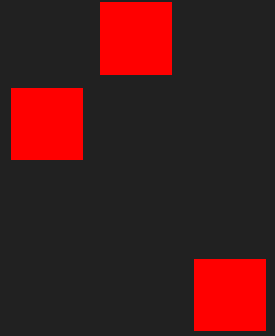


# CLASS REGISTRATION INSTRUCTIONS

For the myKCAI Student Portal

The logo for myKCAI, featuring the word "my" in a red, lowercase, sans-serif font, followed by "KCAI" in a bold, black, uppercase, sans-serif font.

# STEP 1 - LOG INTO MyKCAI



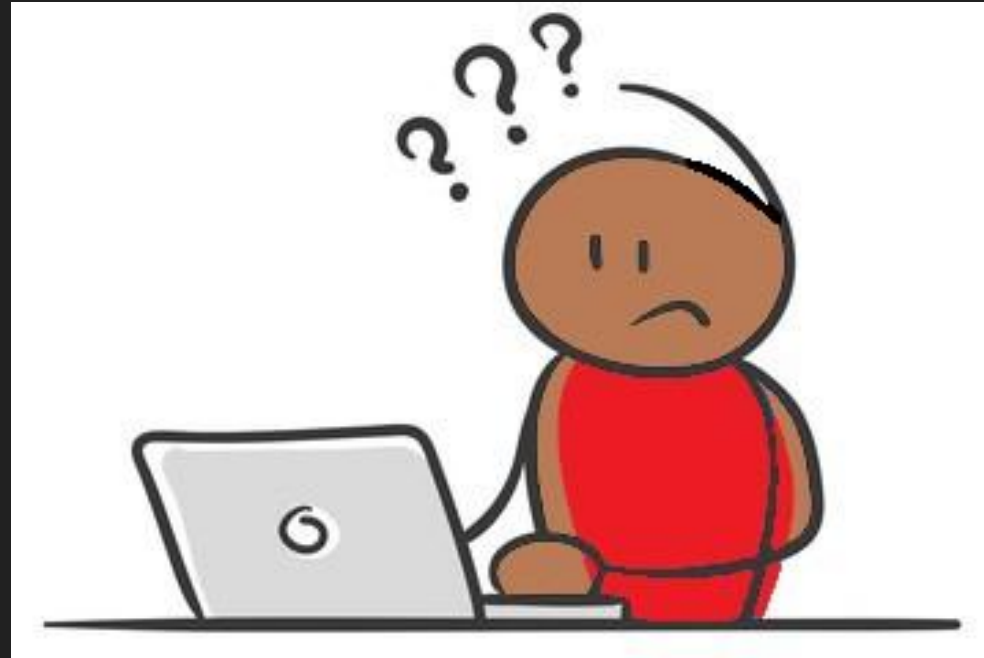
<https://mykcai.kcai.edu/ics>

A white rectangular input field with a light gray border. On the left side, there is a small gray icon of a person's head and shoulders. The text "Username" is centered in the field.A white rectangular input field with a light gray border. On the left side, there is a small gray icon of an asterisk. The text "Password" is centered in the field.A red rectangular button with rounded corners. The text "Login" is written in white, bold, sans-serif font in the center.

Contact **Campus Technology** if you have any trouble with your login:

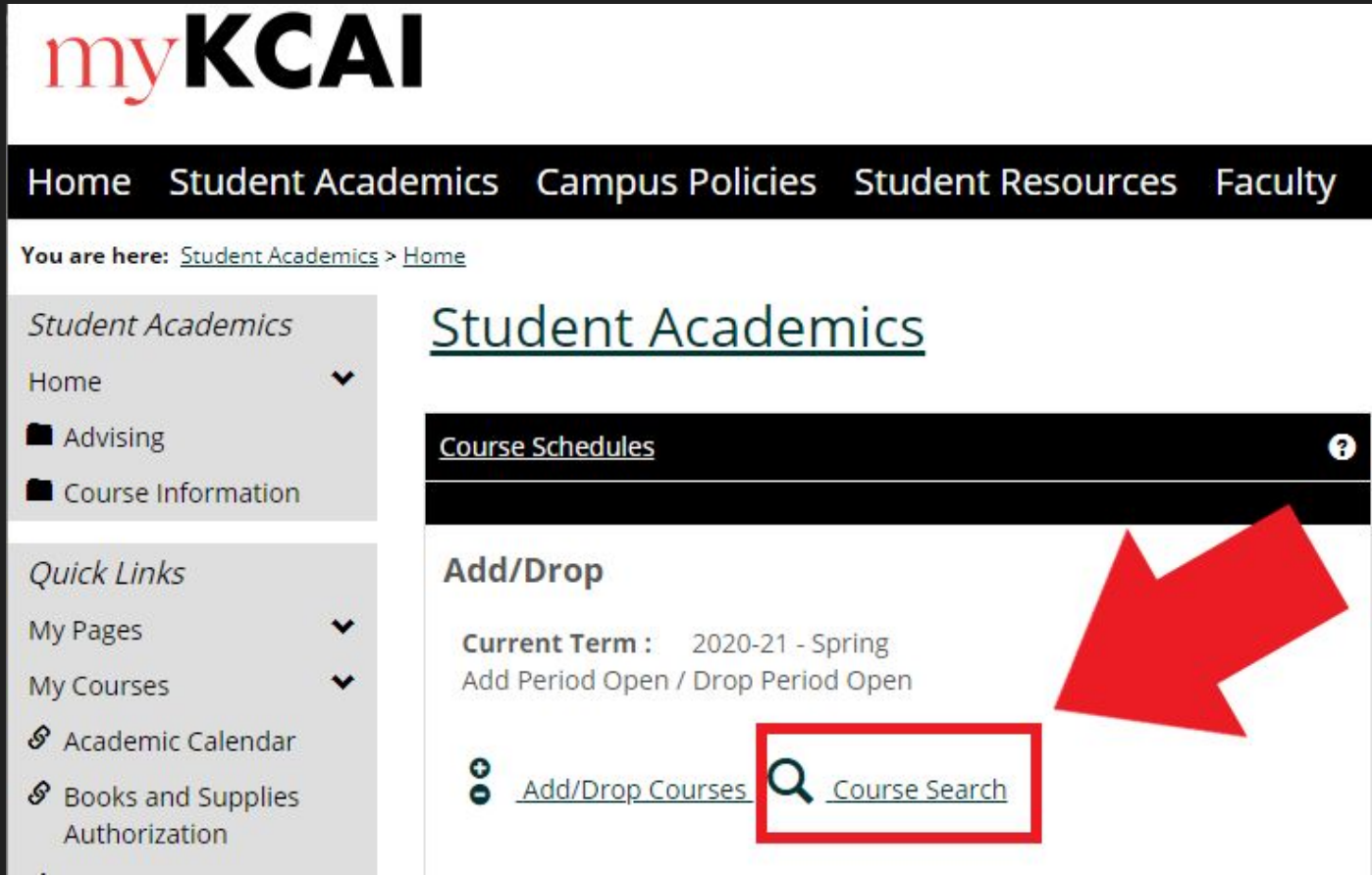
**816.802.3502**

**helpdesk@kcai.edu**



# STEP 2 - STUDENT ACADEMICS TAB

Under the  
**Student  
Academics**  
tab, click  
**Course  
Search**



The screenshot shows the myKCAI website interface. At the top, the logo "myKCAI" is displayed. Below it is a navigation bar with links for "Home", "Student Academics", "Campus Policies", "Student Resources", and "Faculty". A breadcrumb trail indicates the current location: "You are here: [Student Academics](#) > [Home](#)".

On the left side, there is a sidebar menu. The "Student Academics" section is expanded, showing options for "Home", "Advising", and "Course Information". Below this, the "Quick Links" section includes "My Pages", "My Courses", "Academic Calendar", "Books and Supplies Authorization", and "Course Search".

The main content area is titled "Student Academics" and features a "Course Schedules" section. Underneath, there is an "Add/Drop" section for the "2020-21 - Spring" term, with "Add Period Open / Drop Period Open" status. A red box highlights the "Add/Drop Courses" link and the "Course Search" link, which is accompanied by a magnifying glass icon. A large red arrow points from the right side of the screen towards the "Course Search" link.



**NOTE: If there is a hold on your account, you will not be able to register for classes.**

The hold icon will appear in the Course Schedule box and will tell you which office to contact to clear the hold.



# STEP 3 - COURSE SEARCH

## Course Search

Term:

2020-21 - Spring

Department

Illustration

Course Number Range:

to

Title:

Begins With

Course Code:

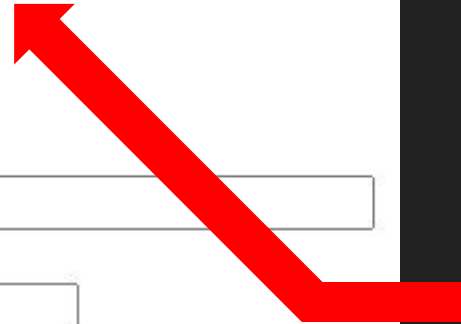
Begins With

Division:

Undergraduate

Method:

All



Be sure the correct **Term** is selected, e.x. 2020-21 - Spring

Search by a specific **Department**...

## STEP 3 - COURSE SEARCH continued

There are several filters you can use to search (Course Number, Court Title, Meeting Times, Open/Full, etc.)



Search

Once you have selected the desired filters you want to search by, click the **Search** button at the bottom of the page

[AHS 3613 41](#)

Topics in Asian Art: The Body  
and Adornment in South Asian  
Art

Desai, Ankur V.

[AHS 3801 41](#)

Topics in Art & Religion:  
Spiritual Landscapes

Kennedy, Jan

[AHS 3802 41](#)

Topics in Art & Society:  
Renaissance Rivals

Whittaker, Loren  
A

[AHS 4501 81](#)

Art History Seminar: Abstract  
Expressionism

Dubay, Rebecca

You can view a course description by clicking on the course number which will take you to the **Course Details** screen...



You can also  
view textbook  
information for  
a course on the  
**Course Details**  
screen

## Course Details

### Survey of Asian Art (AHS 2601 01)

Instructor(s): Martin, Hui Wang  

2020-21 - Fall, 3.00 Credit(s)

Undergraduate

Dept: AHS

Clock Hours: 0.00

Status: Open (9 out of  
30 seats)

Reference Number: 23932

**Note: [G/C; Asian Studies Certificate Program]**

### Course Schedules

#### Day & Time

TR 8:30 AM-9:50 AM

### Course Description

In this course we will examine art produced in India, China and Japan. The course will be examined both chronologically and thematically, not only art but also take into consideration the various social, religious and cultural contexts.

Find books for your classes with this link.

# STEP 4 - ADDING A COURSE

Under the Add column, select the checkbox next to the course, then click the **Add Courses** button

| Add                                 | Textbooks | Course code                 | Name   | Faculty                               | Seats Open | Status |
|-------------------------------------|-----------|-----------------------------|--|---------------------------------------|------------|--------|
| <input checked="" type="checkbox"/> | +         | <a href="#">ILLU 220 01</a> | Sophomore Studio: Image and Form Exploration | Ferry, John R.<br>Mayse, Steve        | 30/30      | Open   |
| <input type="checkbox"/>            | +         | <a href="#">ILLU 222 41</a> | Mechanical Perceptions                       | Ferry, John R.<br>Mayse, Steve        | 30/30      | Open   |
| <input type="checkbox"/>            | +         | <a href="#">ILLU 250 81</a> | Story-Tellers and Myth Makers                | Casanova,<br>Hector S. Na, Il<br>Sung | 30/30      | Open   |

# STEP 4 - ADDING A COURSE continued

**Add/Drop**

Term:

Add Period Open / Drop Period Open

You are currently registered for **9 credits**.

Messages

**INTNC000 01 - Successfully added to registration record.**

If the course add was successful, a message will appear on the next screen to confirm the registration

# STEP 4 - ADDING A COURSE continued

## Courses Not Yet Registered

We were unable to register you for one or more of the course (if available).

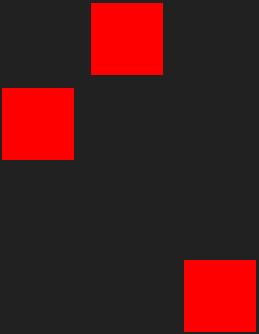
If the course add was unsuccessful, you will see this message with an explanation below (time conflict, corequisite courses, etc.)

### ILLU 220 01

Course Info: MW 8:00 AM-10:50 AM

Error: **ILLU 220 01 - A corequisite for this course has not been met**

Resolution: This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.



If there is a corequisite course to add, click the **Add Co-requisite Course(s)** button to proceed to the next screen...

|   |   |
|---|---|
| <b>ILLU 220 01</b>  |   |
| Course Info:  | MW 8:00 AM-10:50 AM   |
| Error:  | <b>ILLU 220 01 - A corequisite for this course has not been met</b>   |
| Resolution:   | This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once. |
| <input type="button" value="Add Co-requisite Course(s)"/> <input type="button" value="Do not Add"/> |   |
| <input type="button" value="Clear All Alerts"/>   |   |

Select the checkbox next to the  
Corequisite courses, then click the  
**Add Corequisite Course(s)** button

Course Schedules - Add Corequisite Course(s)

**Course:** ILLU 220 01 Sophomore Studio: Image and Form Exploration

**Credits:** 3.00 **Term:** 2020-

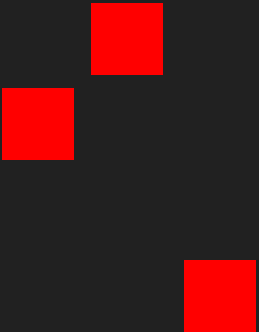
ILLU 220 01 is a course with a Corequisite. To register for ILLU 220 01 , you must select one of the Corequisite groups listed here.  
Course(s) button.

Corequisite Courses

Add Corequisite

ILLU 222 41 and ILLU 250 81

Add Corequisite Course(s) Cancel



A message will  
confirm if the  
registration was  
successful

## Add/Drop

Term:

2020-21 - Spring



Add Period Open / Drop Period Open

You are currently registered for **9 credits**.

### Messages

ILLU 222 41 - Successfully added to registration record.  
ILLU 250 81 - Successfully added to registration record.  
ILLU 220 01 - Successfully added to registration record.

[Home](#) > [Course Schedules](#) > [Add/Drop](#) > Course Search

# Student Academics

[Course Schedules](#) - Course Search

## Course Search


Term:

2020-21 - Spring ▼

Department

Art History ▼

Course Number Range



Go back to  
**Course Search** to  
add another  
course



After adding a course, you will be taken to the **Add/Drop** screen; scroll down to see your current schedule...



#### Your Schedule

| Drop                     | Code                        | Title  | Schedule           | Location   | Credits | Credit Type | Division      |
|--------------------------|-----------------------------|--|--------------------|--|---------|-------------|---------------|
| <input type="checkbox"/> | <a href="#">ILLU 220 01</a> | Sophomore Studio: Image and Form Exploration | MW 8:00 - 10:50 AM | Kansas City Art Institute-<br>Main Campus GIA South<br>Tower | 3.00    | Degree      | Undergraduate |
| <input type="checkbox"/> | <a href="#">ILLU 222 41</a> | Mechanical Perceptions                       | MW 12:00 PM - 2:50 | Kansas City Art Institute-<br>Main Campus GIA South<br>Tower | 3.00    | Degree      | Undergraduate |
| <input type="checkbox"/> | <a href="#">ILLU 250 81</a> | Story-Tellers and Myth Makers                | MW 7:00 PM - 9:50  | Kansas City Art Institute-<br>Main Campus GIA South<br>Tower | 3.00    | Degree      | Undergraduate |

Drop Course(s)

[My Account Info](#)



To drop a course, select the checkbox next to the course listed under **Your Schedule**, then click the **Drop Course(s)** button

#### Your Schedule

| Drop                                | Code                         | Title  | Schedule           |
|-------------------------------------|------------------------------|--|--------------------|
| <input type="checkbox"/>            | <a href="#">ILLU 220 01</a>  | Sophomore Studio: Image and Form Exploration | MW 8:00 - 10:50 AM |
| <input type="checkbox"/>            | <a href="#">ILLU 222 41</a>  | Mechanical Perceptions                       | MW 12:00 PM - 2:50 |
| <input type="checkbox"/>            | <a href="#">ILLU 250 81</a>  | Story-Tellers and Myth Makers                | MW 7:00 PM - 9:50  |
| <input checked="" type="checkbox"/> | <a href="#">INTNC 000 01</a> | Internship Placeholder                       |                    |

Drop Course(s)

[My Account Info](#)

A message will  
confirm if the  
drop was  
successful

## Add/Drop


Term:

2020-21 - Spring



Add Period Open / Drop Period Open

You are currently registered for **9 credits**.

 Messages

INTNC000 01 - Successfully dropped from registration record.

# STEP 5 - PRINTING CLASS SCHEDULE

## Student Academics



### Course Schedules

### Academic Calendar

[View full calendar](#)

#### Add/Drop

Current Term : 2020-21 - Spring  
Add Period Open / Drop Period Open

**Under Student Schedule, click View Details to go to the print screen**

[Add/Drop Courses](#) [Course Search](#)

| Course                      | Title  | Status  |
|-----------------------------|--|---------|
| <a href="#">ILLU 220 01</a> | Sophomore Studio: Image and Form Exploration | Current |
| <a href="#">ILLU 222 41</a> | Mechanical Perceptions                       | Current |
| <a href="#">ILLU 250 81</a> | Story-Tellers and Myth Makers                | Current |

All day [International Exchange De...](#)  
Tue, Oct 13th  
All day [Registration + Credit Ho...](#)



### Student Schedule

#### **Course Schedule for Art Major**

[View Details](#)

[Course Offering Information](#)

| Course                      | Title  | Meets               |
|-----------------------------|--|---------------------|
| <a href="#">ILLU 220 01</a> | Sophomore Studio: Image and Form Exploration | MW -8:00 - 10:50 AM |

On the next screen, scroll down to the bottom of the page and click **Printable Schedule** to print your class schedule

[Printable Schedule](#)



Contact the **registrar's office** if you have any trouble with class registration:

**816.802.3569**

**registrar@kcai.edu**

