MONMOUTH UNIVERSITY

WEBregistrationTutorial

In Student Portal

*my*MU

Office of the Registrar

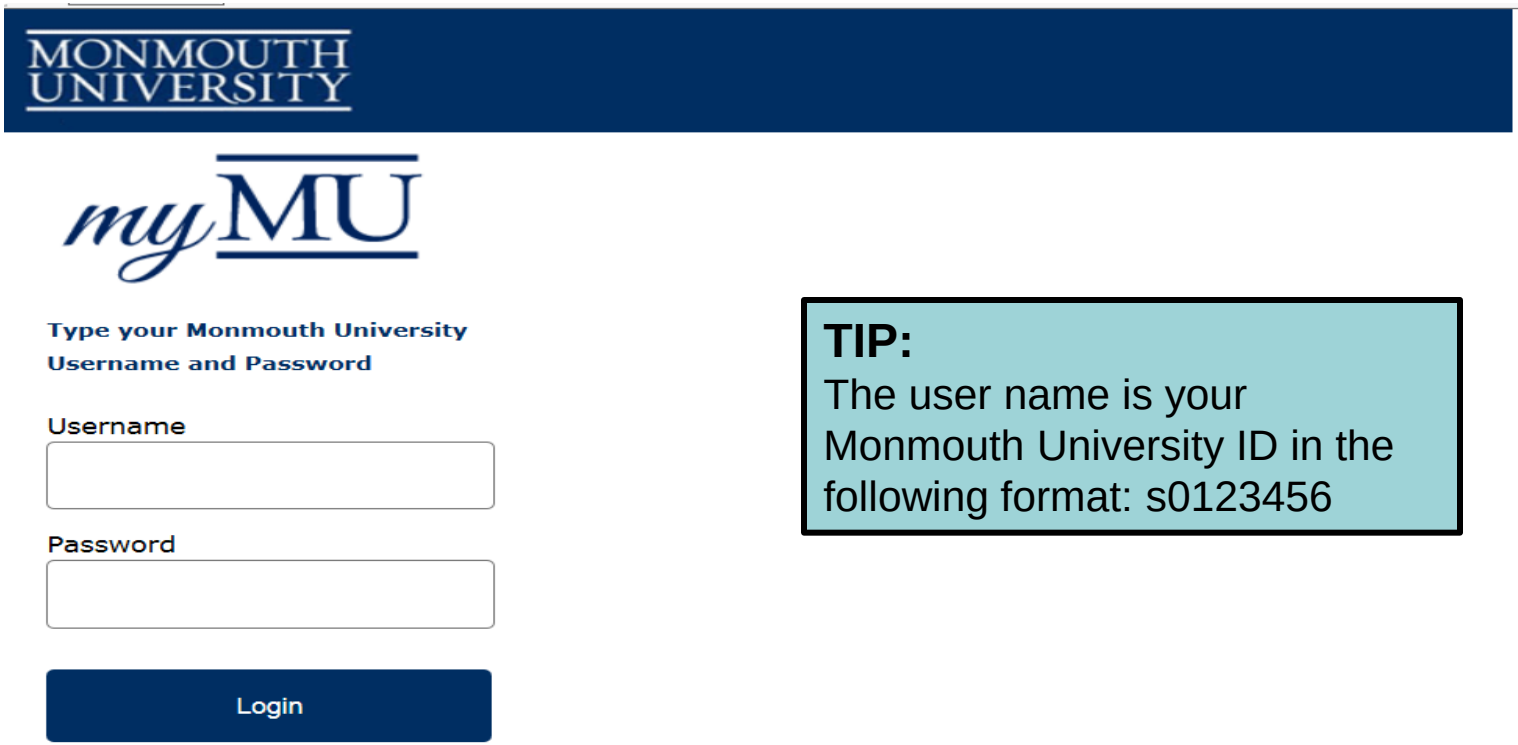
Updated: Spring 2015

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.

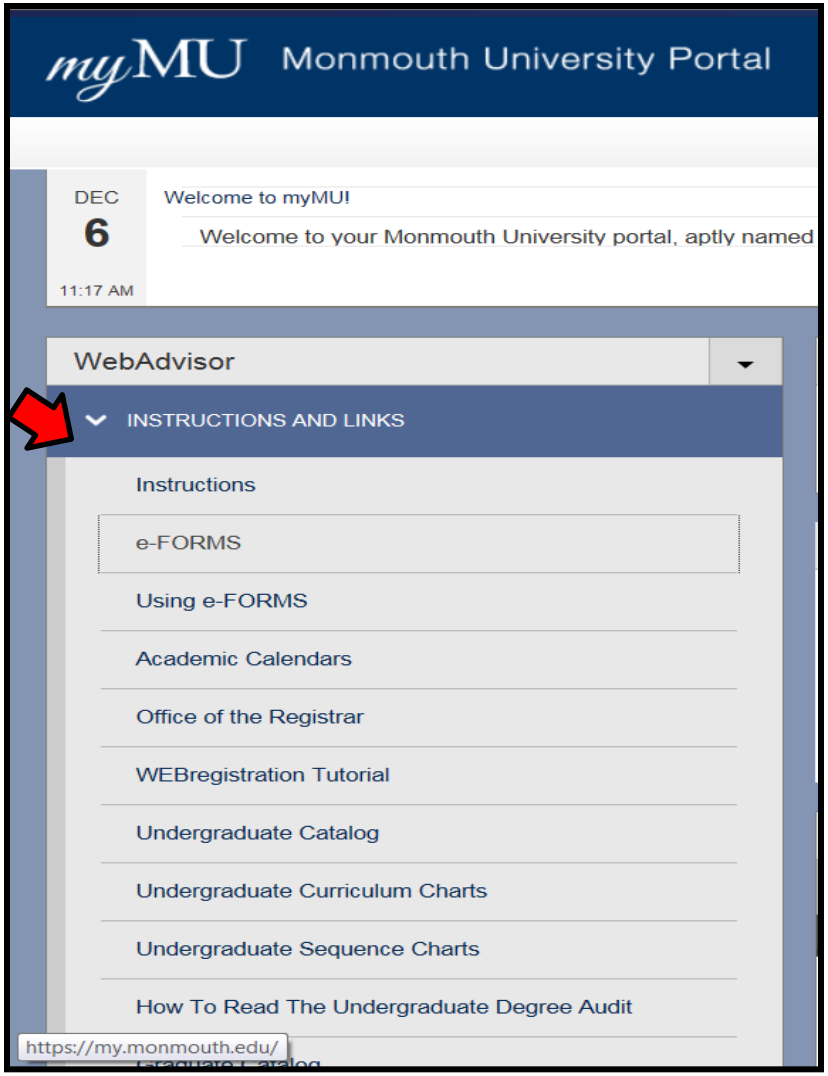
Registration in the Student Portal, "*my*MU"

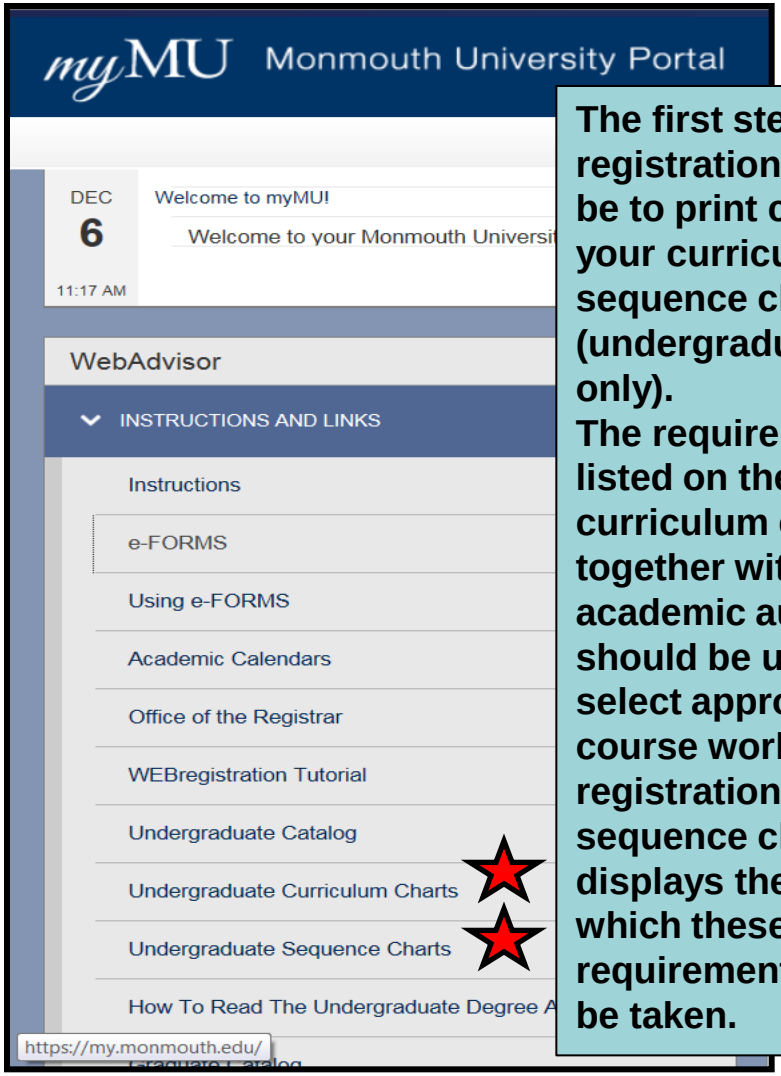
- Login to *my*MU at http://my.monmouth.edu



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

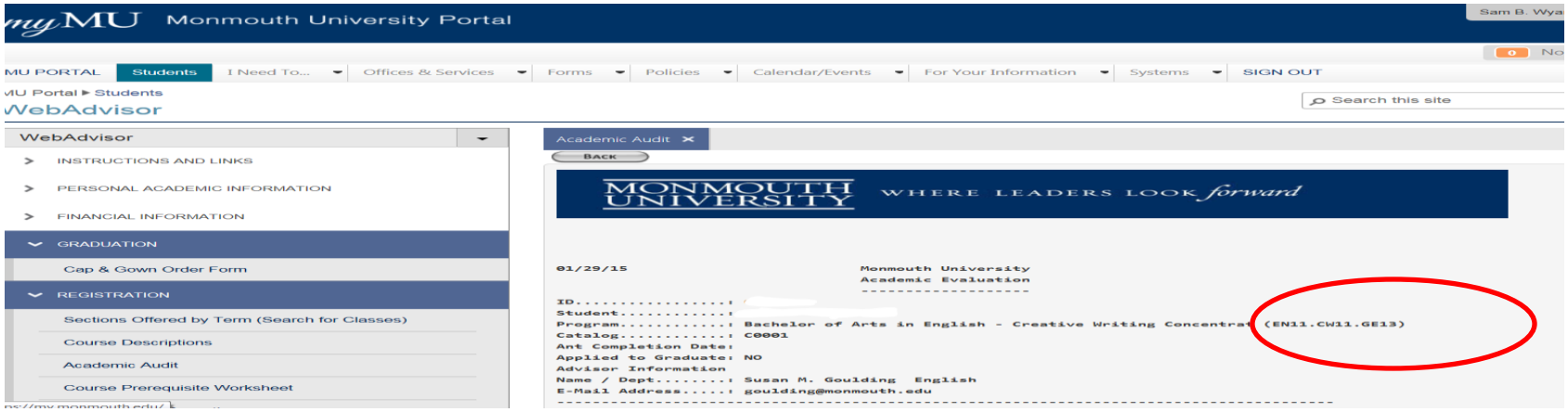
The “Instructions and Links” menu provides students access to several important resources to prepare for registration. These include the curriculum and sequence charts and degree audit tutorials.





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.**



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

EN11.CW11.GE14

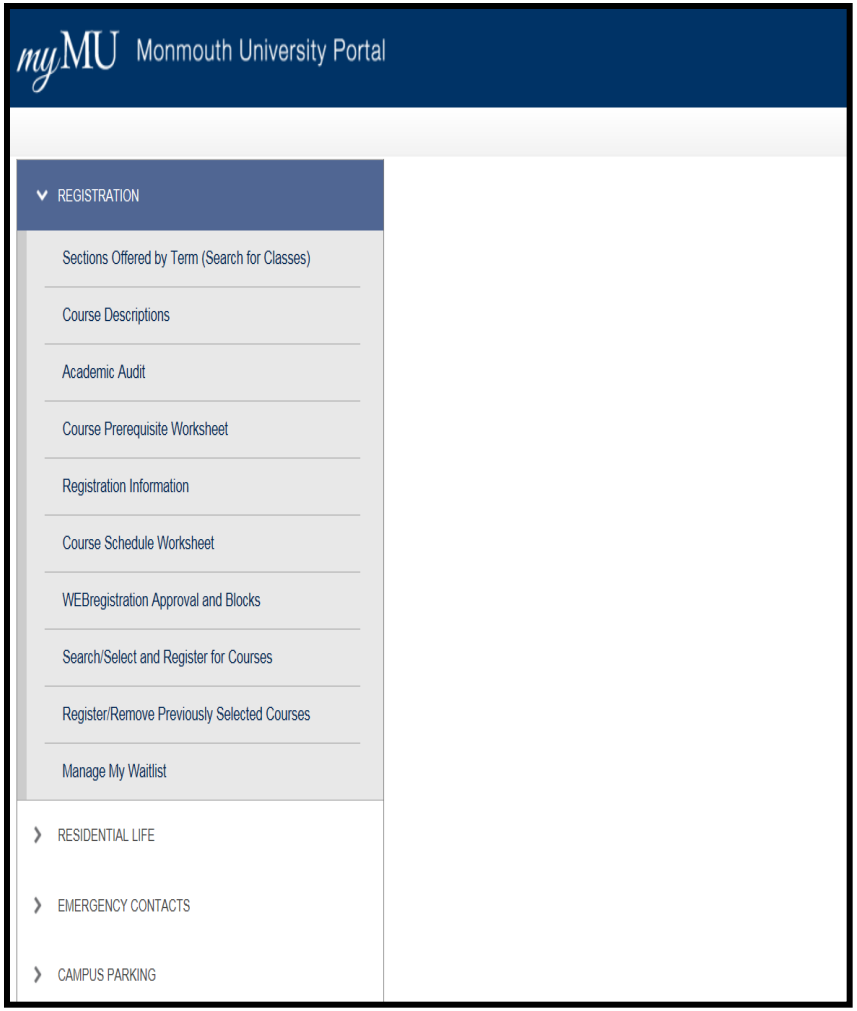
B.A. IN ENGLISH WITH A CREATIVE WRITING CONCENTRATION

SEMESTER 1				
COURSE CODE	GEN*ED REQ'MT	COURSE *TYPE	TITLE	CRS.
EN101	YES		COLLEGE COMPOSITION 1	3.0
HS*xxx	YES	HS.SV	GEN*ED HIST. PERSPECTIVE	3.0
xxx	YES	TL	GEN*ED TECHNOLOGICAL LITERACY	3.0
SS*xxx	YES	SS.SV	GEN*ED SOCIAL SCIENCE	3.0
FY101	YES		FIRST YEAR SEMINAR	3.0
			SEMESTER CREDITS	15.0

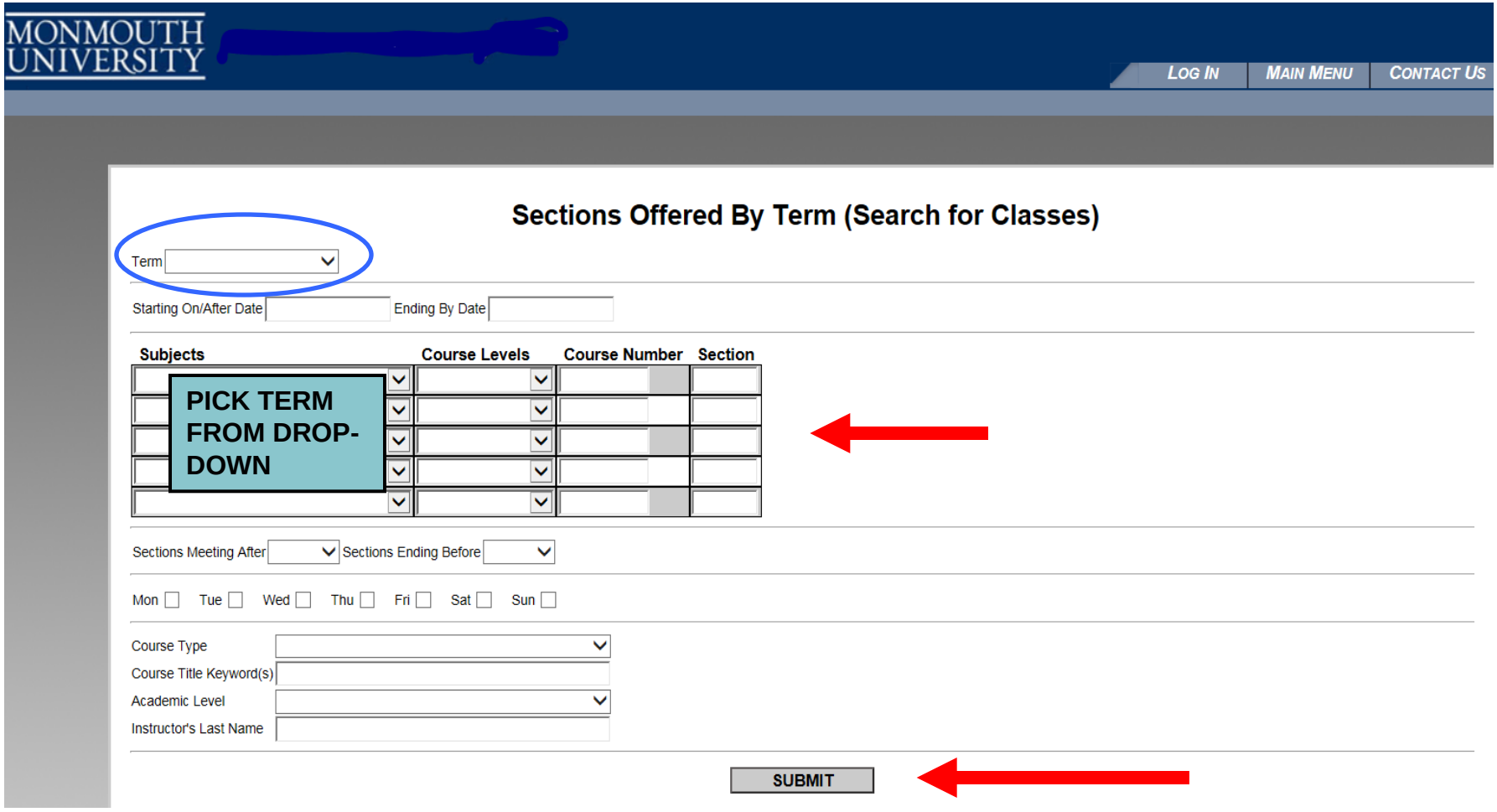
SEMESTER 2				
COURSE CODE	GEN*ED REQ'MT	COURSE* TYPE	TITLE	CRS.
EN102	YES		COLLEGE COMPOSITION 2	3.0
xxx	YES	HS.SV or SS.SV	GEN*ED HISTORICAL PERSPECTIVE or SOCIAL SCIENCE	3.0
MA*xxx	YES		GEN*ED MATH	3.0
xxx	YES	CD	GEN*ED CULTURAL DIVERSITY	3.0
xxx			FOREIGN LANGUAGE, 200+ LEVEL	3.0
			SEMESTER CREDITS	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) 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*.

- ARHIS - Art History
- AT - Aesthetics
- AUS - Study Abroad - Australia
- BI.E - International Business electives
- CD - GE*2010 Cultural Diversity
- CJHLS - Homeland Security
- COACM - Communication/Applied Communication - Message
- COACP - Communication/Applied Communication - Problem
- COCSD - Communication Studies - Delivery
- COCSP - Communication Studies - Problem
- COCST - Communication Studies - Theory
- COPRM - Journalism/Public Relations - Message
- COPRT - Journalism/Public Relations - Theory
- CORTP - Communication/Radio TV - Production
- CORTA - Communication/Radio TV - Act/Announce
- CORTW - Communication/Radio TV - Writing
- CORTT - Communication/Ratio TV - Theory
- COSS - Screen Studies Minor
- COSPT - Sports Communication Minor
- EN.1 - MA.EN: PRE-1800
- EN.2 - MA.EN: Post 1800
- EN.3 - MA.EN: World Literature
- EN.4 - MA.EN: Language and Theory
- EN.5 - MA.EN: American Literature
- EN.CW - MA.EN: Creative Writing
- EN.CWU - Undergraduate Creative Writing
- EN.LT - MA.EN: Literature Elective
- EN.RW - MA.EN: Rhetoric and Writing
- EX1-EX5 - Experiential Education
- GLS - Global Sociology
- GS - Gender Studies
- GU - GE*2010 Global Understanding
- HE.EL - Health Electives
- HEPE - Health Physical Education Guided Electives
- HO - Honors
- HSAF - African History
- HSAS - Asian History
- HSEU - European History
- HSIN - Industrial History
- HSLA - Latin History
- HSNW - Non-Western History
- HSUS - US History
- HSPRE - Pre 1700 History
- HSWLD - World History
- HS.SV - GE*2010 Historical Perspective
- HY - Hybrid
- IM - Interactive Media
- ISP - GE*2010 Interdisciplinary Studies
- ITA - Study Abroad - Italy
- LA - Liberal Arts
- LIT - GE*2010 Literature
- LON - Study Abroad - London
- LLC - Linked Learning Communities
- MAT - Master of Arts in Teaching
- MBA.B - MBA - Behavioral
- MBA.E - MBA - Environmental
- MBA.I - MBA - International
- MBA.K - MBA - Marketing
- MBA.Q - MBA - Quantitative
- MBA.T - MBA - Technical
- MC - Molecular Cell
- ME - Marine & Environmental
- MEBP - Marine and Environmental Biology & Policy Electives
- NU.EL - Nursing Guided Elective
- OL - Online
- PO - Policy Studies
- PSAL - Political Science - American Legal System
- PSAM - Political Science - American Politics
- PSCG - Political Science Comparative Government
- PSIP - Political Science International Politics
- PSPA - Political Science Public Administration
- RD - GE*2010 Reasoned Oral Discourse
- SI - Structural Inequality
- SIN - Social Institutions
- SJL - Social Justice in Law
- SJS - Social Justice in Sociology
- SPA - Study Abroad - Spain
- SS.SV - GE*2010 Social Science Survey
- SUS - Sustainability
- TL - GE*2010 Technological Literacy
- TPS - Tech and Practice Skills
- 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:

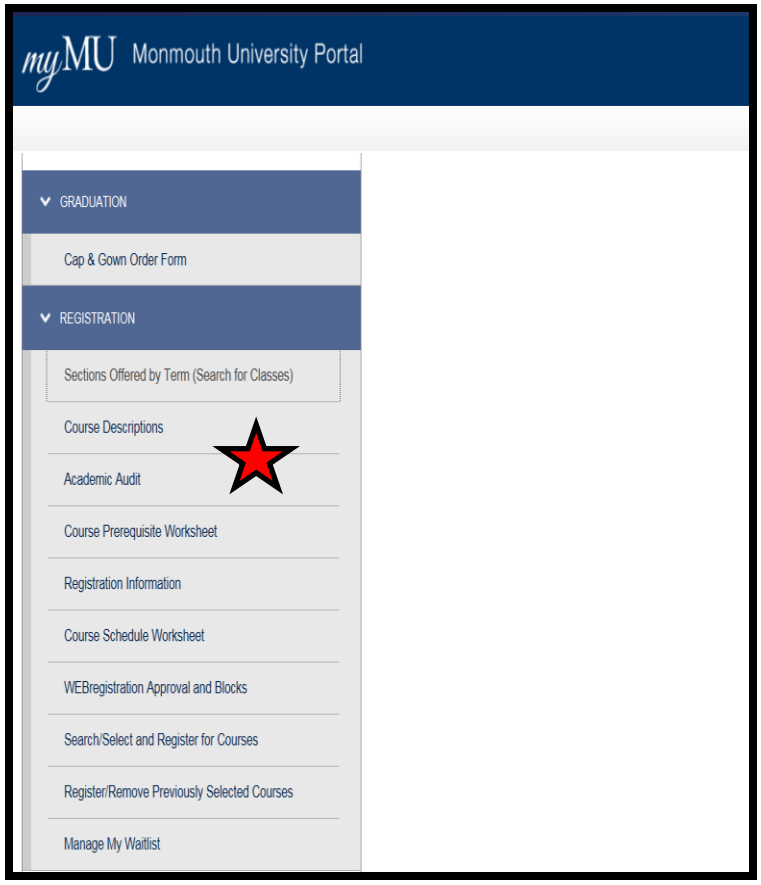
A01, B01	**"A" or "B" Pattern classes.**	**01-49**	**Daytime Class**
HY	**Hybrid Class**	**50+**	**Evening Class**
OL	**Online section**	**60+**	**Weekend Class**

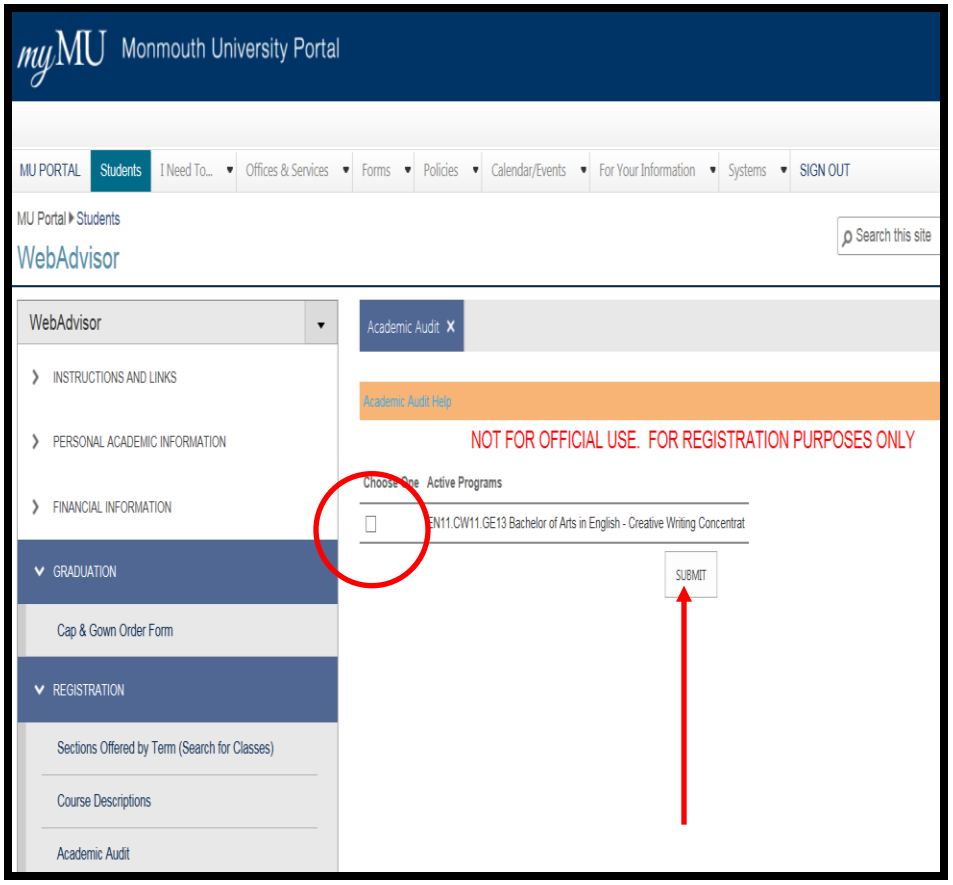
SECTION NUMBERS – For summer: The first character of the section number will designate the summer session (A,B,C,D, or E).

Academic Audit

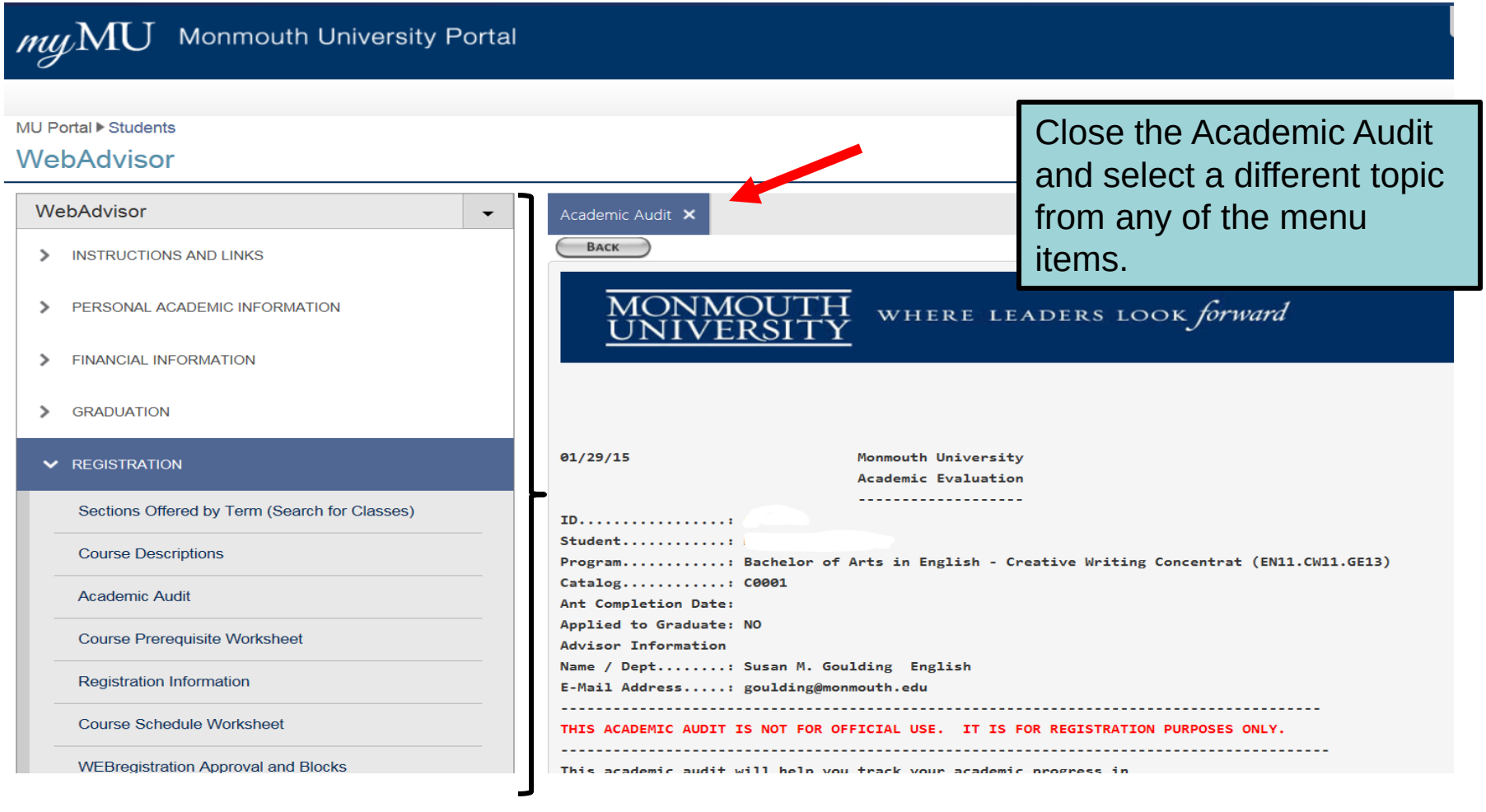
Select, choose program displayed, and

SUBMIT to view degree requirements



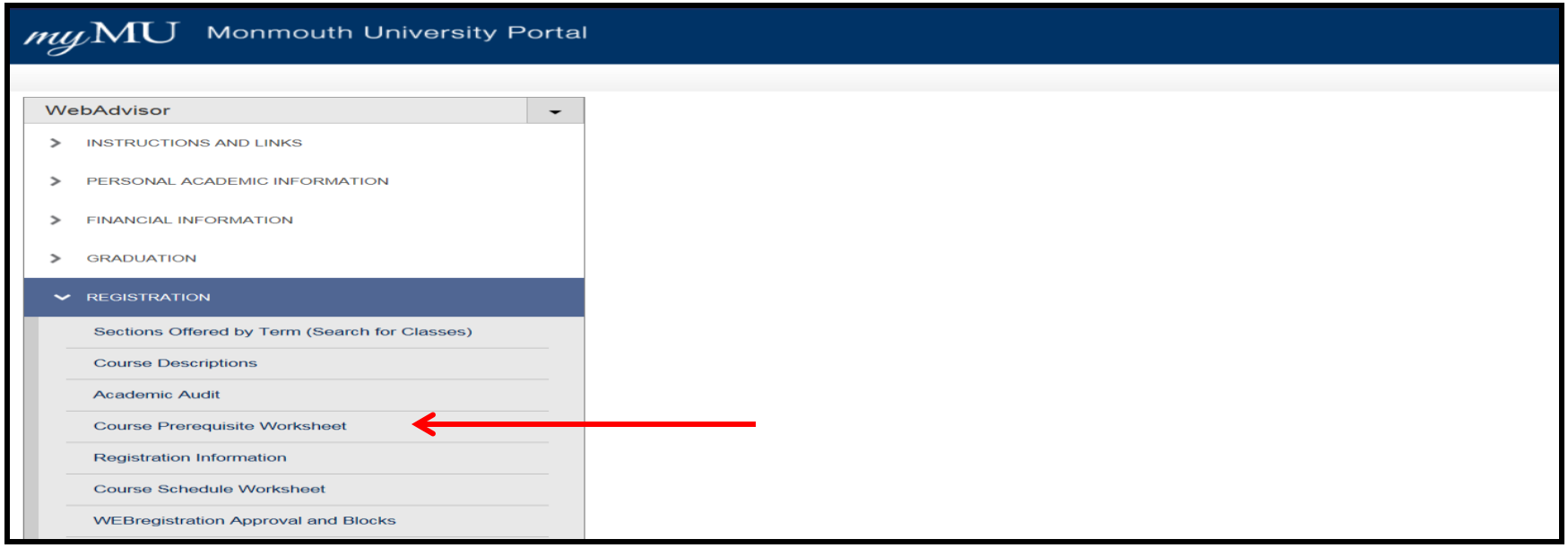


The Academic Audit will display the list of all required courses. It will also indicate what requirements have been completed, partially completed or in progress. (right click to print)



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

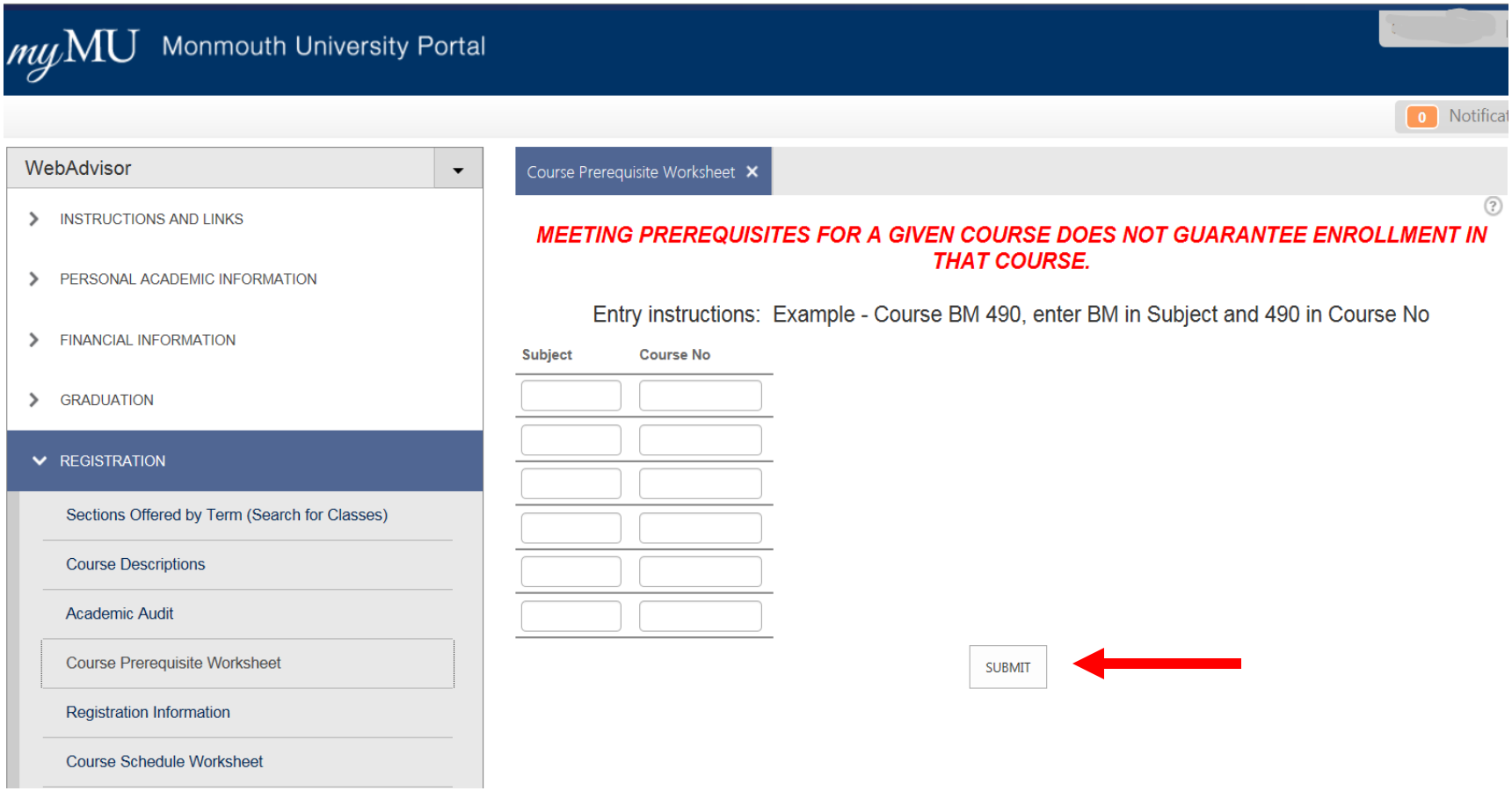
CHECK THE COURSE PREREQUISITE WORKSHEET



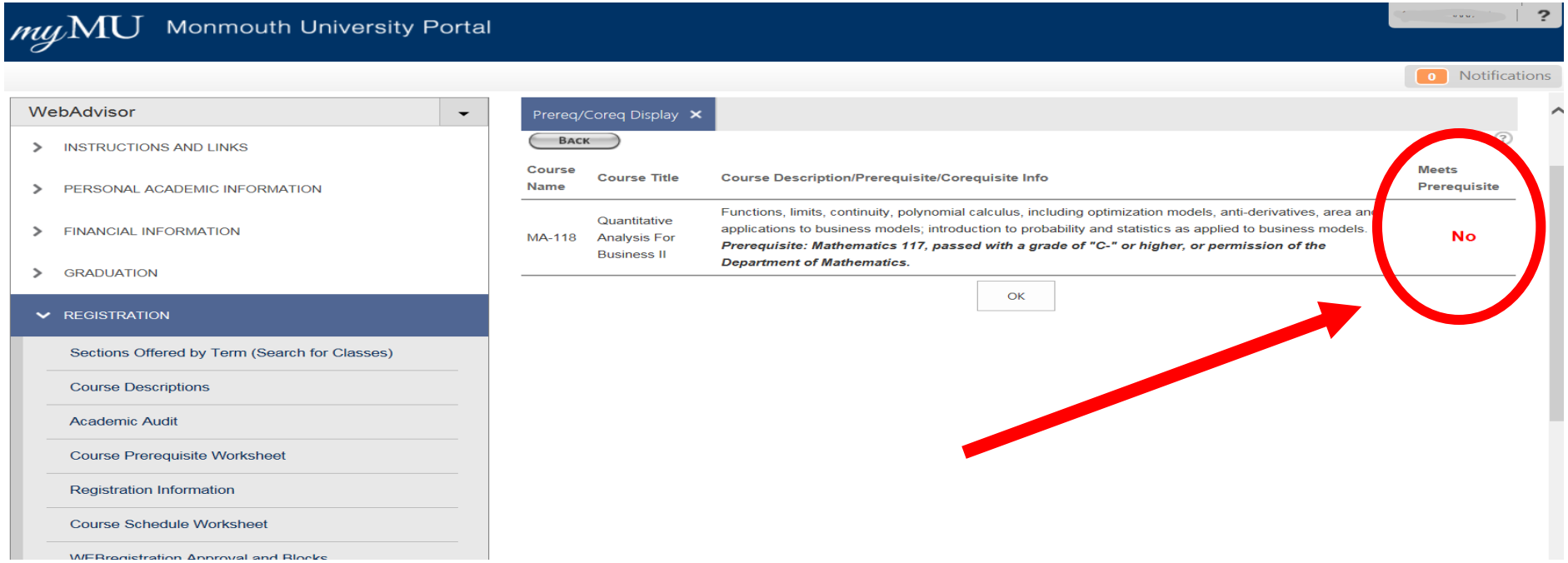
- **Students trying to register for a course that requires a prerequisite <u>which has not been met,</u> will be unable to register for that course.**
- **Course prerequisites are listed under WebAdvisor button under 'Course Descriptions'.**
- **The quickest way to determine if you meet the prerequisites 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.



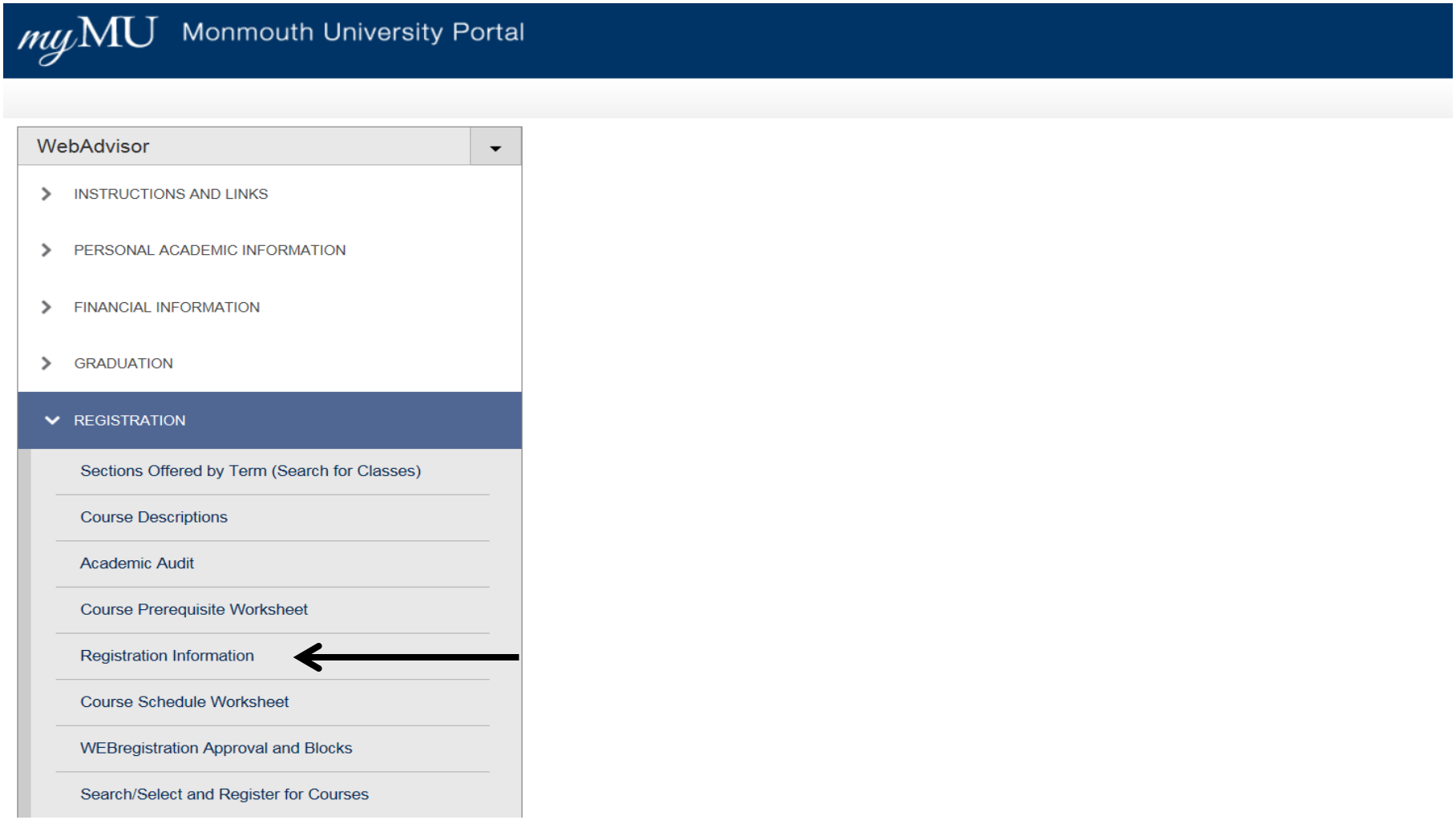
The prerequisites and co-requisites for the course will display.
Prerequisites must be completed prior to registering for the course, co-requisites must be registered for in the same semester.
If you meet the prerequisites the system will give you a return of Yes.



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



Registration Information

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

Aa + Share This

- PROGRAMS OF STUDY
- DEPARTMENTS + SCHOOLS
- CENTER FOR STUDENT SUCCESS
- LEARNING + OUTCOMES
- 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

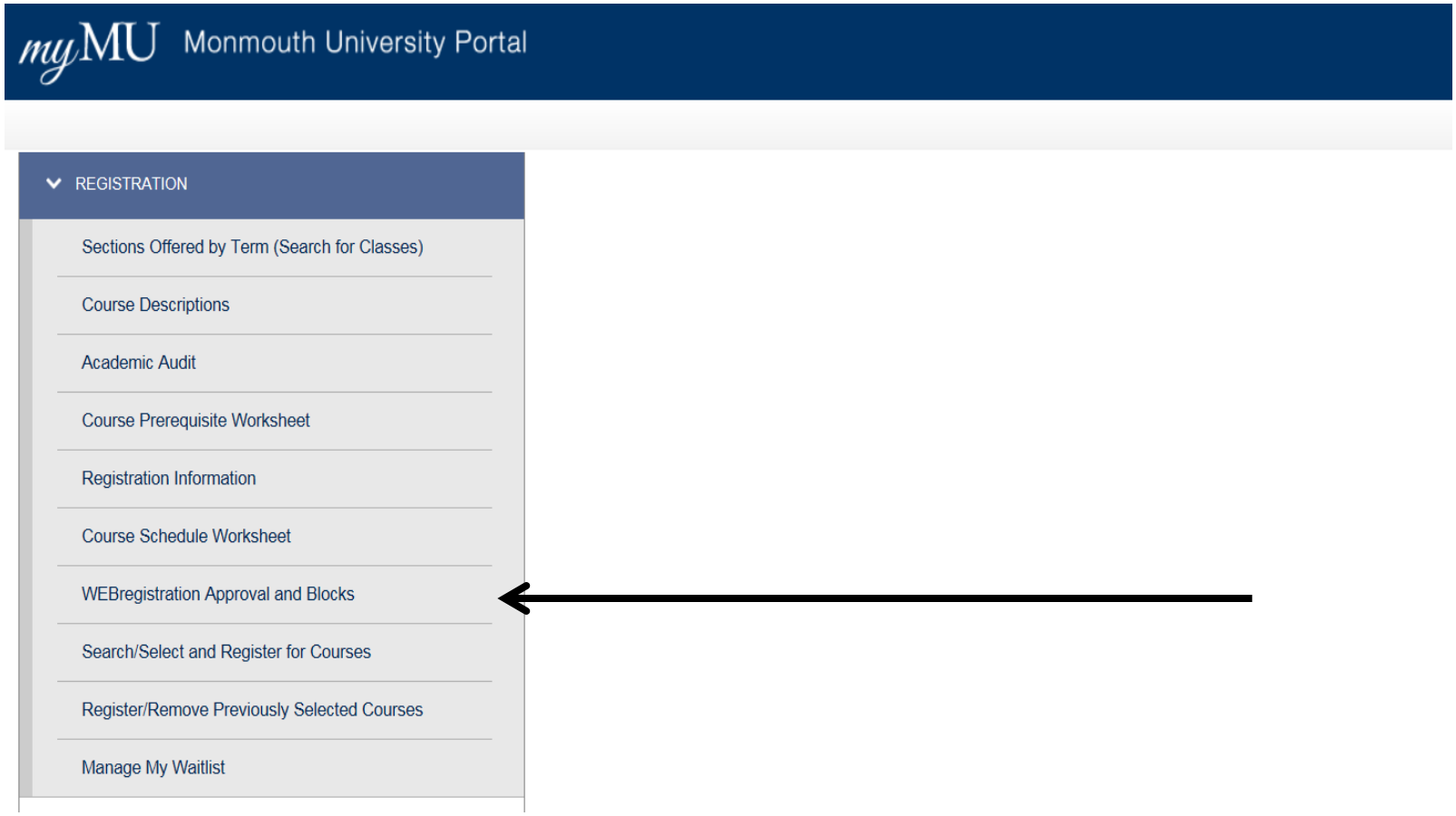
Contact Information:

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

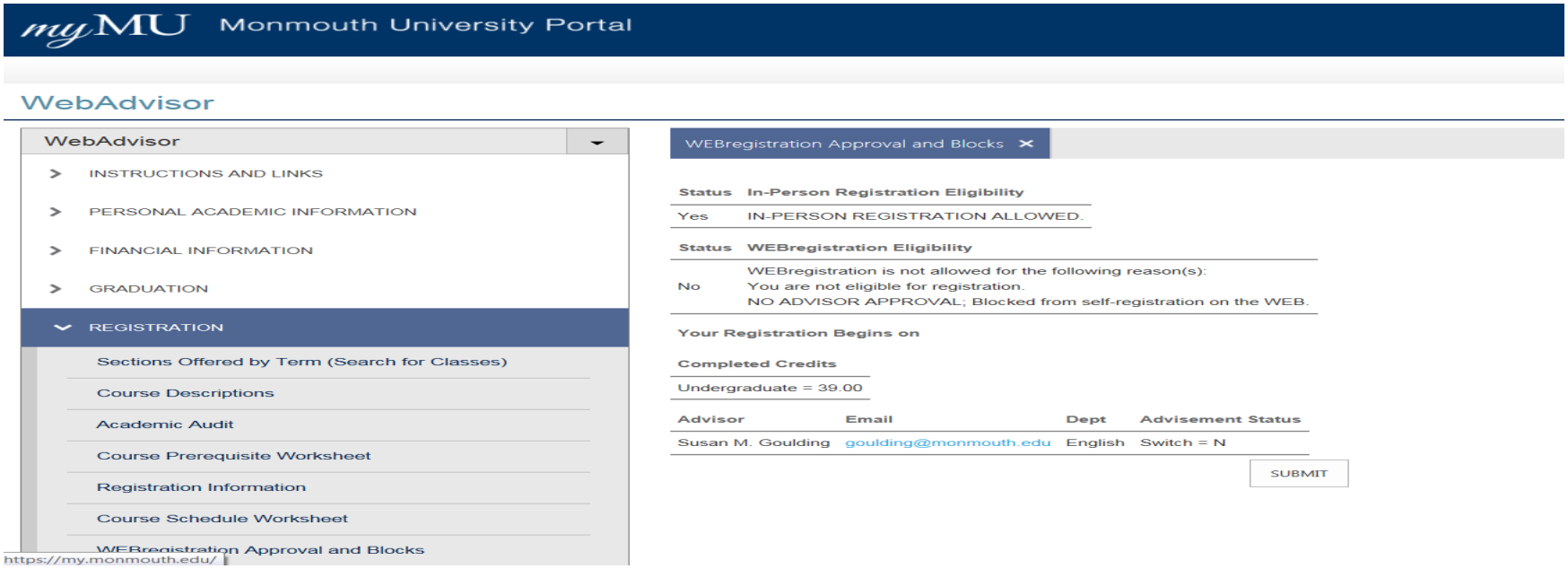


Students cannot use WEBregistration unless their academic advisor permits this action. A status of "yes" will permit you to self-register, unless you are on academic probation.

WEBregistration Approval and Blocks displays:

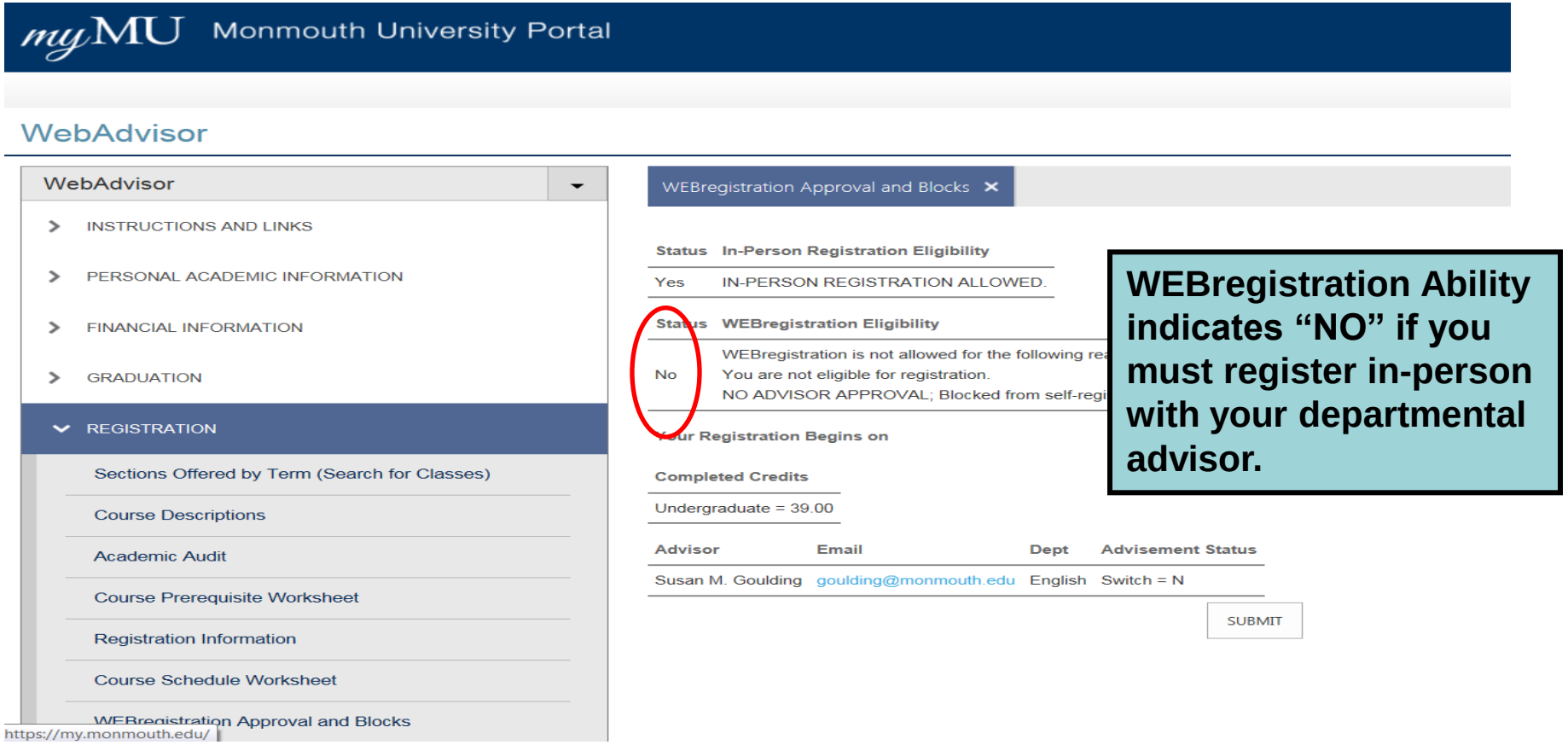
In-Person Registration Eligibility
WEBregistration Eligibility
Priority registration date/start time
Completed credits
Advisor name and e-mail address
Department and advisement status.
Clear any current holds/restrictions before registering.

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



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.



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

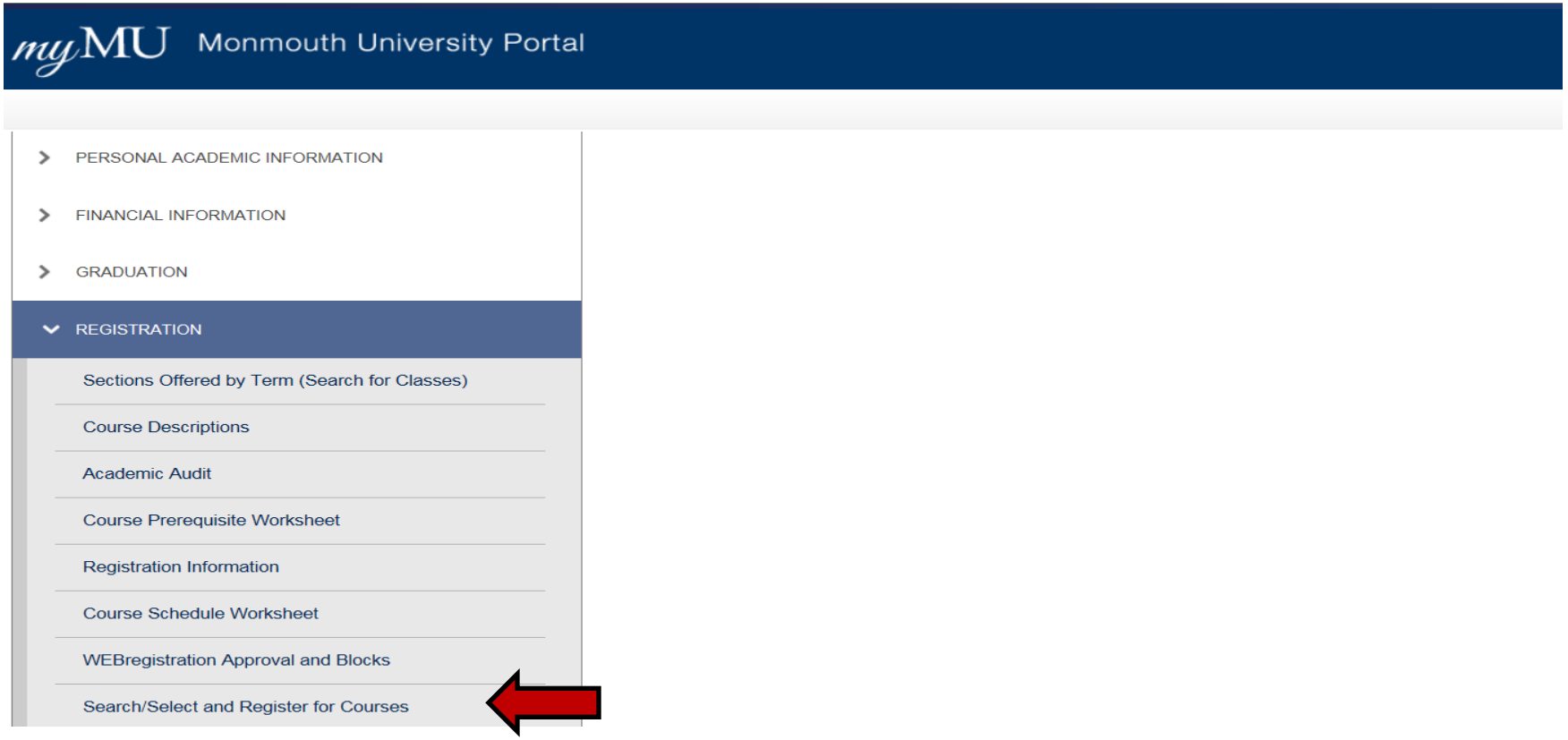
Course Schedule Worksheet

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

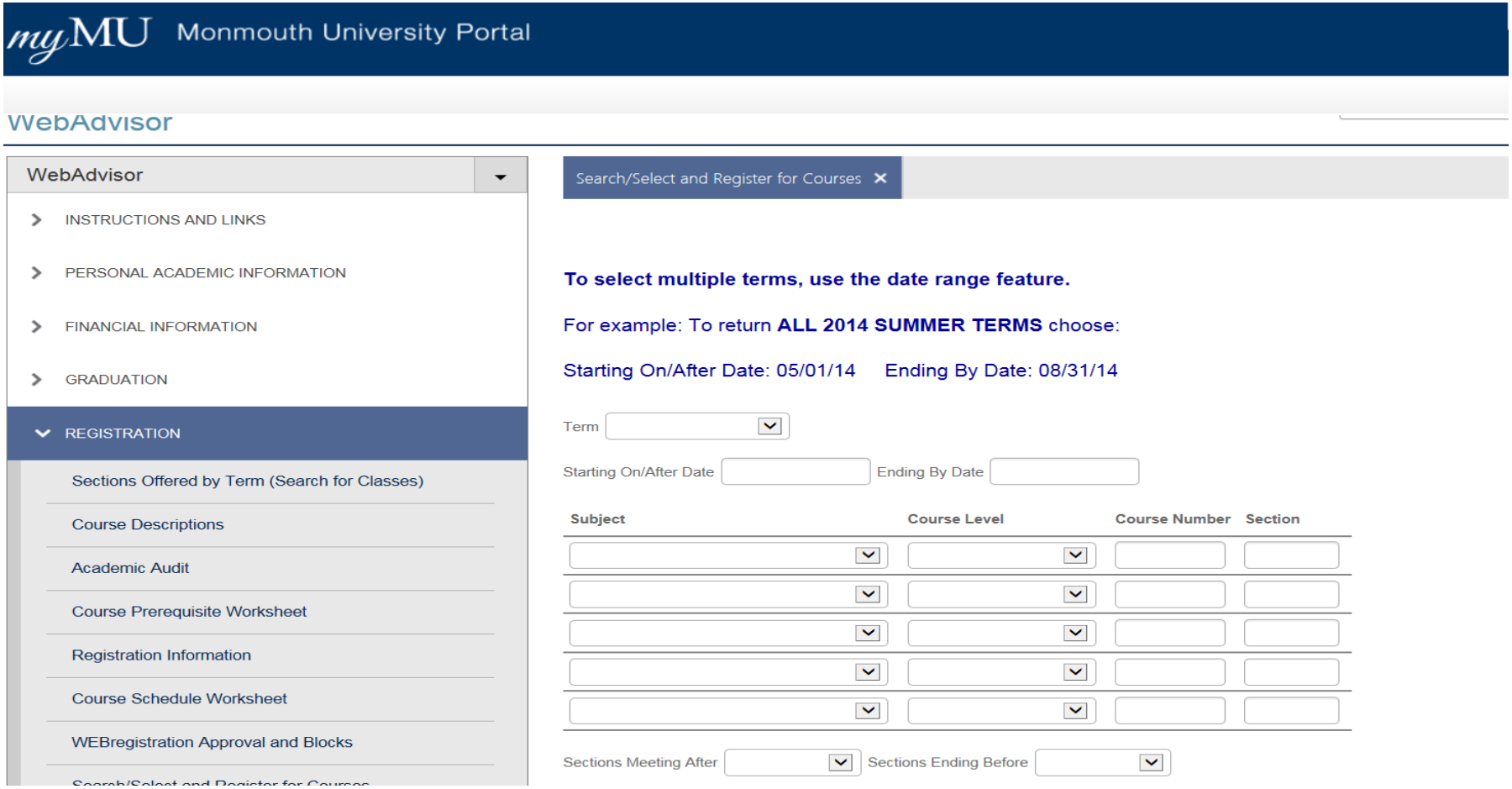
	8:30-9:50	10:05-11:25	11:40-1:00	1:15 - 2:35	2:50- 4:10	4:30 -5:50	6:05- 7:25	7:40 - 9:00
							or 6:05 - 9:00 once weekly	
MON			HS101-10				O	Q
	A	D	F	I	K	M	OQX	
TUES	EN101-25						P	R
	B	C	G	H	L	N	PRX	
WED					MEETING PERIOD 2:45-4:20		O	Q
	A	E	F	J		M	QOX	
THURS			HS101-10				P	R
	C	D	H	I	K	N	RPX	
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

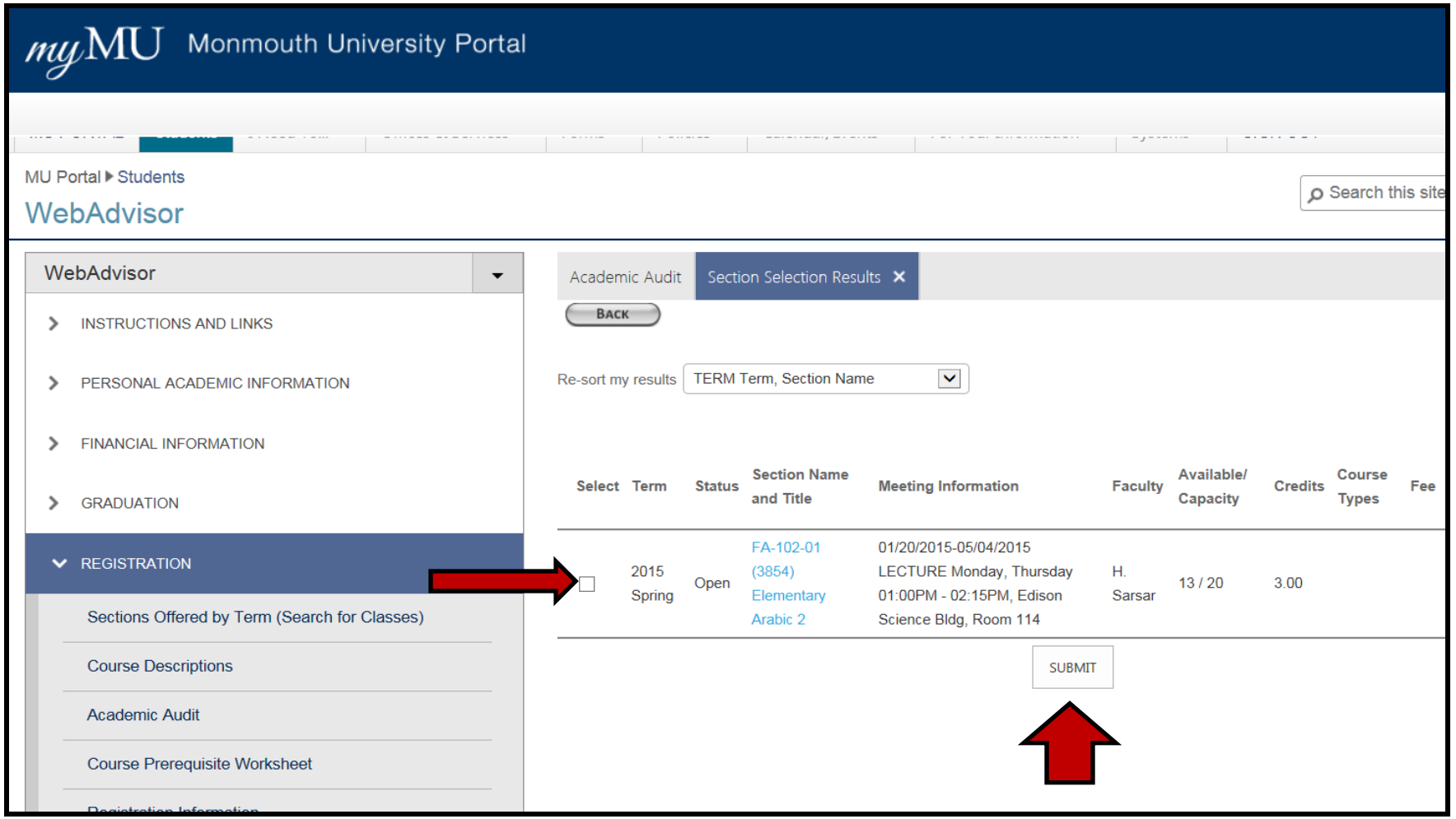


An e-mail will be sent to all students when the course schedule becomes available.

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

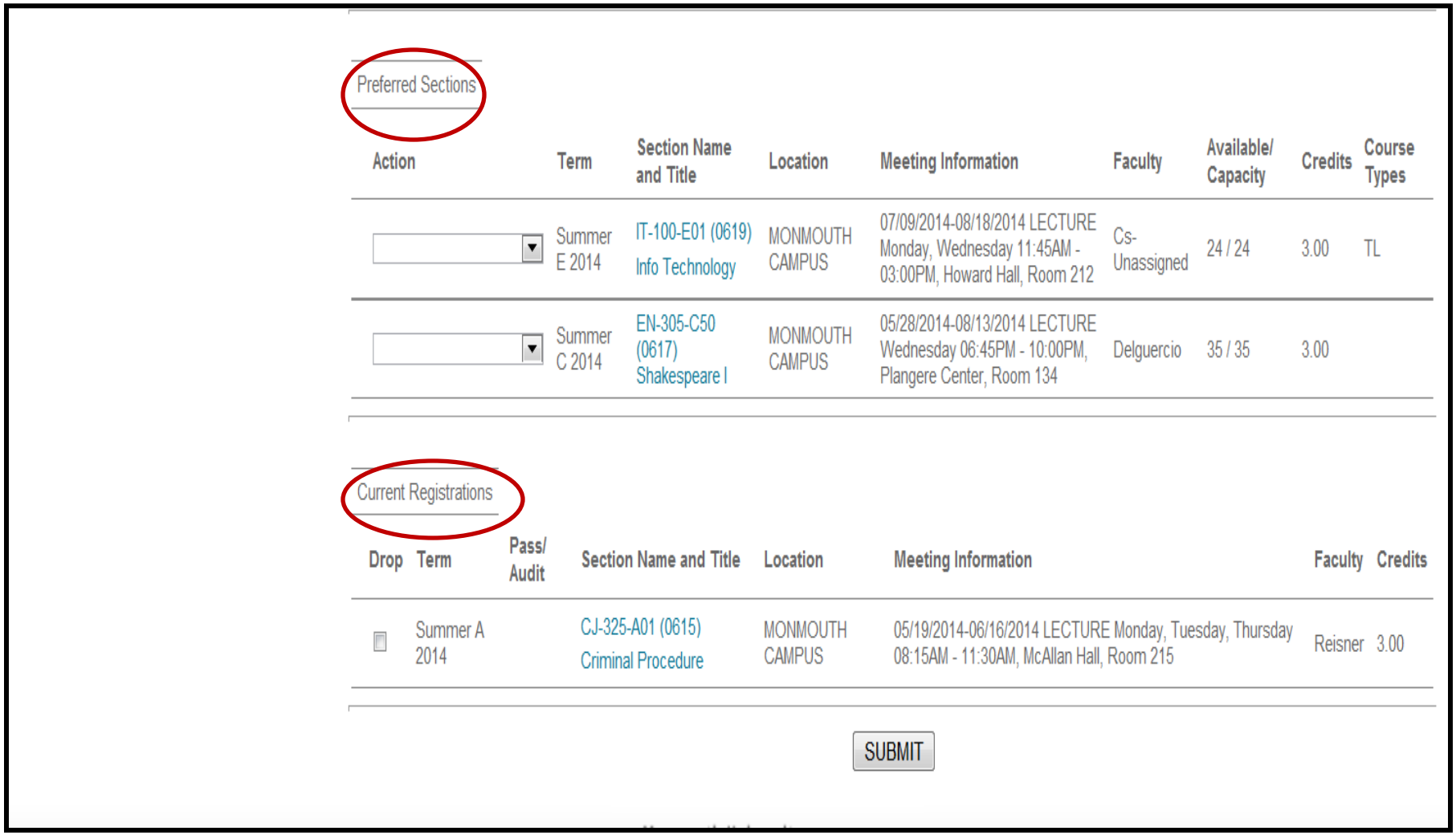


To Register for courses “Select” and then “Submit”



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

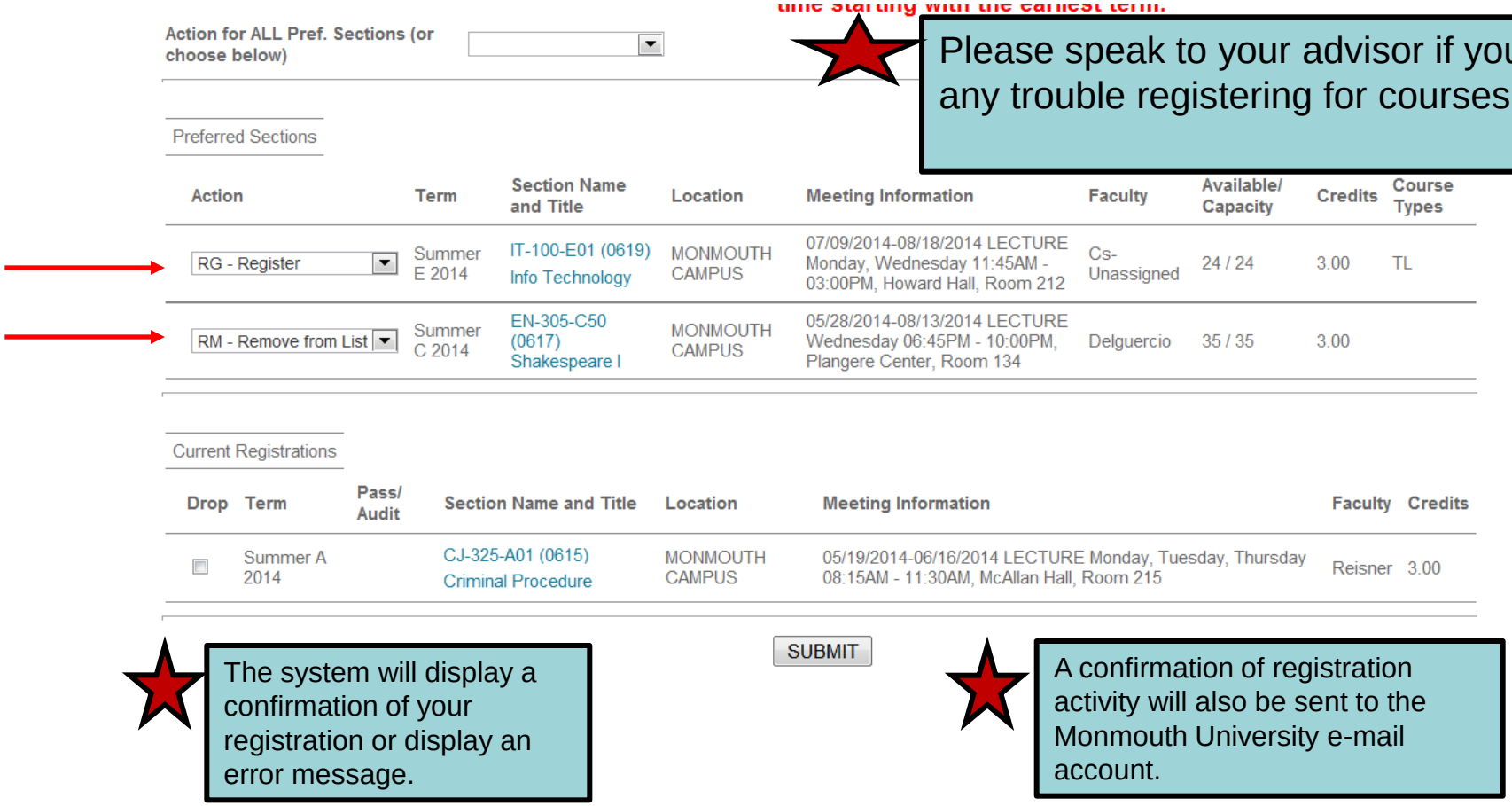
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	Course Types
	Summer E 2014	IT-100-E01 (0619) Info Technology	MONMOUTH CAMPUS	07/09/2014-08/18/2014 LECTURE Monday, Wednesday 11:45AM - 03:00PM, Howard Hall, Room 212	Cs-Unassigned	24 / 24	3.00	TL
	Summer 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
	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

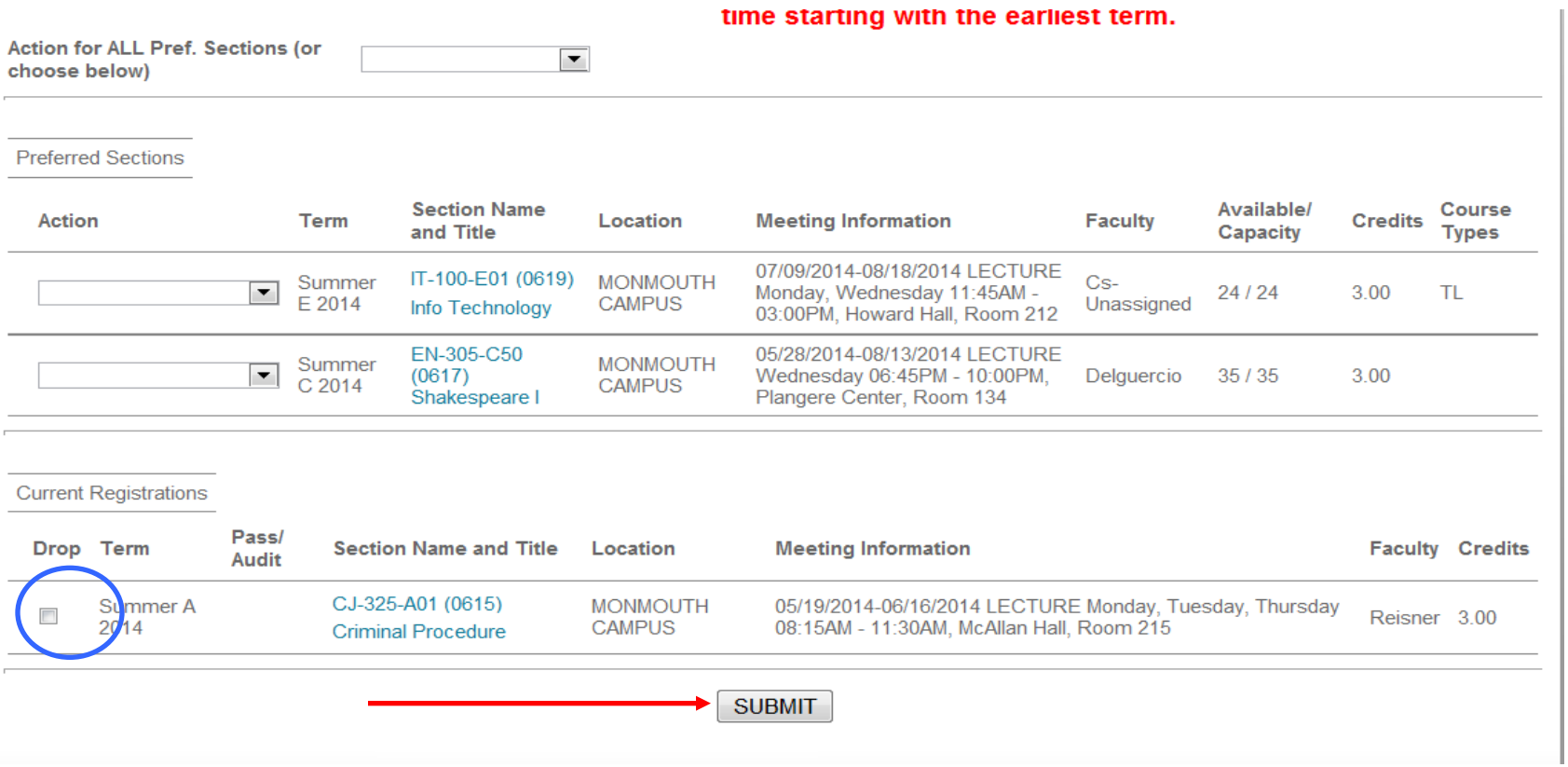
Select an Action – a registration option for each of the Preferred Selections from the drop down. Three options are available: Register for the course, remove the course selection from the Worksheet Selection, add to waitlist – this option is available for if you wish to be waitlisted for closed course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



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
	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
	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	

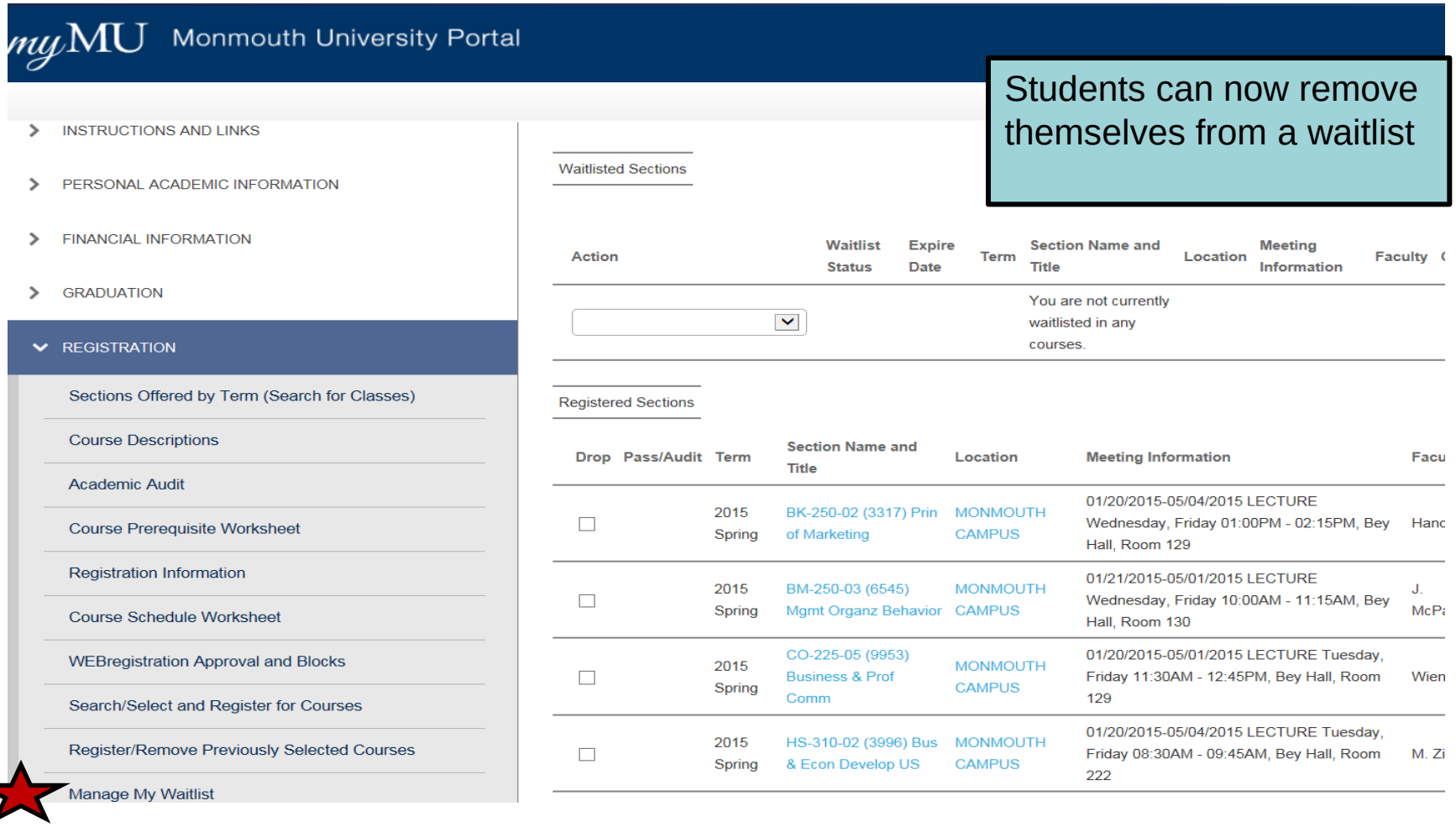
Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
	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

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

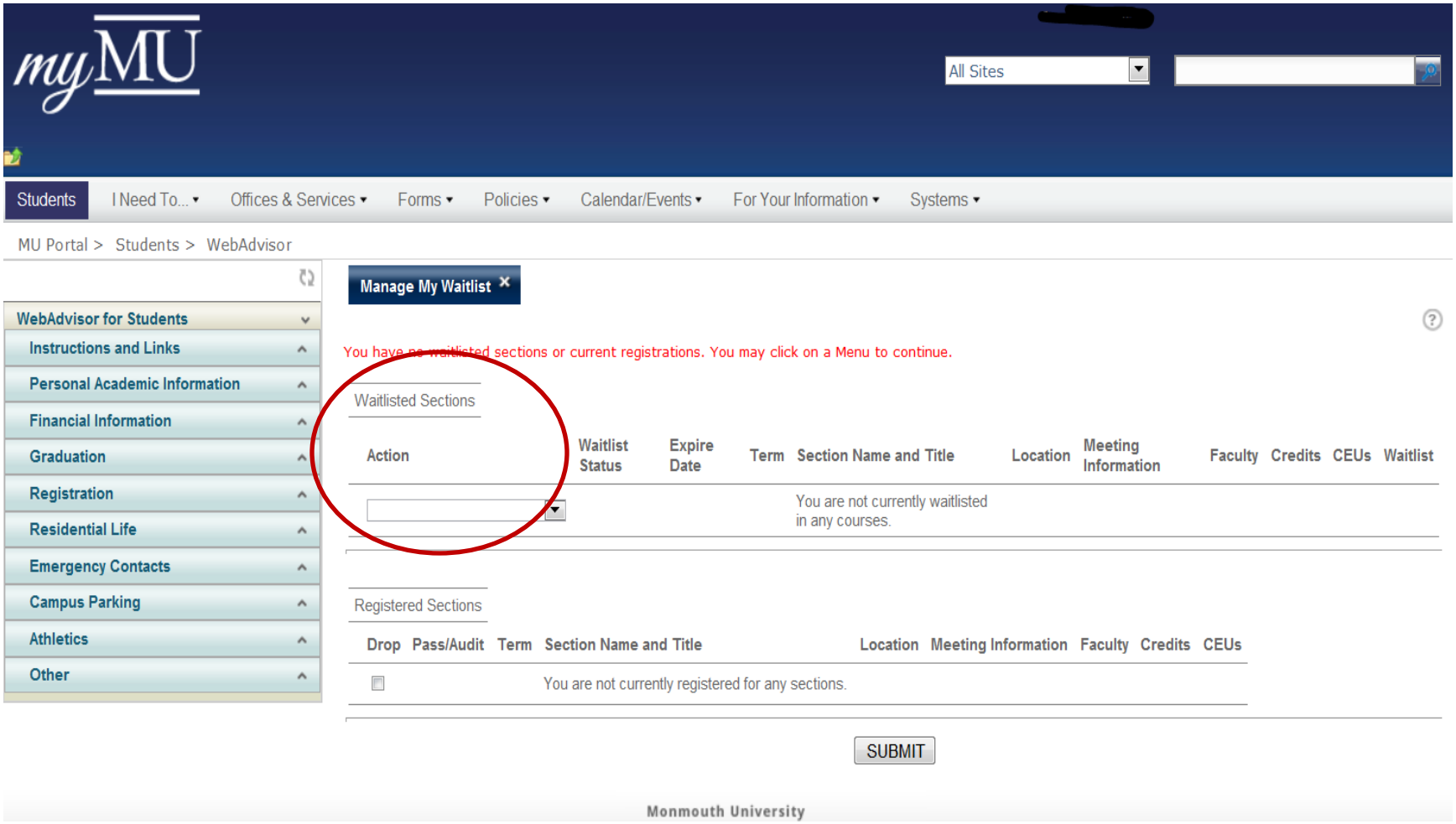
Manage My Waitlist



Students can now remove themselves from a waitlist

Manage My Waitlist

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



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.