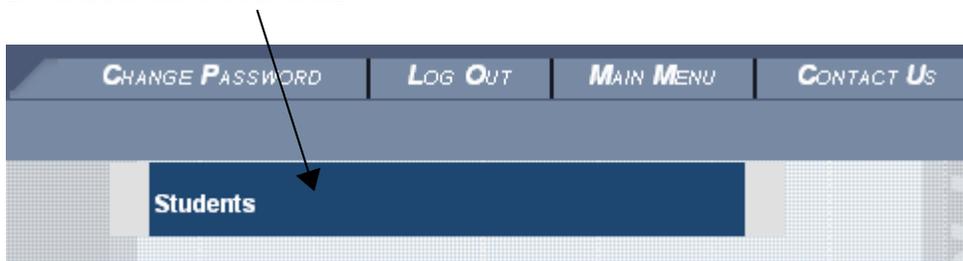# Registering Online

MASSART
MASSACHUSETTS COLLEGE
OF **ART AND DESIGN**

Remember: <u>PLEASE DO NOT</u> use the "Forward" and "Backward" arrows on your Web Browser to navigate daVinci. Use the action buttons "Submit" etc... or the Navigation Tabs "Main Menu" etc...

Note: daVinci does not scale well on mobile devices.

1. **Log into daVinci - davinci.massart.edu**

2. **Choose the Students tab**

3. **Click on Register for Sections under the Registration Menu**

4. **If you know the exact course code and section # for the course(s) you are registering for click on Express Registration. If you do not know the exact # of the course, click on Search and Register for Sections and go to step 8.**

EXPRESS REGISTRATION

5. **Enter the course subjects, course #s, section #s and terms which you are registering for into the express registration window and then click submit on the bottom of the page.**

    Section #s are two digits (ie 01, 02, 03, etc...) Please be sure to enter the section exactly as it is listed (i.e. do not use single digits for sections like 1,2, or 3... This will cause an error)

Leave _Synonym_ boxes empty

Express Registration

Synonym	Subject	Course Number	Section Number	Term
	Studio Foundation (SFDN)	191	02	18/SP Spring 2018
	History of Art (HART)	285	01	18/SP Spring 2018
	Fibers (3DFB)	203	01	18/SP Spring 2018

6. **Choose Register from the action menu and then click submit**

Register and Drop Sections

Name   Test Student

Action for ALL Pref. Sections (or choose below)   RG Register

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty
	Spring 2018	3DFB-203-01 (36343) Sculptural Weaving	Main Campus	01/19/2018-05/11/2018 Hybrid Studio Critique Friday 08:00AM - 01:00PM, Collins, Room 310	N. Miebach
	Spring 2018	HART-285-01 (36363) History of Photography	Main Campus	01/17/2018-05/09/2018 Lecture Wednesday 09:45AM - 12:45PM, Tower Building, Room 505	Lukitsh
	Spring 2018	SFDN-191-02 (35936) Time: Walking the City	Main Campus	01/22/2018-05/14/2018 Hybrid Studio Critique Monday 08:00AM - 01:00PM, SOUTH HALL, Room 305	W. Jacob

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Purpose
☐			You are not currently registered for any sections.					

If one of my choices is not available

PART Complete only available

SUBMIT

7. **IMPORTANT:** If you have successfully registered in a course the "Status" will read "Registered for this section"

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Info
Spring 2018	Registered for this section		2DPA-317X-01 (18326) Painting:Personal&Powerful	Main Campus	01/22/2012-05/2 Room 601

8. **To view your schedule click** *STUDENTS MENU* **at the top of the page.**

On the *STUDENTS MENU* **page select My Class Schedule which is on the right of the page.**

Academic Profile

Transcript
Program Evaluation
My Class Schedule
My profile
Student Planning

First select the semester you would like to view then click submit.

My Class Schedule

Term   Spring 2018

SUBMIT

Your schedule is displayed on the next screen.

9. **If you do not know the exact # for the course you want to register for, click on Search and Register for Sections**

10. **You must select at least THREE FIELDS in order to search for sections. Term, Subject are the most common and used below.**

Search/Register for Sections

Please be advised: BFA students can only register for "DAY" school courses online. BFA students must wait until the Add/Drop period to register for "CE" (Continuing Education) courses. The course type is indicated in the PURPOSE column below.

Please enter at least 3 fields in Search for Sections

⭐ Term   [Spring 2018 ⌄]

Starting On/After Date [   ]   Ending By Date [   ]

Subject	Course Level	Course Number	Section
⭐ Studio Foundation (SFDN) ▼	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]
[▼]	[▼]	[ ]	[ ]

Sections Meeting After [⌄]   Sections Ending Before [⌄]

Mon ☐   Tue ☐   Wed ☐   Thu ☐   Fri ☐   Sat ☐   Sunday ☐

Course Title Keyword(s) [   ]

⭐ Location [Main Campus ⌄]   Academic Level [⌄]

Instructor's Last Name [   ]

[SUBMIT]

11. **Click Submit**

12. **The system will now produce a list of course that meet you search criteria. Please select the courses you want to add to your Preferred Sections list by adding a check to the "Select" column and then click "Submit" on the bottom of the page**

Section Selection Results

Narrow my search ☐

Re-sort my results TERM Term, Section Name ⇕

Select	Term	Status	Section Name and Title	Location	Meeting Information
☑	Spring 2018	Open	SFDN-160-01 (36672) Drawing Fundamentals	Main Campus	01/22/2018-05/14/2018 Studio Monday 06:30PM - 1 SOUTH HALL, Room 309
☐	Spring 2018	Open	SFDN-181-01 (35937) Studio for Drawing	Main Campus	01/18/2018-05/10/2018 Hybrid Studio Critique Thurs 01:30PM - 06:30PM, SOUTH HALL, Room 309
☑	Spring 2018	Open	SFDN-181-02 (36238) Studio for Drawing	Main Campus	01/18/2018-05/10/2018 Hybrid Studio Critique Thurs 08:00AM - 01:00PM, SOUTH HALL, Room 209
☐	Spring 2018	Open	SFDN-182-01 (36153) Visual Language	Main Campus	01/22/2018-05/14/2018 Hybrid Studio Critique Mond 01:30PM - 06:30PM, SOUTH HALL, Room 308
☑	Spring 2018	Open	SFDN-182-02 (36735) Visual Language	Main Campus	01/17/2018-05/09/2018 Hybrid Studio Critique Wedr 03:00PM - 08:00PM, Tower Building, Room 308

13. **Return to Step 9 and follow directions to complete registration**

14. **DON'T FORGET to check your schedule (Step 8) after you have registered to make sure that you have been correctly registered for all of your classes!**