WebAdvisor Instructions in Student Portal *myMU*

**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.

Select *myMU* from the Monmouth University home page

Login to the student portal with your student ID# as the username. Use the lower case “s” along with the seven digit number (i.e., s0123456), next enter your password (initially provided by dialing 732-923-4600).
Features of WebAdvisor for Students in myMU Include:

- **Instructions and Links**: eFORMS, academic calendars, tutorials, catalog, curriculum and sequence charts
- **Personal Academic Information**: Profile, Grades, GPA, Transcript, class schedule, final exam schedule and Request for Enrollment Verification
- **Financial Information**: Webadvisor Account Summary, Financial Aid Award Letter, Financial Aid Status by Term, Decline my Financial Aid Awards and My Documents
- **Graduation**: Cap and Gown Order Form
- **Registration**: Sections Offered by Term (search for classes), Course Descriptions, Academic Audit, Course Prerequisite Worksheet, Registration Information, Course Schedule Worksheet, WEBregistration Approvals and Blocks, Search/Select and Register for Courses, Register/Remove Previously Selected Courses and Manage My Waitlist
- **Residential Life**: Housing Deposits for Continuing Residential Students, Housing Contract for Continuing Students, Meal Plan Change Request, Resident Student Phone Bill Inquiry
- **Emergency Contacts**: Emergency Contact Information, Residential Student Confidential Contact Form, Emergency Notification System
- **Campus Parking**: Parking Registration and Decal Application Form, Monmouth University Police Online Ticket Payment
- **Athletics**: NCAA Athletic Forms
- **Other**: Faculty Office Hours, NJ Transit Student Quik-Tik, Monmouth University Police Online Ticket Payment, Proof of Health Insurance
Resources for Students:

- WebAdvisor for Students
- e-FORMS and Using e-FORMS Tutorial
- Academic Calendars

Instructions for using e-FORMS are included on the next page. A tutorial, Using e-FORMS, is also available to students and is linked to the WebAdvisor menu. The tutorial provides more detailed information and step-by-step instructions with images.

Office of the Registrar

Forms
Monmouth University utilizes two types of forms to conduct business with the Registrar's Office: e-FORMS and Adobe Print Forms. Adobe print forms may be accessed and printed from the Office of the Registrar link on the WEBstudent menu.
Instructions and Links

**Instructions for Using e-FORMS**

- When accessing e-FORMS, allow 'POP-UPS' from this site.
- Select e-FORMS from your WEBstudent menu.
- Login using your MU Username (lowercase ‘s’ followed by your 7-digit ID) and Password.
- Click "SUBMIT":

  * The screen replaces the Monmouth menu with a display of the DOC-e-FILL logo. DOC-e-FILL is the vendor software that we use for electronic forms submission. You will see the logo each time you successfully submit an e-FORM for processing.
  * The top left of the screen displays icons for your use in DOC-e-FILL. All e-FORMS are filed under the first icon, which is the stack of books indicating your forms **LIBRARY**. When you click on this LIBRARY, a listing of all forms available for your use will be listed. This list will be expanded once additional forms are converted from paper forms to e-FORMS.

- Select (by highlighting) the name of the form you want to complete – the form is now displayed on the right side of the screen.
- The form is already completed with your student specific information. For all forms, your **name** and **student ID number** are displayed. These fields are **not** available for your use.
- Complete all appropriate areas in each form. If you do not complete a required area, the screen will display an error message prompting you to complete the missing fields.
- If you need to add additional information, use the **COMMENTS** area on the bottom of each e-FORM screen - this area permits free-form text messages. For example, if you want a SUBSTITUTION to apply to your minor, not your major, you can indicate that in the COMMENTS area. Additionally, if you are adding a concentration/cluster to your program (not changing it), the COMMENTS area is the appropriate place to include that information.
- Click "SEND": The e-FORM is immediately routed to the appropriate academic area for processing. The DOC-e-FILL logo replaces the completed form on the right, confirming that the form was successfully submitted.
- CHECK your MU e-mail. Each time your e-FORM is moved from one processing area to another, you will receive an e-mail acknowledgement. Should an area have made comments, they will be displayed in the e-mail acknowledgement. Should an area have made comments, they will be displayed in the e-mail acknowledgement.

**NOTES:**

- To return to your WEBstudent menu, select "LOGOUT" from the toolbar. You will be returned to the e-FORMS login screen. Close the browser to return to WEBstudent.
- **PLEASE ALLOW 3-5 DAYS PROCESSING TIME.** Submitting an e-FORM still requires review and processing, changes are not instantaneous.
- The 3rd icon, an OPEN manila file folder indicates which office (department, dean or registrar) has your form pending review.
- By clicking the 4th ICON, a file folder, a copy of every e-FORM submitted will be listed. You have a history of copies of all forms that you submit using e-FORMS.
- The last ICON, a red question-mark, is your HELP key for using DOC-e-FILL.
- Once the form is finalized and processed by the Office of the Registrar, you will receive an email acknowledgement from registrar@monmouth.edu to your MU e-mail account indicating that your e-FORM has been **ARCHIVED**. This means that the routing process is complete and it will also indicate if the form was approved or denied.

As always, should you have any questions on how to use e-FORMS or WEBstudent, please stop by the Registrar’s Office (Wilson Hall, room 208) or e-mail us at registrar@monmouth.edu
I Need To…….

Change My Password/I Don’t Know My Password
Login Screen

I Need to ...

- **Change My Password**
  
  Select "Change My Password" from the drop-down and follow the instructions to change your password.

- **I Don’t Know My Password**
  
  From the Change My Password page
Grades

Click the appropriate check box in the Choose One column for the term. Click Submit. The system will display your midterm and/or final grades. You may print the grades by using the print capability of your browser.

Official final grade reports are provided by the Office of the Registrar. Undergraduate midterm grades are advisory and are ONLY provided through WEBstudent. Paper midterm grade reports are not issued. Midterm grades are not provided for graduate students.

Students who attend Monmouth as undergraduates and remain as graduate Students are provided with one list of all terms attended.

For your protection, no personal data is displayed.

All graded courses for the selected term will be displayed

Undergraduate students have midterm grades posted in addition to final grades.

During GRADING and GRADUATION periods, WEBstudent access to personal academic information will be disabled.

An e-mail giving specific date information will be sent to your MU e-mail account.
**Grade Point Average**

Select Transcript Group:
- UG for Undergraduate
- GR for Graduate

Click Submit

**GRADE POINT AVERAGE** displays
- Cumulative GPA
- Total Grade Points
- Total Earned Credits
- Term
- Course Section and Title
- Credits
- Grade

You may print the data displayed on the form by using the print capability of your browser.
Transcript

Select Transcript Group:

- UG for Undergraduate
- GR for Graduate

Click Submit

TRANSCRIPT displays

- Course Section and Title
- Grade
- Credit
- Term
- Total Earned Credits
- Total Grade Points
- Cumulative GPA
Class Schedule

Use this selection to view your current student schedule. Select Term from the drop down menu or check “Display all Registered Terms”.

Click Submit

Class Schedule displays

- Term
- Total Registered Credits
- Course Name and Title
- Status
- Meeting Information
- Credits
- Pass/Audit
- Term
- Start Date

Class schedule information is subject to change. Utilize this feature for current schedule information, including the meeting times and locations.
Final Exam Schedules – To obtain your personal final exam schedule

Select Final Exam Schedule:
Select Term
Click Submit

Exam Schedule displays
- Course Name and Title
- Exam Information
  Date, Time, Room, Instructor

NOTE:
Final exam schedules for a term are usually available after midterm grades have been posted.
Request Enrollment Verification
(*for direct mailing to student only)

- Request an Enrollment Verification if you need to verify your enrollment at Monmouth University with outside parties.

- Select: “Request an Enrollment Verification” from the WebAdvisor Menu.

- Indicate the number of copies you require from the drop down menu.

- Click submit

- The Enrollment Verification will be processed and mailed to your current home address.

- *If you require an Enrollment Verification for direct mailing to a third party, you must continue to utilize e-FORMS.
Undergraduate or Graduate Catalog:

- Select the section of interest.
- NOTE: Academic Programs section includes pertinent University academic policies.
- CAUTION: selecting the full catalog print option can take extensive time to process and print.
Course Descriptions

Course Descriptions:
- Select SUBJECT from drop-down menu
- Type either COURSE NO. or COURSE TITLE KEYWORDS
- Click SUBMIT

Curriculum Charts

Undergraduate Curriculum Charts 2014-2015
Undergraduate Curriculum Charts for five years are available online in Adobe Acrobat printable format (pdf).

PLEASE NOTE: Information to download Adobe Acrobat® Reader® can be found on Monmouth University’s Help Desk Web site.
- Leon Hess Business School
- School of Education
- Wayne D. McMurray School of Humanities and Social Sciences
- The Marjorie K. Unterberg School of Nursing and Health Studies
- School of Science
- School of Social Work

Graduate Curriculum Charts 2014-2015
Curriculum Charts for five years are available online in Adobe Acrobat printable format (pdf).

PLEASE NOTE: Information to download Adobe Acrobat® Reader® can be found on Monmouth University’s Help Desk Web site.
- Leon Hess Business School
- School of Education
- Wayne D. McMurray School of Humanities and Social Sciences
- The Marjorie K. Unterberg School of Nursing and Health Studies
- School of Science
- School of Social Work

Be certain that you print the correct chart...match the program code listed on the second line of your Academic Audit (example: BUBK10.GE10) with the program code listed on the top right of the curriculum chart.
Preparing for Your Advisor Appointment and/or Registration

- Make an appointment with your academic advisor; plan to discuss career goals and scheduling options.
- Print your curriculum chart and sequence chart (if available) from WebAdvisor.
- Print your academic audit from WebAdvisor.
- Compare your curriculum chart, sequence chart (undergraduate programs only) and academic audit and plan appropriate coursework for the next year which will fulfill academic requirements.
- Use the COURSE PREREQUISITE WORKSHEET (available from the ‘Registration’ menu item in WebAdvisor) for your selected coursework.
- Bring to your advisor appointment your academic audit, curriculum chart, and courses you anticipate scheduling. Before undergraduates can use WEBregistration, they must meet with their academic advisor. Students with double majors (e.g. ED/xx) are required to meet with BOTH advisors. Students are encouraged to schedule the meeting well in advance of their anticipated registration.
- Review with your advisor your career goals and academic progress to date. Discuss your intended courses; review prerequisites; and, if appropriate, request the ability to use WEBregistration. Your advisor will determine if you will be given permission to self-register. If so, the permission will be posted electronically with an e-mail acknowledgement sent to your Monmouth University e-mail account.
- Leave your academic department any courses/sections for which you require their assistance to register. Your department has the ability to override prerequisites and register you into the course. Be certain to ask your department to process such exceptions on your priority day. Requesting the department register you for a specific course does not guarantee actual registration. It depends upon availability at the time of registration.
- If a selected course requires "instructor consent" the department may pre-approve registration.
- Review and resolve any administrative blocks on your registration using WEBregistration APPROVALS/BLOCKS screen. This screen is accessible from the Monmouth University Portal, myMU, WebAdvisor, Registration.
- Use the SEARCH/SELECT AND REGISTER FOR COURSES screen on WebAdvisor to identify specific sections for your proposed schedule.
- You will need your WebAdvisor USER ID and PASSWORD in order to self-register.
- If you have forgotten your PIN, click on "I DON'T KNOW MY PASSWORD" selection on the WebAdvisor menu.
- After registering for courses, again check your academic audit to ensure that selected courses are, in fact, fulfilling appropriate requirements.
- The Bursar's Office provides a menu selection in WebAdvisor, Financial Information. It provides an account summary as well as information related to Financial Aid, if applicable. Please address all questions related to financial matters directly with the Bursar's Office at 732-571-3454.
**IN-PERSON REGISTRATION**

Students choosing not to use WEBregistration, or those who do not have the ability to self-register should follow the above listed steps, skipping those steps specifically targeted towards WEBregistration.

Instead, students should prepare their Program Request Card (print from online forms) with the appropriate courses, have their academic advisor approve the course selections, and bring the Program Request Card to their academic department, First Year Advising Office for freshman students, Center for Student Success (for those students advised there) or to the Registrar's Office on the designated day / time for registration.

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**Academic Audit:**

From the WebAdvisor Menu select *Instructions and Links*:
In order to assist you in interpreting your academic audit please select one of the following options from the WebAdvisor Menu:

- How to Read Your Undergraduate Degree Audit
- How to Read Your Graduate Degree Audit

**Run the AUDIT and confirm that the registered courses fulfill your curriculum requirements.**
Undergraduate Sequence Charts:

Undergraduate Sequence Charts 2014-2015
Sequence Charts are available online in Adobe Acrobat printable format (pdf).

PLEASE NOTE: Information to download Adobe Acrobat Reader<sup>®</sup> can be found on Monmouth University’s Help Desk Web site.

- Leon Hess Business School
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- School of Social Work

Course Prerequisite Worksheet:

- Enter SUBJECT (i.e. CO, MA)
- Enter Course Number
- Click ‘SUBMIT’

If a course requires a prerequisite, WEBregistration requires that the exact course must be successfully completed or be in progress for the current term.

In some instances, students have substituted another course for a specified prerequisite. In these cases, WEBregistration does NOT recognize that the prerequisite has been satisfied and will prevent registration for the intended course.

The Course Prerequisite Worksheet screen was developed to allow students to check their ability to register for specific courses and determine if they satisfy the prerequisite.

If you have had a prerequisite substituted, contact your academic advisor and request the department register you for the course. You can use WEBregistration to self-register for other courses for which you satisfy the exact prerequisite.

Undergraduate students and their advisors often use the sequence chart as a registration tool.

These charts help students and their advisors ensure that their schedules have been properly planned in order for students to graduate on time.

**Please be certain to print the correct sequence chart by referring to the degree code on your audit. The degree code on the audit and the sequence chart should match."
**Registration Information:**

**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
  - Spring 2015 Final Exam Grid

**WEBregistration Approvals/Blocks:**

**WEBregistration Approvals / Blocks**

- In-Person Registration Eligibility
- WEBregistration Eligibility
- Completed Credits
- Advisor
- Advisor E-Mail Address
- Department
- Advisement Status

**WEBregistration ELIGIBILITY**

If unable to register, an explanation will be displayed.

**ACADEMIC ADVISOR**

Your academic advisor (s) will be displayed. For those students with multiple advisors, each advisor must grant you approval to self-register.

**WEBregistration BLOCKS**

Indicate if a student's ability to register will be prevented by an administrative office placing a 'block'. If a block exists, students must contact the office well in advance of their registration date.

**COMPLETED CREDITS**

Current, in-progress credits are not included to determine category for priority registration. Completed credits listed here.

**PROBATION / CONDITIONAL STATUS or NON-MATRICULATED**

Students on academic probation or whose current admission status is ‘conditional’ or who are non-matriculated or visiting students are not eligible to use WEBregistration. See your academic department to register.

**ADVISOR PERMISSION FOR WEBregistration**

If your academic advisor has approved you to self-register using WebAdvisor, you can self-register on or after the date you were assigned.

**IN-PERSON REGISTRATION ELIGIBILITY**

If unable to register, an explanation will be displayed.
WEBRegistration Directions (register or add classes):

Students with permission to self-register may do so using the Search/Select and Register for Courses feature, which is accessible from the Monmouth University Portal, myMU.

- Select all courses that you are interested in registering for, indicating the appropriate term for registration, being certain that you meet the course prerequisites.
- Click ‘Submit’
- A list of course offerings displays
- To move a particular course or courses to the Preferred Sections List choose ‘Select’ and then ‘Submit’
- From this list you can register for any section provided that you have been cleared to self-register.
- Select the desirable ‘Action’ from the drop-down and then ‘Submit’
- Review to make sure that your registration was successful.

When selecting the ‘ACTION’ please note that you should register for classes in term order to avoid an unsuccessful registration because you have not satisfied a prerequisite.
WEBregistration (add or drop classes):

Register/Remove Previously Selected Courses:

- The Register/Remove Previously Selected Courses screen is used for actual registration to add or drop a class. *Dropping a course can only be done during the add/drop period. Please consult the Academic Calendar on the Monmouth University Web site for dates.*
- Under ACTION for each preliminary course listed, select either 'register' or 'remove from list'.
- Since the listing may have been prepared by you at an earlier time, it is recommended that actual sections are confirmed immediately prior to registering.
- Once registered, all students (regardless of whether or not their advisor has approved them for online registration) are permitted to drop classes during the add/drop period by checking the “drop” box and then “submitting” the change.

RESULTS will confirm courses for which you were successfully registered.

WEBRegistration will return an e-mail confirmation acknowledging the action.

Check you Monmouth University e-mail account and save the e-mail.

Always return to the WEBstudent menu and confirm your action by viewing your schedule.
Withdrawing from a Course:

If a student needs to remove a class from his or her schedule after the Add/Drop period concludes (see academic calendar for deadline) they must access e-FORMS and select “Withdraw from Course(s) in the Current Term”.

**The deadline to withdraw from a course during the current term is also available on the academic calendar.

OTHER

Academic Calendars

- Select the semester