

# PRIORITY REGISTRATION

ISSUE 2016 - 02  
MARCH 2016

## Office of the Registrar

### Summer 2016, Fall 2016, and Spring 2017

#### WEBregistration

Students can submit their own registrations using the WEBregistration system.

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 in order to self-register.

Academic Advisors use the WEBfaculty drop-down box under the advisee's name "Switch and Approvals" to authorize student self-registration.

#### STUDENTS INELIGIBLE TO PARTICIPATE

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

#### SECTIONS OFFERED BY TERM (SEARCH FOR CLASSES)

The schedule of courses is exclusively available online using the WEBadvisor menu. It is NOT restricted to password/PIN and accessible by everyone. The information displayed is current and refreshed every 15 minutes, reflecting all registration activity.

#### SEARCH/SELECT AND REGISTER FOR COURSES

Allows the student to find courses offered by various criteria using a series of drop-down menus and then

create a potential list of their courses for later registration.

#### REGISTER/REMOVE PREVIOUSLY SELECTED COURSES

Allows the student to register for a course previously selected (previously Worksheet 2) after their priority registration scheduled time.

#### REMOVE FROM WAITLIST

Allows the student to remove themselves from a waitlist.

#### AUTOMATIC STUDENT EMAIL

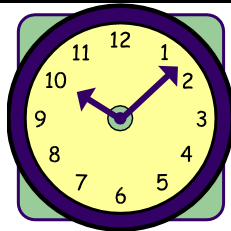
Changes to student registration, which can include adding, dropping or withdrawing from a class, will generate a system email sent to the student's MU email account and indicate the action taken.

#### TELEPHONE HOTLINE DURING PRIORITY REGISTRATION

During regular business hours, 9am—5pm, Monday thru Friday, faculty and students experiencing difficulties with WEBregistration should call the Office of the Registrar at **732-571-3477**.

#### EMAIL HOTLINE DURING PRIORITY REGISTRATION

Non-business hour problems should be sent to registrar@monmouth.edu and we will respond as soon as we are able.



### EARLY / PRIORITY TIMES for IN-PERSON and WEB-registration

Once a student has the ability to register based upon completed credit count, s/he can access the WEBregistration Register/Remove Previously Selected Courses 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.

Beginning at 8:00 am and continuing until 4:30 pm, each registration day will be divided into 18 activation times. 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.

All academic departments will be provided with a hard-copy listing of their majors and the assigned date / registration access time.

# REGISTRATION UPDATE:

## Terms / Dates: (including finals)



16/SA	First 4-week summer session:	05/09/16 to 06/06/16
16/SB	First 6-week summer session:	05/16/16 to 06/24/16
16/SC	12 week summer session:	05/16/16 to 08/08/16
16/SD	Second 4-week summer session:	06/08/16 to 07/05/16
16/SE	Second 6-week summer session:	06/28/16 to 08/08/16
16/FA	Fall 2016	09/06/16 to 12/20/16
17/SP	Spring 2017	01/17/17 to 05/02/17

### 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 under the WEBmenu button 'Course Descriptions'. The quickest way to determine if a student meets the prerequisite is to use the drop-down selection under "ADVISEES" and pick "Registration Pre-Reqs". Students can access the information under Registration Tools, Course Prerequisite Worksheet.

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 WEBregistration to 'read' the registered courses and use them to satisfy prerequisites.

Remember, **SUBSTITUTED COURSES DO NOT FULFILL PREREQUISITES.**

#### Departmental Overrides, Closed Courses and Waitlists

Override screens can only be accessed using the special Chair / Dean login.

Department chairs and school deans have the ability to register students into closed courses or courses for which the prerequisite has not been met.

#### 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 in person at the Registrar's Office.

#### 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 repeat a course for a third time, the registration needs to be approved by the school dean.

#### COURSE \* TYPES

Use 'Search for Classes' in WEBadvisor to find course types for specific departmental courses and for Gen Ed requirements. Please see the academic audit for details.

Departments have the ability to manage their own waitlists using UI\*4 screen CWLM.

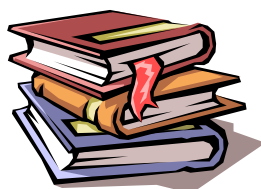
All closed courses will offer the student the ability to enter themselves on the waitlist. Students also have the ability to remove their waitlisted status utilizing WEBregistration **REMOVE FROM WAITLIST**. Departments are requested to 'clear-out' waitlists 3 weeks before the beginning of the term so the student schedule is as accurate as possible.

## WEBfaculty Registration Screens

### Current Advisees

(dropdown menu)

- ◆ **Transcript**
- ◆ **Schedule**
- ◆ **Academic Audit**
- ◆ **Test Summary**
- ◆ **Register**
- ◆ **Drop Classes**
- ◆ **Student Profile**
- ◆ **Approvals and Switch**
- ◆ **Registration Information**
- ◆ **View Grades**
- ◆ **Check Pre-REQ's**



## Registration Steps for Students

- ◆ **R e v i e w** WEBregistration Tutorial on your WEBstudent menu.
  - ◆ Print academic audit, sequence chart and curriculum chart from WEBstudent.
  - ◆ Compare and plan appropriate coursework for the next academic year which fulfills the academic requirements reflected on the academic audit.
  - ◆ Use the **COURSE PREREQUISITE WORKSHEET** screen in WEBstudent to determine eligibility to register for specific courses.
  - ◆ Review course selections with your academic advisor.
  - ◆ Use the **WEBregistration APPROVAL / BLOCK** screen in WEBstudent to identify any potential blocks to your registration.
  - ◆ If changing or declaring a major, be certain to process the paperwork by March 15 to avoid any delays in registering for major-specific sections.
- FYI**
- ◆ Use **SEARCH/SELECT AND REGISTER FOR COURSES** screen in WEBadvisor to identify specific sections for your proposed schedule. Selection of a course will prepare a listing of potential courses for later registration.
  - ◆ Determine the first day / time you are eligible to register by using the **REGISTRATION APPROVAL** menu selection on WEBstudent.
  - ◆ Register using WEBregistration **REGISTER/REMOVE PREVIOUSLY SELECTED COURSES**.
  - ◆ After registering for courses, print your academic audit and ensure that the courses selected fulfill the intended requirements.

## Registration Blocks

Students and faculty advisors have a WEBmenu selection that lists student registration blocks.

Encourage your advisees to check this screen frequently as blocks are determined nightly.

Please direct the student to the office that placed the block to resolve any outstanding issues before attempting to register. Students have a "HELP" selection that indicates the name, telephone, and email for questions concerning a particular block.

Students who have completed more than 80 credits undergraduate, or 18 credits graduate, will be blocked from future registrations if they have not submitted an application for graduation. This process is a necessary step in order to obtain a degree. When students complete an ap-

plication for graduation they begin the evaluation process through the Registrar's office which determines that they are on target to meet their academic goals.

In order to remove this block the student will need to complete an application for graduation found under the Graduation section of WEBstudent. The block will be removed the day after the application has been completed.

**Students need to clear all blocks before their scheduled registration date / time in order to be able to register.**

# Course\*Types

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.

Departments should work with the Registrar's Office for individual codes.

## COURSE\*TYPE Examples:

ARHIS	Art History
AT	Aesthetics
CD	Gen*Ed Cultural Diversity
COxx	Communication
EX, EX5	Experiential Ed.
GS	Gender Studies
GU	Gen*Ed Global Understan.
HE.EL	Health Electives
HEPE	HEPE Electives
HO	Honors

HSxx	History
HS.SV	Gen*Ed Historical Survey
HY	Hybrid
IM	Interactive Media
ISP	Gen*Ed Interdisciplinary Perspectives
LIT	Gen*Ed Literature
MBA.xx	MBA majors
ME, MC	Marine Environment, Molecular Cell
NU.EL	Nursing Guided Electives
PO	Policy Studies
PSxx	Pol. Science Distribution
RD	Gen*Ed Reasoned Oral Discourse
SS.SV	Gen*Ed Social Science
TL	Gen*Ed Tech. Literacy
WT	Writing Intensive

## Section Numbers

Certain SECTION NUMBERS indicate courses restricted to specific populations. They are as follows:

* AT	restricted to athletes
* EOF	restricted to EOF
* F	restricted to freshmen
* H	restricted to honor students
* AUS, LON, SPA, ITA	Study Abroad

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

- ◆ A1, B1 "A" or "B" Pattern Classes
- ◆ F Freshmen Sections
- ◆ OL Online Section
- ◆ 60+ Weekend Class
- ◆ 50-59 Evening Class
- ◆ HY Hybrid Class

### SECTION NUMBERS in Summer:

The first character of the section number will designate the summer session (e.g. A, B, C, D, or E).

## Student Registration Information:

### INFORMATION PROVIDED IN FEBRUARY INCLUDES: ADVANCED SUMMER REGISTRATION PROGRAM

Starting on March 7, 2016 continuing students in good academic standing can register for classes in the summer terms. The class schedule for summer terms will be available online the beginning of February. You will receive email notification when this has been done.

### EARLY / PRIORITY REGISTRATION

An email will be sent to all continuing students eligible to participate in Early/Priority Registration indicating important information. This email describes two registration screens for WEBregistration— Search/Select and Register for Courses and Register/Remove Previously Selected Courses.

### Search/Select and Register for Courses:

Students are able to search for courses and add them to a list of potential courses, selecting any number of course sections that they might be interested in taking. There is no restriction as to the number of sections because registration is not entered at this time.

### Register/Remove Previously Selected Courses:

This screen displays the list of potential courses selected earlier. It is from this screen that students register into courses that are open and for which they meet the prerequisite or restriction.

### INFORMATION PROVIDED IN MARCH INCLUDES:

The course schedule for the 16/FA and 17/SP semester will be available online in March. An email notice will be sent to the University community when it is available.

During Spring Break, a letter will be sent to all continuing students eligible to participate in Early/Priority Registration outlining the registration process.

In mid-March an email will be sent to the University community discussing the priority process and how students obtain information as to their earliest activation date / time. Included with this email will be a file of step-by-step instructions on how to use WEBregistration to register. This information will also be available online under the WEBregistration 'help' button.

### OUTLOOK Ads

Ads will be running with information concerning registration.

### WEBregistration TUTORIAL

Available from WEBstudent or the Registrar's WEB page.