

Office of the Registrar

Registration Information for Summer 2022, Fall 2022 & Spring 2023

SELF-REGISTRATION

Academic advisors for undergraduate students must authorize each student’s ability to self-register by setting the switch to ‘Yes’. Students with more than one major require approval from **both** academic advisors.

- Self-Service: Progress—Advisement Switch
- WEBAdvisor: Switch and Approval

STUDENTS INELIGIBLE

Students on academic probation or whose current admission status is conditional, or, who are non-matriculated, are not eligible to use Self Registration and must utilize in-person registration in department.

REGISTRATION BLOCKS

Faculty advisors can view blocks (Notification) on the Advisee Details page. Some blocks are determined nightly so students should check their blocks frequently.

NEED TO APPLY TO GRADUATE

Students who have completed more than 75 undergraduate, or 18 graduate credits must apply for graduation. The application is found under “I Need to...on the myMU portal.

SCHEDULE OF COURSES

Self-Service: Course Catalog

STUDENTS MAY:

- Plan & Schedule courses
- Register and Drop previously selected courses.
- Add/Remove themselves from a waitlist.

AUTOMATIC STUDENT EMAIL

Changes to student registration, which can include adding, dropping or withdrawing from a class, will generate a system email sent to the student’s MU email account and indicate the action taken.

DEPARTMENTAL OVERRIDES, CLOSED COURSES AND WAITLISTS

- Chairs and deans have the ability to register students into closed courses (within social distancing guidelines) or courses for which the pre-requisites are not met.
- Access override screens with Chair/Dean login.
- All closed courses with waitlists will offer the student the ability to enter themselves on the waitlist. Students can also remove their waitlisted status.
- Departments are requested to “clear-out” waitlists 3 weeks before the beginning of the term.

EARLY / PRIORITY TIMES for IN-PERSON and SELF-registration



Once students have the ability to register based upon completed credit count, they can access Self-Registration until the conclusion of Add/Drop week for the semester.

Students will have registration activation for initial access in half-hour segments throughout each day during the two week Early /Priority Registration period. Students will continue to have access to registration until the end of the add/drop period for the term.

From 8:00 am until 4:30 pm, each registration day will be divided into 18 activation times,. Based on completed credits, students will be randomly assigned to each time as their first opportunity to register.

Students and faculty advisors have online information indicating each student’s date/time of first access to the registration process using screen **WEBregistration APPROVALS & BLOCKS**.

You will be notified when students’ earliest registration times have been determined. At that time, please use Informer Report—X711J for a listing of the students in your major.

Terms and Dates (including adjusted week)

22/SA	First 4-week summer session:	05/16/22 to 06/13/22
22/SB	First 6-week summer session:	05/23/22 to 06/30/22
22/SC	12 week summer session:	05/23/22 to 08/11/22
22/SD	Second 4-week summer session:	06/21/22 to 07/18/22
22/SE	Second 6-week summer session:	07/05/22 to 08/11/22
22/FA	Fall 2022	09/06/22 to 12/20/22
23/SP	Spring 2023	01/17/23 to 05/02/23



Course Prerequisites, Restrictions, Maximum Credits and Course Types:

COURSE PREREQUISITES

Students attempting 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 in the Self-Service Course Catalog,

If a student is registering for Summer, Fall and Spring courses, enter each term individually, with the earliest term first, and update in between terms. This allows the registration platform to 'read' the registered courses and use them to satisfy prerequisites.

SUBSTITUTED COURSES DO NOT FULFILL PREREQUISITES.

MAXIMUM CREDITS

Students will be prevented from registering for excess credits. Undergraduate students requesting more than 18 credits in a regular

term require Chair approval and Dean approval for 22+ credits. Graduate students are limited to 15 credits per regular term.

Summer limits also apply:

Undergraduate students may register for no more than 12 credits total for the summer; Graduate students for a maximum of 9 credits.

SPECIAL TOPIC COURSES

Some students take more than one special topic course; the system does not recognize that they are different topics because they share the same number. Students need to register for 'duplicate' special topic courses with their department.

UNDERGRADS RE-REGISTERING FOR THE SAME COURSE

Undergrad students cannot register for a course they have already completed unless they have received a grade of "C-" or lower. The maximum number of times to take a course is two. If a student must attempt a course for a third time, the registration needs to be approved by the school dean.

COURSE TYPES

The Self-Service Course Catalog also contains a "course-type" filter.

We encourage you to use Self-Service during Priority Registration 2022!

If you have questions please email student_planning@Monmouth.edu.

For instructional materials and a training video, please visit the Academic Advising page under Offices and Services on the myMU portal.

THANK YOU!