

RESOURCES FOR STUDENTS CROSS-REGISTERING FOR GSIPM COURSES

Students enrolled in the MAIPS, MAIEP, MPA, MANPTS or MBA degree programs have a variety of opportunities to take courses outside of their degree programs or track. To find information about all GSIPM offered courses, look in the following links on the main course schedule page in Banner Web: “International Management” or “International Policy.” Course prerequisites are listed in each course CRN section. The following resources are available to students seeking information regarding GSIPM courses.

I. Banner Web: www.miis.edu

Banner Web contains the complete course schedule for the current and future terms at MIIS, as well as general course information, course description, class size, professor and any prerequisites. Information on courses offered by GSIPM is accessible through the following steps:

1. The link to Banner Web may be found on the MIIS homepage (www.miis.edu), under the “Offices & Services” tab, or via a quick link on the bottom right hand side of the MIIS home page. The initial page will require a user log in.
2. User log in: Banner Web requires a “User ID” and “PIN” in order to log in. Your User ID will be your 8-digit student Identification Number that appears on your student ID card. If it is less than 8 digits, add leading zeros until your ID number consists of 8 digits. Your PIN is an individual 6-digit personal identification number that you will set the first time you log in to Banner Web. If you do not know your PIN, click “Forgot PIN,” and you will be able to reset your PIN. Once you have entered your User ID and PIN, click “Login”.
3. Click on Student Records and Registration. Under Student Records and Registration, you will be able to view your class schedule, find information about courses, register for courses and view your academic records.
4. Click on Registration.
5. Click Spring (or Fall) Course Schedule at Monterey Institute, as relevant. The course schedule lists each of the MIIS departments offering courses in that term.

In particular, links under the “International Management” and “International Policy” will link to courses offered under the auspices of GSIPM.

6. Click on one of the following links for the appropriate course list:

International Management (includes MBA workshops)

International Policy

Workshops (includes all GSIPM workshops)

7. Click on the CRN number (a 5 digit number located on the left of the course title) in order to view general information about the course, such as course title, instructor, registration dates, credits, and scheduled meeting times and location.
8. Click on class title for additional information regarding capacity and prerequisites, or click on “View catalog entry” to read the course description.
9. Prerequisites are listed in Banner Web on the individual course webpage, accessible by clicking on the CRN number of the specific course, and then on the class title. Any prerequisites will be listed at the bottom of the webpage.

II. Moodle/iLearn: <http://ilearn.miis.edu/>

Moodle contains current and past syllabi for international policy and management GSIPM courses.

1. Log in to Moodle. Moodle requires a username and password. The username (use only your account name **XXXX@miis.edu**) and password are the same as those used to log in to your MIIS email account. If you are a registered student but do not have a MIIS email account, please contact the Information Technology Services Help Desk at 831-647-6656. If you are participating in a course but are not registered in a degree or certificate program, contact your instructor to request that the ITS Help Desk create a Moodle/iLearn account for you.
2. Once logged on to Moodle, the GSIPM Front Desk can be found as a link in the right hand column. Click on “International Policy and Management (GSIPM).”
3. On the International Policy and Management (GSIPM) page, you will find folders containing syllabi for Fall 2010, Spring 2011, etc. and Course Syllabi Archives.

4. Some professors also have a separate course Moodle site to post syllabi, course reading materials, and host news and discussions forums, etc. You may need to contact the professor directly for the specific “enrollment key” necessary to access the course Moodle site.

III. MIIS Website: www.miis.edu

The MIIS website includes a Course Catalog which provides detailed information about current and upcoming courses offered by the Monterey Institute. The Course Catalog can also be searched by term, subject/department, keywords, days of the week, time, type of course or course level to find appropriate course descriptions, instructors, and time and location information.

1. Click on the “Academics” tab.
2. Under the “Academics” tab, click on “Curriculum.”
3. Under the “Curriculum” tab, click on “Course Catalog” link located on the box on the right-hand side of the page. The Course Catalog enables you to search for MIIS classes by term, subject/department, keywords, days of the week, time, type of course or course level to find appropriate course descriptions, instructors, and time and location information.

FREQUENTLY ASKED QUESTIONS

As an international policy or management student, how can I use a free elective to cross-register for a GSIPM course in a program other than the one in which I am currently enrolled?

First, in consultation with your Academic Advisor, use the Course Catalog on the MIIS website to identify courses that may fit with your schedule and academic and professional interests. Once you have identified the course, you should log in to Banner Web as detailed above to view general information about the course, such as course title, instructor, registration dates and information, credits, and scheduled meeting times and location.

Although no special permission or release is required to use a free elective outside of your degree program, please note that there may be additional prerequisites for the course you wish to take. You will be able to view any prerequisites on the course page in Banner Web. Such prerequisites may consist of foundational courses at MIIS, or approval from the professor. If you believe that previous coursework completed outside of MIIS may satisfy the prerequisites, you may submit your transcripts and relevant syllabi to the course instructor for approval.

For more information about the particular course(s) you wish to take, you may log in to Moodle as detailed above and access past syllabi with readings, course requirements, and other information on class structure and assignments on the International Policy and Management (GSIPM) Front Desk.

Do I have to be admitted to another degree program in order to take courses within that program? For example, as an MAIPS student, do I need to take the GMAT in order to register for business classes?

No, you do not need to be admitted to a degree program to take advantage of courses offered within that program. Students should, however, check the prerequisites listed in the course listing in Banner Web (accessible by clicking on the CRN number of the course, and then the course title). In addition, there are a few courses, such as capstone projects or International Business Plan, that do require degree status for eligibility to enroll.

Where do I find a syllabus for a particular course?

You can find syllabi for current and past international policy and management courses on Moodle, on the GSIPM Front Desk. First, log in to Moodle. Moodle requires a username and password. The username (use only your account name **XXXX**@miis.edu) and password are the same as those used to log in to your MIIS email account. If you are a registered student but do

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