

WEBregistrationTutorial
In Student Portal
myMU

Office of the Registrar

Updated: Spring 2015

INTRODUCING
THE MONMOUTH UNIVERSITY PORTAL

my MU



What is myMU?

- myMU is the name of the Monmouth University portal.
- Provides one-click access to your email, calendar, eCampus, and WebAdvisor.
- One place to locate University policies and forms.
- Links to all web-based University systems.
- Access collaboration workspace for departments, organizations, and committees
- Serves as an intranet to securely store internal content and documents.

Registration in the Student Portal, “*myMU*”

- Login to *myMU* at <http://my.monmouth.edu>

MONMOUTH
UNIVERSITY

*my*MU

Type your Monmouth University
Username and Password

Username

Password

Login

TIP:

The user name is your
Monmouth University ID in the
following format: s0123456

The “Instructions and Links” menu provides students access to several important resources to prepare for registration. These include the curriculum and sequence charts and degree audit tutorials.

myMU Monmouth University Portal

DEC 6 11:17 AM

Welcome to myMUI

Welcome to your Monmouth University portal, aptly named

WebAdvisor

INSTRUCTIONS AND LINKS

- Instructions
- e-FORMS
- Using e-FORMS
- Academic Calendars
- Office of the Registrar
- WEBregistration Tutorial
- Undergraduate Catalog
- Undergraduate Curriculum Charts
- Undergraduate Sequence Charts
- How To Read The Undergraduate Degree Audit

<https://my.monmouth.edu/>

myMU Monmouth University Portal

DEC 6 11:17 AM

Welcome to myMUI

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<https://my.monmouth.edu/>

The first step in the registration should be to print copies of your curriculum and sequence chart (undergraduates only). The requirements listed on the curriculum chart together with your academic audit should be used to select appropriate course work for registration. The sequence chart displays the order in which these course requirements should be taken.

- Curriculum and sequence charts are linked from the “Registration” menu.
- Make sure that the correct charts are selected. The program code listed on each chart should correspond to the program code listed on your academic audit.

myMU Monmouth University Portal

MU PORTAL | Students | I Need To... | Offices & Services | Forms | Policies | Calendar/Events | For Your Information | Systems | SIGN OUT

WebAdvisor

Academic Audit

01/29/15 Monmouth University Academic Evaluation

ID: / Student: Bachelor of Arts in English - Creative Writing Concentration (EN11.CW11.GE13)

Program: C0001

Ant Completion Date:

Applied to Graduate: NO

Advisor Information Name / Dept: Susan M. Goulding English E-Mail Address: goulding@monmouth.edu

EN11.CW11.GE14

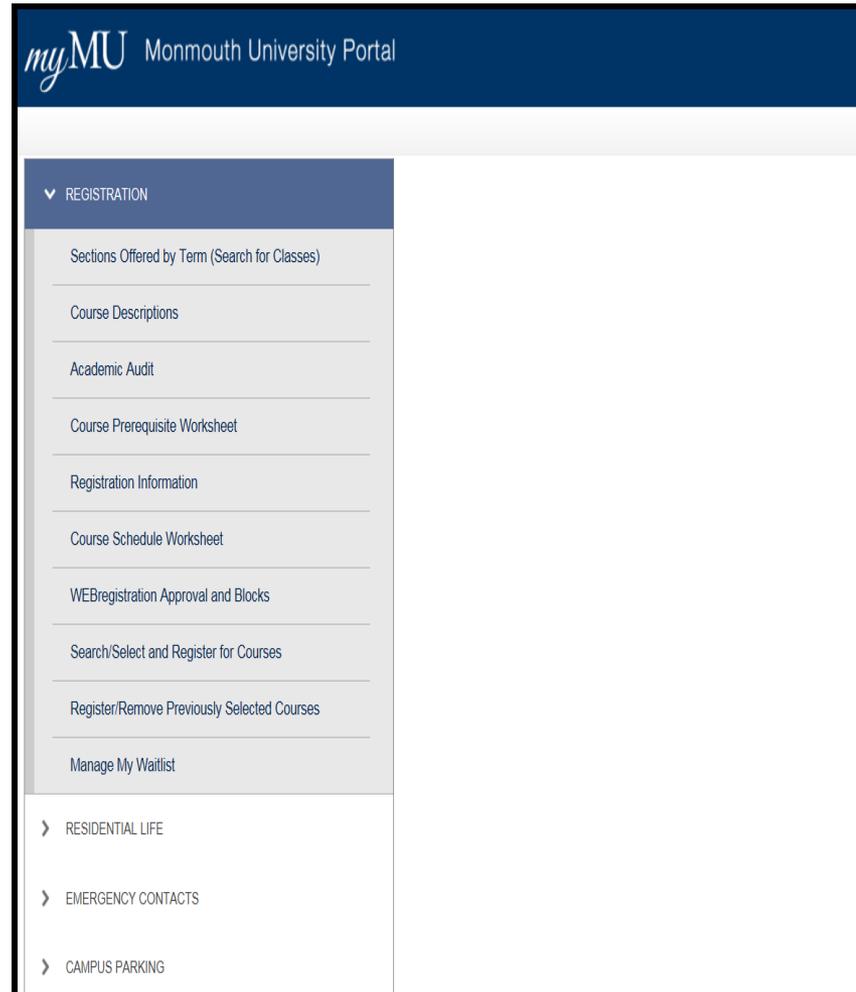
Bachelor of Arts in English with a Concentration in Creative Writing	
MAJOR REQUIREMENTS/ENGLISH: 36 Credits	Credits
EN226: Literary Studies for English Majors	3.0
EN227: Foundations of British Literature	3.0
EN228: Foundations of American Literature	3.0

MONMOUTH UNIVERSITY
Office of the Registrar
2014*2015 Sequence Chart

SEMESTER 1					SEMESTER 2					
COURSE CODE	GEN*ED REQ*MT	COURSE *TYPE	TITLE	CRS.	COURSE CODE	GEN*ED REQ*MT	COURSE* TYPE	TITLE	CRS.	
EN101	YES		COLLEGE COMPOSITION 1	3.0	EN102	YES		COLLEGE COMPOSITION 2	3.0	
HS*xxx	YES	HS.SV	GEN*ED HIST. PERSPECTIVE	3.0	xxx	YES	HS.SV or SS.SV	GEN*ED HISTORICAL PERSPECTIVE or SOCIAL SCIENCE	3.0	
xxx	YES	TL	GEN*ED TECHNOLOGICAL LITERACY	3.0	MA*xxx	YES		GEN*ED MATH	3.0	
SS*xxx	YES	SS.SV	GEN*ED SOCIAL SCIENCE	3.0	xxx	YES	CD	GEN*ED CULTURAL DIVERSITY	3.0	
FY101	YES		FIRST YEAR SEMINAR	3.0	xxx			FOREIGN LANGUAGE, 200+ LEVEL	3.0	
				SEMESTER CREDITS					SEMESTER CREDITS	
				15.0					15.0	

From the *Registration Menu* students can select

- [Sections offered by Terms \(search for courses\)](#) to view schedule of courses being offered before registering.
- [Academic Audit](#) to view a list of their degree requirements.
- [Course Prerequisite Worksheet](#) to help them plan what courses they are eligible to register for.
- [Registration Information](#) to review a list of important information concerning registration.
- [WEBregistration Approvals and Blocks](#) lists your registration appointment date/time, your academic status, and any registration holds.
- [Search/Select and Register for Classes](#) allows students to enter and register for their courses from one screen (*replaces Worksheet 1*)
- [Register/Remove Previously Selected Courses](#) is the screen that students use to modify their current schedule (*replaces Worksheet 2*)
- [Manage My Waitlist](#) is the screen student will use to remove themselves from any waitlist.



Sections Offered by Term (Search for Classes) - View courses that are being offered in a session, before registering or meeting with your advisor. Select Term, and/or further selection criteria to view a list of courses. Selection criteria includes subject, course levels, course number, meeting times/days, course type, course title keywords, academic level, and instructor last name. Click **SUBMIT** to continue.

Sections Offered By Term (Search for Classes)

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PICK TERM FROM DROP-DOWN



Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Type

Course Title Keyword(s)

Academic Level

Instructor's Last Name

SUBMIT



Sections Offered by Term (Search for Classes) COURSE TYPE – Course Types are used to designate courses which fulfill specific requirements. They can be selected as a group and displayed under WEBmenu “SECTIONS BY TERM”. Certain majors also use COURSE TYPE to indicate major distributions, e.g. HSEU for European History.

COURSE TYPE CODES

Certain courses and/or sections of courses have a type code stated next to the course catalog number in the schedule listing. Below are the type code abbreviations and the explanation of abbreviations. If you need a detailed description of any type code, please contact your advisor.

These codes can be used to search for specific course descriptions online. Simply access the [WEBstudent](#) menu and select Search for course description.

- o ARHIS - Art History
- o AT - Aesthetics
- o AUS - Study Abroad - Australia
- o BI.E - International Business electives
- o CD - GE*2010 Cultural Diversity
- o CJHLS - Homeland Security
- o COACM - Communication/Applied Communication - Message
- o COACP - Communication/Applied Communication - Problem
- o COCSD - Communication Studies - Delivery
- o COCSP - Communication Studies - Problem
- o COCST - Communication Studies - Theory
- o COPRM - Journalism/Public Relations - Message
- o COPRT - Journalism/Public Relations - Theory
- o CORTP - Communication/Radio TV - Production
- o CORTA - Communication/Radio TV - Act/Announce
- o CORTW - Communication/Radio TV - Writing
- o CORTT - Communication/Ratio TV - Theory
- o COSS - Screen Studies Minor
- o COSPT - Sports Communication Minor
- o EN.1 - MA.EN: PRE-1800
- o EN.2 - MA.EN: Post 1800
- o EN.3 - MA.EN: World Literature
- o EN.4 - MA.EN: Language and Theory
- o EN.5 - MA.EN: American Literature
- o EN.CW - MA.EN: Creative Writing
- o EN.CWU - Undergraduate Creative Writing
- o EN.LT - MA.EN: Literature Elective
- o EN.RW - MA.EN: Rhetoric and Writing
- o EX1-EX5 - Experiential Education
- o GLS - Global Sociology
- o GS - Gender Studies
- o GU - GE*2010 Global Understanding
- o HE.EL - Health Electives
- o HEPE - Health Physical Education Guided Electives
- o HO - Honors
- o HSAF - African History
- o HSAS - Asian History
- o HSEU - European History

- o HSIN - Industrial History
- o HSLA - Latin History
- o HSNW - Non-Western History
- o HSUS - US History
- o HSPRE - Pre 1700 History
- o HSWLD - World History
- o HS.SV - GE*2010 Historical Perspective
- o HY - Hybrid
- o IM - Interactive Media
- o ISP - GE*2010 Interdisciplinary Studies
- o ITA - Study Abroad - Italy
- o LA - Liberal Arts
- o LIT - GE*2010 Literature
- o LON - Study Abroad - London
- o LLC - Linked Learning Communities
- o MAT - Master of Arts in Teaching
- o MBA.B - MBA - Behavioral
- o MBA.E - MBA - Environmental
- o MBA.I - MBA - International
- o MBA.K - MBA - Marketing
- o MBA.Q - MBA - Quantitative
- o MBA.T - MBA - Technical
- o MC - Molecular Cell
- o ME - Marine & Environmental
- o MEBP - Marine and Environmental Biology & Policy Electives
- o NU.EL - Nursing Guided Elective
- o OL - Online
- o PO - Policy Studies
- o PSAL - Political Science - American Legal System
- o PSAM - Political Science - American Politics
- o PSCG - Political Science Comparative Government
- o PSIP - Political Science International Politics
- o PSPA - Political Science Public Administration
- o RD - GE*2010 Reasoned Oral Discourse
- o SI - Structural Inequality
- o SIN - Social Institutions
- o SJL - Social Justice in Law
- o SJS - Social Justice in Sociology
- o SPA - Study Abroad - Spain
- o SS.SV - GE*2010 Social Science Survey
- o SUS - Sustainability
- o TL - GE*2010 Technological Literacy
- o TPS - Tech and Practice Skills
- o WT - Writing Intensive

SECTION NUMBERS –can indicate course restricted to a specific populations. They are as follows:

EOF	restricted to EOF	H	Restricted to Honors Students
F	restricted to freshmen	AUS, ITA	Study Abroad
LON, RE,			
SPA	Study Abroad		

SECTION NUMBERS – used in Fall and Spring also indicate scheduling information:

A01, B01	“A” or “B” Pattern classes.	01-49	Daytime Class
HY	Hybrid Class	50+	Evening Class
OL	Online section	60+	Weekend Class

SECTION NUMBERS – For summer: The first character of the section number will designate the summer session (A,B,C,D, or E).

Academic Audit

Select, choose program displayed, and
SUBMIT to view degree requirements

myMU Monmouth University Portal

- GRADUATION
 - Cap & Gown Order Form
- REGISTRATION
 - Sections Offered by Term (Search for Classes)
 - Course Descriptions
 - Academic Audit 
 - Course Prerequisite Worksheet
 - Registration Information
 - Course Schedule Worksheet
 - WEBregistration Approval and Blocks
 - Search/Select and Register for Courses
 - Register/Remove Previously Selected Courses
 - Manage My Waitlist

myMU Monmouth University Portal

MU PORTAL **Students** I Need To... Offices & Services Forms Policies Calendar/Events For Your Information Systems SIGN OUT

MU Portal ▶ Students

WebAdvisor Academic Audit. X

Academic Audit Help

NOT FOR OFFICIAL USE. FOR REGISTRATION PURPOSES ONLY

Choose One Active Programs

- EN11.CW11.GE13 Bachelor of Arts in English - Creative Writing Concentrat

SUBMIT 

WebAdvisor navigation menu:

- INSTRUCTIONS AND LINKS
- PERSONAL ACADEMIC INFORMATION
- FINANCIAL INFORMATION
- GRADUATION
 - Cap & Gown Order Form
- REGISTRATION
 - Sections Offered by Term (Search for Classes)
 - Course Descriptions
 - Academic Audit

**The Academic Audit will display the list of all required courses. It will also indicate what requirements have been completed, partially completed or in progress.
(right click to print)**

- WebAdvisor
- INSTRUCTIONS AND LINKS
- PERSONAL ACADEMIC INFORMATION
- FINANCIAL INFORMATION
- GRADUATION
- REGISTRATION**
 - Sections Offered by Term (Search for Classes)
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Academic Audit x

BACK

MONMOUTH UNIVERSITY

WHERE LEADERS LOOK *forward*

01/29/15

Monmouth University
Academic Evaluation

ID.....
Student.....
Program.....: Bachelor of Arts in English - Creative Writing Concentrat (EN11.CW11.GE13)
Catalog.....: C0001
Ant Completion Date:
Applied to Graduate: NO
Advisor Information
Name / Dept.....: Susan M. Goulding English
E-Mail Address.....: goulding@monmouth.edu

THIS ACADEMIC AUDIT IS NOT FOR OFFICIAL USE. IT IS FOR REGISTRATION PURPOSES ONLY.

This academic audit will help you track your academic progress in

Close the Academic Audit and select a different topic from any of the menu items.

CHECK THE COURSE PREREQUISITE WORKSHEET

The screenshot shows the myMU Monmouth University Portal. The 'WebAdvisor' menu is open, and the 'REGISTRATION' section is expanded. A red arrow points to the 'Course Prerequisite Worksheet' option.

myMU Monmouth University Portal

WebAdvisor

- > INSTRUCTIONS AND LINKS
- > PERSONAL ACADEMIC INFORMATION
- > FINANCIAL INFORMATION
- > GRADUATION
- ▼ REGISTRATION
 - Sections Offered by Term (Search for Classes)
 - Course Descriptions
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 - Course Schedule Worksheet
 - WEBregistration Approval and Blocks

- Students trying to register for a course that requires a prerequisite which has not been met, will be unable to register for that course.
- Course prerequisites are listed under WebAdvisor button under 'Course Descriptions'.
- The quickest way to determine if you meet the prerequisites for a course is to use the 'Course Prerequisite Worksheet' screen.
- If you are registering for summer, fall and spring courses, enter each term individually with the earliest term first, updating between terms. This allows WEBregistration to 'read' the pre-registered courses and use them to satisfy prerequisites.

Course Prerequisite Worksheet:

Enter the Subject Code and the Course Number
and **SUBMIT**.

WebAdvisor

- INSTRUCTIONS AND LINKS
- PERSONAL ACADEMIC INFORMATION
- FINANCIAL INFORMATION
- GRADUATION

REGISTRATION

Sections Offered by Term (Search for Classes)

Course Descriptions

Academic Audit

Course Prerequisite Worksheet

Registration Information

Course Schedule Worksheet

Course Prerequisite Worksheet

MEETING PREREQUISITES FOR A GIVEN COURSE DOES NOT GUARANTEE ENROLLMENT IN THAT COURSE.

Entry instructions: Example - Course BM 490, enter BM in Subject and 490 in Course No

Subject	Course No
<input type="text"/>	<input type="text"/>

SUBMIT



The prerequisites and co-requisites for the course will display. Prerequisites must be completed prior to registering for the course, co-requisites must be registered for in the same semester. If you meet the prerequisites the system will give you a return of Yes.

WebAdvisor

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Prereq/Coreq Display

BACK

Course Name	Course Title	Course Description/Prerequisite/Corequisite Info	Meets Prerequisite
MA-118	Quantitative Analysis For Business II	Functions, limits, continuity, polynomial calculus, including optimization models, anti-derivatives, area and applications to business models; introduction to probability and statistics as applied to business models. Prerequisite: Mathematics 117, passed with a grade of "C-" or higher, or permission of the Department of Mathematics.	No

OK

If your display indicates "NO", consult with your academic advisor. Academic Departments have the ability to override prerequisite restrictions.

Note: Substitutions do not fulfill prerequisites.

The Registration Information page is a valuable Registration Tool

WebAdvisor 

- > INSTRUCTIONS AND LINKS
- > PERSONAL ACADEMIC INFORMATION
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- > GRADUATION
- ▼ REGISTRATION**

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- Search/Select and Register for Courses

Registration Information

Provides access to valuable information such as academic calendars, building codes, and the course cancellation policy.



PROGRAMS OF STUDY
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GLOBAL LEARNING + STUDY ABROAD
GENERAL EDUCATION
LEARNING AT MONMOUTH
RESEARCH AT MONMOUTH

Registration Information 2014-2015

- [Advanced Summer Registration](#)
- [Academic Calendars](#)
- [Building Codes](#)
- [Class Meeting Times and Abbreviations](#)
- [Course Cancellation Policy](#)
- [Course Prerequisite Worksheet](#)
- [Courses With Prerequisites](#)
- [Course Type Codes](#)
- [Curriculum Charts](#)
- [Department Information](#)
- [Experiential Education \(Ex Ed\) Courses](#)
- [Fall Holiday](#)
- [FERPA](#)
- [Final Exam Information](#)

Share This

Contact Information:

Wilson Hall, Room 208
400 Cedar Avenue
West Long Branch, New Jersey
07764

Main office number:
732-571-3477

Fax number:
732-263-5141

E-mail:
registrar@monmouth.edu

Hours of Operation
Monday - Friday: 8:45 a.m. to 5 p.m.
(except holidays)

WEBregistration Approvals and Blocks

*my*MU Monmouth University Portal

- REGISTRATION
 - Sections Offered by Term (Search for Classes)
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Students cannot use WEBregistration unless their academic advisor permits this action. A status of “yes” will permit you to self-register, unless you are on academic probation.

WEBregistration Approval and Blocks displays:

In-Person Registration Eligibility

WEBregistration Eligibility

Priority registration date/start time

Completed credits

Advisor name and e-mail address

Department and advisement status.

Clear any current holds/restrictions before registering.

****Please note that students who have a current hold or restriction will be permitted to drop a class using WEBregistration.***

WebAdvisor

WebAdvisor

- > INSTRUCTIONS AND LINKS
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 - WEBregistration Approval and Blocks

WEBregistration Approval and Blocks

Status In-Person Registration Eligibility

Yes IN-PERSON REGISTRATION ALLOWED.

Status WEBregistration Eligibility

No WEBregistration is not allowed for the following reason(s):
You are not eligible for registration.
NO ADVISOR APPROVAL; Blocked from self-registration on the WEB.

Your Registration Begins on

Completed Credits

Undergraduate = 39.00

Advisor	Email	Dept	Advisement Status
Susan M. Goulding	goulding@monmouth.edu	English	Switch = N

SUBMIT

STUDENT INELIGIBLE TO USE WEBregistration:

Students without advisor approval, on academic probation, have conditional admission status, or who are non-matriculated are not eligible to use WEBregistration. These students must utilize in-person registration in their department or obtain advisor approval to self-register.

WebAdvisor

WebAdvisor

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 - Course Schedule Worksheet

WEBregistration Approval and Blocks

<https://my.monmouth.edu/>

WEBregistration Approval and Blocks

Status In-Person Registration Eligibility

Yes IN-PERSON REGISTRATION ALLOWED.

Status WEBregistration Eligibility

No WEBregistration is not allowed for the following reason:
You are not eligible for registration.
NO ADVISOR APPROVAL; Blocked from self-regi

Your Registration Begins on

Completed Credits

Undergraduate = 39.00

Advisor	Email	Dept	Advisement Status
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Susan M. Goulding	goulding@monmouth.edu	English	Switch = N
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SUBMIT

WEBregistration Ability indicates "NO" if you must register in-person with your departmental advisor.

Course Schedule Worksheet

Indicate courses in each frame that you plan to register for to ensure that the schedule matches your needs and that there will not be any time conflicts

14 WEEK FRAME WORKSHEET

	8:30-9:50	10:05-11:25	11:40-1:00	1:15 - 2:35	2:50- 4:10	4:30 -5:50	6:05- 7:25	7:40 - 9:00
MON			 HS101-10				O	Q
	A	D	F	I	K	M	OQX	
TUES	 EN101-25						P	R
	B	C	G	H	L	N	PRX	
WED					MEETING PERIOD 2:45-4:20		O	Q
	A	E	F	J		M	QOX	
THURS			HS101-10				P	R
	C	D	H	I	K	N	RPX	
FRI	EN101-25						*Note: 160 minute per week classes must meet twice weekly in the 4:30-5:50 time slot (frames M & N); that is, frames M & N cannot be used for cross-framing. In this model, fifteen minutes are allowed between classes; there are 18 different 2x80 minute frames (A-R). Overlaying frames O, P, Q, and R are four different 1x160 minute frames (OQX, PRX, QOX, and RPX).	
	B	E	G	J	L			

How to Register for Courses: Search/Select and Register for Courses

*my*MU Monmouth University Portal

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 - Search/Select and Register for Courses



An e-mail will be sent to all students when the course schedule becomes available.

Students can indicate the list of courses for registration here and then submit this list for registration

WebAdvisor

- > INSTRUCTIONS AND LINKS
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- > FINANCIAL INFORMATION
- > GRADUATION

REGISTRATION

Sections Offered by Term (Search for Classes)

Course Descriptions

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Course Prerequisite Worksheet

Registration Information

Course Schedule Worksheet

WEBregistration Approval and Blocks

Search/Select and Register for Courses

Search/Select and Register for Courses

To select multiple terms, use the date range feature.

For example: To return ALL 2014 SUMMER TERMS choose:

Starting On/After Date: 05/01/14 Ending By Date: 08/31/14

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

To Register for courses “Select” and then “Submit”

myMU Monmouth University Portal

MU Portal ▸ Students

WebAdvisor

Search this site

WebAdvisor

- INSTRUCTIONS AND LINKS
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Academic Audit Section Selection Results ✕

BACK

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Meeting Information	Faculty	Available/Capacity	Credits	Course Types	Fee
<input type="checkbox"/>	2015 Spring	Open	FA-102-01 (3854) Elementary Arabic 2	01/20/2015-05/04/2015 LECTURE Monday, Thursday 01:00PM - 02:15PM, Edison Science Bldg, Room 114	H. Sarsar	13 / 20	3.00		

SUBMIT



Preferred Sections – lists the course(s) you selected to register in the upcoming semester sessions.

Current Registration – lists the course(s) you are currently registered in.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	Course Types
<input type="text"/>	Summer E 2014	IT-100-E01 (0619) Info Technology	MONMOUTH CAMPUS	07/09/2014-08/18/2014 LECTURE Monday, Wednesday 11:45AM - 03:00PM, Howard Hall, Room 212	Cs- Unassigned	24 / 24	3.00	TL
<input type="text"/>	Summer C 2014	EN-305-C50 (0617) Shakespeare I	MONMOUTH CAMPUS	05/28/2014-08/13/2014 LECTURE Wednesday 06:45PM - 10:00PM, Plangere Center, Room 134	Delguercio	35 / 35	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	Summer A 2014		CJ-325-A01 (0615) Criminal Procedure	MONMOUTH CAMPUS	05/19/2014-06/16/2014 LECTURE Monday, Tuesday, Thursday 08:15AM - 11:30AM, McAllan Hall, Room 215	Reisner	3.00

SUBMIT

Select an Action – a registration option for each of the Preferred Selections from the drop down. Three options are available: Register for the course, remove the course selection from the Worksheet Selection, add to waitlist – this option is available for if you wish to be waitlisted for closed course sections.
Click SUBMIT to complete registration action.

Action for ALL Pref. Sections (or choose below)

time starting with the earliest term.



Please speak to your advisor if you have any trouble registering for courses.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	Course Types
<input type="text" value="RG - Register"/>	Summer E 2014	IT-100-E01 (0619) Info Technology	MONMOUTH CAMPUS	07/09/2014-08/18/2014 LECTURE Monday, Wednesday 11:45AM - 03:00PM, Howard Hall, Room 212	Cs- Unassigned	24 / 24	3.00	TL
<input type="text" value="RM - Remove from List"/>	Summer C 2014	EN-305-C50 (0617) Shakespeare I	MONMOUTH CAMPUS	05/28/2014-08/13/2014 LECTURE Wednesday 06:45PM - 10:00PM, Plangere Center, Room 134	Delguercio	35 / 35	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	Summer A 2014		CJ-325-A01 (0615) Criminal Procedure	MONMOUTH CAMPUS	05/19/2014-06/16/2014 LECTURE Monday, Tuesday, Thursday 08:15AM - 11:30AM, McAllan Hall, Room 215	Reisner	3.00



The system will display a confirmation of your registration or display an error message.



A confirmation of registration activity will also be sent to the Monmouth University e-mail account.

Register/Remove Previously Selected Courses

If you decide to drop a section from your schedule click the “Drop” box on the left of the section found in your Current Registration. An on-screen confirmation of the drop will display. In addition, a confirmation e-mail will be sent to your MU e-mail account. Be sure to save your confirmation e-mail for future reference.

**Please note that students may still drop a class using WEBregistration even if they have blocks or restrictions.*

time starting with the earliest term.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	Course Types
<input type="text"/>	Summer E 2014	IT-100-E01 (0619) Info Technology	MONMOUTH CAMPUS	07/09/2014-08/18/2014 LECTURE Monday, Wednesday 11:45AM - 03:00PM, Howard Hall, Room 212	Cs- Unassigned	24 / 24	3.00	TL
<input type="text"/>	Summer C 2014	EN-305-C50 (0617) Shakespeare I	MONMOUTH CAMPUS	05/28/2014-08/13/2014 LECTURE Wednesday 06:45PM - 10:00PM, Plangere Center, Room 134	Delguercio	35 / 35	3.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input checked="" type="checkbox"/>	Summer A 2014		CJ-325-A01 (0615) Criminal Procedure	MONMOUTH CAMPUS	05/19/2014-06/16/2014 LECTURE Monday, Tuesday, Thursday 08:15AM - 11:30AM, McAllan Hall, Room 215	Reisner	3.00

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*** Dropping a Section only works until the end of Add/Drop Week.**

Manage My Waitlist

Students can now remove themselves from a waitlist

- > INSTRUCTIONS AND LINKS
- > PERSONAL ACADEMIC INFORMATION
- > FINANCIAL INFORMATION
- > GRADUATION
- ▼ REGISTRATION

Sections Offered by Term (Search for Classes)

Course Descriptions

Academic Audit

Course Prerequisite Worksheet

Registration Information

Course Schedule Worksheet

WEBregistration Approval and Blocks

Search/Select and Register for Courses

Register/Remove Previously Selected Courses

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="text"/> <input type="button" value="▼"/>							
You are not currently waitlisted in any courses.							

Registered Sections

Drop	Pass/Audit	Term	Section Name and Title	Location	Meeting Information	Faculty
<input type="checkbox"/>		2015 Spring	BK-250-02 (3317) Prin of Marketing	MONMOUTH CAMPUS	01/20/2015-05/04/2015 LECTURE Wednesday, Friday 01:00PM - 02:15PM, Bey Hall, Room 129	Hanc
<input type="checkbox"/>		2015 Spring	BM-250-03 (6545) Mgmt Organz Behavior	MONMOUTH CAMPUS	01/21/2015-05/01/2015 LECTURE Wednesday, Friday 10:00AM - 11:15AM, Bey Hall, Room 130	J. McP
<input type="checkbox"/>		2015 Spring	CO-225-05 (9953) Business & Prof Comm	MONMOUTH CAMPUS	01/20/2015-05/01/2015 LECTURE Tuesday, Friday 11:30AM - 12:45PM, Bey Hall, Room 129	Wien
<input type="checkbox"/>		2015 Spring	HS-310-02 (3996) Bus & Econ Develop US	MONMOUTH CAMPUS	01/20/2015-05/04/2015 LECTURE Tuesday, Friday 08:30AM - 09:45AM, Bey Hall, Room 222	M. Zi



Manage My Waitlist

This screen allows you to remove yourself from a waitlist. Select “Remove” from the drop down and “Submit”

myMU

All Sites

Students | I Need To... | Offices & Services | Forms | Policies | Calendar/Events | For Your Information | Systems

MU Portal > Students > WebAdvisor

Manage My Waitlist

You have no waitlisted sections or current registrations. You may click on a Menu to continue.

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
				You are not currently waitlisted in any courses.						

Registered Sections

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

SUBMIT

Monmouth University

Additional Information

After Successful Registration: Be sure to print a copy of your academic audit to verify that the registered courses satisfy the appropriate requirements.

Maximum Credits: Students are prevented from registering for excess credits. Undergraduate students requesting more than 18 credits in a regular term are required to obtain Chair approval up to 20 credits. The dean's approval is required for requests of 21 credits or more. Graduate students are limited to 15 credits per regular term. There is 12 credit limit for summer terms.

Special Topic Courses: Students taking a second special topic course can not use WEBstudent to register, even though they are different topics, they share the same number. Students need to register for "duplicate" special topic courses in person at the Registrar's Office.

Re-registering for the same course: Students cannot register for the same course unless they received a grade of "C" or lower. The maximum number of times to re-take a course is two. If a student must repeat a course for a third time, the registration needs to be approved by the school dean.

Students who need to email administrative offices must use their Monmouth University email account.

- E-mail registrar@monmouth.edu if you have registration questions.
- E-mail askanadvisor@monmouth.edu if you require advisor assistance.
- E-mail bursar@monmouth.edu if you have a tuition or payment questions.
- E-mail finaid@monmouth.edu if you have financial aid questions.

During Early/Priority Registration, there is a “hot-line” available from 9 a.m. to 5 p.m. Check your registration materials for the phone number.