

**OFFICE OF
REGISTRATION AND RECORDS**



x-3477



Fax:
732-263-5141



e-mail:
regol@monmouth.edu

For security purposes, all e-mail must be sent from your Monmouth University's e-mail account.

Students are instructed to send email to registrar@monmouth.edu

ALIAS FOR CLASS e-MAIL

A class alias is created each semester, using the semester, then an underscore, followed by the complete code. (i.e., 10fa_en10151@monmouth.edu). This class alias may be used to email all students registered for a class.

HELP DESK

x-3539
helpdesk@monmouth.edu

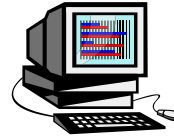


For all computer, software and hardware problems.

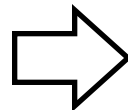
[Classroom Emergency x-2000](#)

Office hours: Monday-Friday 8:15am to 9:00pm. 732-923-HELP

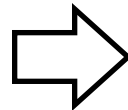
**ACCESSING
MONMOUTH UNIVERSITY'S
WEBfaculty**



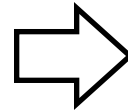
www.monmouth.edu



Faculty and Staff



WEBfaculty



Login



**FORGET
YOUR
PASSWORD?**
Contact the Provost's Office
at 732-571-3405

MONMOUTH UNIVERSITY

WHERE LEADERS LOOK *forward*

WEBfaculty Reference Guide

Provided by ORR

2010 - 2011

WEBfaculty

Monmouth University provides faculty with "WEBfaculty," accessible through its WEB-page:

www.monmouth.edu
(click on Faculty and Staff)

The WEBfaculty Menu provides valuable links to information. Online HELP screens are available for each page.

Personal Profile

- Change your password
- Access Monmouth e-mail

Advisee Information

Dropdown menus are provided for each student appearing on either your advisee or the departmental list. Menu selections include:

- › Transcript
- › Student Schedule
- › Academic Audit
- › Test Summary
- › Register*
- › Drop Class
- › Switch & Comments
- › Course Prerequisites
- › View Grades

* Only for students who have ability to self-register on the WEB.

• Current Advisees

All currently enrolled students assigned as your advisees in an alphabetical listing.

• Departmental Advisees

Students advised by your dept. You need the Student ID Number to access their records.

• WEBregistration Group Approval

To activate or disable all advisees at one time.

• Advisee Summary Listing

Historical record of advisees by term.

Undergraduate/Graduate Catalog

- University Online Catalogs
- Course Descriptions
- Curriculum Charts
- Undergraduate Sequence Charts

Semester Information

- Class Rosters (with and without photos)
- Class Roster Verification (with and without photos)

› Students are not permitted to attend classes for which they are not registered.
› Automatic email confirmations will be sent to the instructor submitting the verification and to the Registrar's Office.

- Class Schedule
- Final Exam Schedule/Lookup
- Registration Information
- Sections Offered by Term

WEBgrading

Grades are entered through WEBgrading. Specific instructions are provided to faculty each term via email and interoffice mail. These instructions include authorized grades, submission guidelines, and due dates. All instructions are also posted under "HELP" on the grading screen.

Important: There is a 15 minute "time-out" which logs you off the system, be sure to click "SUBMIT" frequently when entering grades.

WEBgrading (Datatel) will automatically email grade receipt confirmation to your Monmouth University e-mail account listing the course and posted grades.

IF NO GRADES ARE LISTED, NONE WERE RECEIVED. Should a blank e-mail confirmation be received, immediately resubmit all grades should this occur.

Other

- e-FOLDER (Full-time faculty have access)
- Registrar's Online Forms
- Academic Calendars
- How to Read an Academic Audit

**Online
HELP
is available on
each screen.**