Murphy Online Registration

LOGGING IN:

Begin at the UST home page at www.stthomas.edu. Click “Quicklinks” and choose MURPHY (student registration).

To log in to the Murphy system, click on the “Murphy Online Student Information System” link. The next page will have a link to “enter secure area”, click on that link.
A new page will appear where you enter your UST ID and PIN. This information was sent to all undergraduate students from the Institutional Resources and Technology Department (IRT) via UST e-mail. Then hit your enter key or click on the Login button.

You will need your UST ID and PIN to log in to the Murphy online system for registration. Your UST ID is a unique 9-digit number that is randomly assigned -- NOT your Social Security Number. If you have lost or forgotten your UST ID or PIN, please contact the IRT tech desk at 651-962-6230. They will email your login credentials to you via your UST email address.
CHANGING YOUR PIN:
When you log into the Murphy for the first time, you will use your PIN that you received from IRT. The system will then require you to create a new one.
**CHALLENGE QUESTION:**
The system will prompt you to create a "challenge question" that only you will know the answer to, to use in case you forget your new PIN. Again, this prompt appears after you enter the Murphy online for the first time. The new PIN will be in effect from then on, and the original PIN that you received in an email from IRT will no longer work.
**MAIN MENU:**
The menus that are listed are specific to your profile. Most students will see personal information, and student services and financial aid.

**STUDENT SERVICES & FINANCIAL AID:** Click here to register for classes, look up classes, view holds, view your schedule, review your degree audit and view your unofficial transcript.

**PERSONAL INFORMATION:** Change your PIN, and Change your Security Question.

Click on Student Services Link.
**Registration link:**
Click on this to view your registration status, look up classes, add or drop courses, view holds and display your student schedule.

**Student Records and Account information:**
Click on this link to view your transcript, degree evaluation, make a webCheck payment, view grades, and request an enrollment certification.
REGISTRATION MENU:
Select Term: Selecting your term is the first step before registering, looking up classes, viewing holds, or viewing a student schedule.

Add/Drop Classes: You may enter in the CRN (Course Reference Number) or you can search for classes after clicking on this option.

Look up Classes to add: Use this to search for classes.

Dynamic Catalog: This will show you many items regarding the courses including a course description, pre-requisites for a course, restrictions, and if the course meets a core requirement.

Student Schedule by Day & Time and Student Detail Schedule: This allows students to different views regarding their schedule.

Check your Registration Status: You may view your day and time of registration, and see if you have any holds.
A CLOSER LOOK AT THE LINKS FROM THE REGISTRATION MENU:

Add/Drop Classes:
You may enter the CRN’s (course reference number, formerly known as a call number) directly or click on the class search button. The Class Search will bring you to the searchable function where you can search for courses by subject, days of the week and times, just to name a few of the search criteria.

You may select courses from the Class search (screen shot further in the documentation) and put them in a shopping cart, or register for them immediately. **Please note, that putting a course in the shopping cart does NOT save a space for you in the class.**

If you know your CRNs, you may enter them in the boxes below, and click the “Submit Changes” button to register for courses. After you click submit, a page will appear listing those courses that the student has successfully registered for and those that have registration errors. Please note that you will have to SCROLL to the bottom of this page to see the registration error. You will know that you have registration errors and need to scroll to the bottom of the screen if you do not have a complete list of courses.

You will also notice the “view holds” link at the bottom of the page.

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Add Classes Worksheet

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<thead>
<tr>
<th>CRNs</th>
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</thead>
</table>

Submit Changes  Class Search  Resubmit

RELEASE: 8.2

[View Holds]
**Look-up Classes to Add:**
Listed below are the search criteria available to students to find courses for the selected term. You will notice that there is new option to search by “Attribute Type”. This search allows undergraduate students to search for UST courses that meet core requirements. It also allows students to search for ACTC courses.

After you select your criteria from the list, click the “Class Search” button. See the next page for information about choosing and registering for classes that fit your search criteria.

**IMPORTANT NOTE ON SEARCHING:** The subjects are in alphabetical order and list whether they are UG, Grad or both in parenthesis.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Number</th>
<th>Title</th>
<th>Part of Term</th>
<th>Schedule Type</th>
<th>Campus</th>
<th>Instructor</th>
<th>Attribute Type</th>
<th>Start Time</th>
<th>End Time</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Law (UG &amp; Grad)</td>
<td></td>
<td></td>
<td>Full Term</td>
<td>Block Registration</td>
<td></td>
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<tr>
<td>Catholic Studies (Grad)</td>
<td></td>
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<td></td>
<td>Continuing Enrollment</td>
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<tr>
<td>Catholic Studies (UG)</td>
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<tr>
<td>Actuarial Science</td>
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<td></td>
<td>ACTC / Augsburg</td>
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<tr>
<td>Actuarial Science</td>
<td></td>
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<td></td>
<td>ACTC / Hamline</td>
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<tr>
<td>Accounting</td>
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<td>Actuarial Science</td>
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</table>

After selecting your criteria, click the “Class Search” button to view the search results.
To select a course, click in the box. You may select as many courses as you would like. **You must scroll to the bottom of the page to choose one of the options:**

**Register:** This will attempt to register you for the course. If all course requirements are met and the class is not full, then your registration is complete for the courses that you selected.

**Add to worksheet:** This will bring you back to the Add/Drop classes page and populate the CRN's in the boxes on that page. **YOU HAVE NOT COMPLETED a registration.** This is a shopping cart feature. At the Add/Drop page, you will then need to click on the "Submit changes" button in order for the Murphy system to attempt to register you for the selected courses. Again, if all course requirements are met and the class is not full, then your registration is complete for the courses that you selected.

In both instances, after clicking register or submit changes, you will see a page that lists the courses that have successful registrations. If you attempted to register for a course, and it is not visible on the new page, scroll to the bottom to look for registration errors.
Listed below is an example of a successful registration and errors. The ENGL111 01 is a successful registration as listed under the title “Current Schedule”. You may drop any classes listed under Current Schedule using the drop down box to the left of the desired course.

The Registration Errors section shows that I cannot register for ENGL110 01 because I do not have an instructor’s signature. The error will be listed in the “Status” portion under registration errors.

Again, please note that if you do not see all of your courses listed under CURRENT SCHEDULE, then you need to SCROLL to the bottom of the page to see the Registration Errors.
Dynamic Catalog:

Access the Dynamic Catalog from the log in page of Murphy Online, or by clicking on the Student Services link from the main page, and then choosing Student Records and Account information.

Below are examples of the type of information that will be displayed in the Dynamic Catalog.

You will notice that pre-requisites are listed, and if the course meets an undergraduate Core requirement. Other course restrictions that apply will also be listed.

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**ENGL 110 - Intensive Writing**

The course provides students with intensive practice in writing, enabling them to adapt to the demands of differing rhetorical contexts. Emphasis on understanding writing processes and learning to respond thoughtfully to writing at various stages. Critical reading will be practiced as an integral part of the writing process.

Prerequisite: participation in the Academic Development Program

4.000 Credit Hours

Levels: Graduate, Law, Undergraduate

Schedule Types: Lecture

College of Arts & Sciences College

**ENGL 111 - Critical Read/Write I**

Emphasis on reading and writing to explore ideas and to inform readers, with special attention to the writing process and to basic rhetorical concerns such as audience and purpose. Writing assignments will be linked to reading consisting primarily of prose fiction and nonfiction. This course fulfills the Literature and Writing requirement in the core curriculum.

3.000 OR 4.000 Credit Hours

Levels: No Level, Undergraduate

Schedule Types: Lecture

College of Arts & Sciences College
**Registration Status:**
You will notice the table on this screen shot that lists the beginning dates and times of registration. All a student needs to do to confirm their date and time for registration is log in to Murphy, Select the Student Services Menu, then Registration Menu, and finally Registration Status.

If you have a hold, an error message will be displayed that states “You have holds and this will prevent you from registration”. Scroll to the bottom of this page and click on the “View Holds” link to see specifics about your hold.
**View Holds:**
If you have a hold, you will see the type of hold listed and the process affected. In this instance, there is a business office hold that will affect registration. A student must contact the department that put on the hold to have it removed. In this case, the business office.

**Registration miscellaneous:**

**SCROLL TO THE BOTTOM:** Remember to look at your vertical scroll bar. Error messages and other links such as view holds are located on various pages at the bottom and cannot be seen unless a student scrolls to find them.

**REGISTERING FOR LECTURES AND LABS AND OTHER CO-REQS:** You must register for any sets of courses that have co-requisites at the same time. If you do not, then you will receive an error message. This is achieved by using the SHOPPING CART FEATURE and entering both CRNs OR looking up classes and placing a check mark on both classes and then clicking submit.

**SHOPPING CART FEATURE:** You may select classes by keeping them in a shopping cart. This is achieved by entering the CRN’s directly on the Add/Drop classes page in the boxes (be careful to use tab only and not your enter key – using
enter WILL register you for the course), or using the Look up Classes feature, and clicking the “Add to Worksheet” button. When you are ready to register, click on Submit changes on the ADD/Drop page.

**PLEASE NOTE:** You cannot go into the Murphy System to add courses to a shopping cart prior to your registration date and time.

**PIN:**

<table>
<thead>
<tr>
<th>Student</th>
<th>PIN: Student Banner (This is for your PIN and UST ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call the IRT Tech desk at 651-962-6230. The PIN will be sent via email using UST email address only!</td>
<td></td>
</tr>
</tbody>
</table>