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—X711 for a listing of the students in your major.
## Terms and Dates (including adjusted week)

<table>
<thead>
<tr>
<th>Term</th>
<th>Session Type</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>22/SA</td>
<td>First 4-week summer session</td>
<td>05/16/22 to 06/13/22</td>
</tr>
<tr>
<td>22/SB</td>
<td>First 6-week summer session</td>
<td>05/23/22 to 06/30/22</td>
</tr>
<tr>
<td>22/SC</td>
<td>12 week summer session</td>
<td>05/23/22 to 08/11/22</td>
</tr>
<tr>
<td>22/SD</td>
<td>Second 4-week summer session</td>
<td>06/21/22 to 07/18/22</td>
</tr>
<tr>
<td>22/SE</td>
<td>Second 6-week summer session</td>
<td>07/05/22 to 08/11/22</td>
</tr>
<tr>
<td>22/FA</td>
<td>Fall 2022</td>
<td>09/06/22 to 12/20/22</td>
</tr>
<tr>
<td>23/SP</td>
<td>Spring 2023</td>
<td>01/17/23 to 05/02/23</td>
</tr>
</tbody>
</table>

### 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.

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**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!**