

PRIORITY REGISTRATION

ISSUE 2021 - 02

MARCH 2021

Office of the Registrar

NEW Registration Platform for Summer 2021, Fall 2021, & Spring 2022! *Colleague Self-Service/Student Planning*

...a new advising, planning and registration tool that faculty and students may begin using this semester, providing all the functions of WEBAdvisor, including REGISTRATION. Get started right from your myMU portal!

The information in this Registration guide applies to both Self-Service and WEBAdvisor

We encourage you to use Self-Service during Priority Registration 2021!

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 in order to self-register.

- Self-Service: Advisement Switch - My Progress.
- WEBAdvisor: Switch and Approval

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 Self Registration and must utilize in-person registration in department.

SCHEDULE OF COURSES

- Self-Service: Course Catalog—Advanced Search.
 - WEBAdvisor: User Sections Offered by Term.
- The information displayed is current and refreshed every 15 minutes, reflecting all registration activity.

STUDENTS MAY:

- Search/Select/Plan courses for later registration.
- Register/Remove Previously selected courses after their priority registration time.
- Add/Remove themselves from a waitlist.

AUTOMATIC STUDENT EMAIL

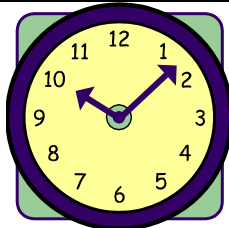
Changes to student registration, which can include adding, dropping or withdrawing from a class, will generate a system email sent to the student's MU email account and indicate the action taken.

TELEPHONE HOTLINE DURING PRIORITY REGISTRATION

During regular business hours, Monday thru Friday, faculty and students may use the Office of the Registrar zoom room for immediate assistance. <https://www.monmouth.edu/registrar/>

EMAIL HOTLINE

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 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.

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**. (for Self-Service: Advisement Switch link).

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

REGISTRATION UPDATE:

Terms / Dates: (including adjusted week)



21/SA	First 4-week summer session:	05/17/21 to 06/14/21
21/SB	First 6-week summer session:	05/24/21 to 06/30/21
21/SC	12 week summer session:	05/24/21 to 08/12/21
21/SD	Second 4-week summer session:	06/15/21 to 07/13/21
21/SE	Second 6-week summer session:	07/06/21 to 08/12/21
21/FA	Fall 2021	09/07/21 to 12/21/21
22/SP	Spring 2022	01/18/22 to 05/03/22

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, or under the WEBmenu button 'Course Descriptions'. In WEBAdvisor, 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 the registration platform to 'read' the registered courses and use them to satisfy prerequisites.

Remember, **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 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

- The Self-Service Course Catalog also contains a "course-type" filter.
- Use 'Search for Classes' in WEBAdvisor to find course types for specific departmental courses and for Gen Ed requirements

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 pre-requisite

has not been met.

Departments have the ability to manage their own waitlists using screen CWLM.

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

Student Planning Guide

MyMU > Systems > Colleague Self-Service > Student Planning

Student Planning is a valuable resource within Colleague Self-Service where you can view your academic degree requirements, progress, plan, and register for courses

In **My Progress** you can:

- View your academic program requirements
- Add courses to your plan to prepare for registration

In **Plan & Schedule** you can:

- See your accomplishments toward your degree
- Register for courses
- Drop courses

Let's start by preparing to register for each semester's courses.

First, go to **My Progress** to **add courses to your plan**

- Click on a course "Not Started" to see the description, view sections, and filter results
- When you choose the desired course and section, click "**Add Section to Schedule**"
- Repeat process until all courses for each semester recommended by your advisor have been added to your plan

Next, go to **Plan & Schedule** to **register the courses** that have been added to your plan

- Make sure you are in the correct term
- All courses that have been added to your plan are listed on the left
- Click "**Register Now**"
- You are registered!
- Check **My Progress** to confirm you are registered for all courses
- Registered courses appear in green on the schedule view and have a check mark next to them timeline view

Dropping / Changing / Adding Courses

- In **Plan & Schedule**, find the course you want to drop on the left and click "**Drop**"
- To make schedule changes to planned courses, click the "**X**"
- To add a course, follow directions above to add courses to your plan

FYI The M.U. Course Catalog shows every course, description, and section with the ability to filter results. You'll find it in the top left corner: Academics > Course Catalog

? Questions? Email student_planning@monmouth.edu

Student Registration Information:

INFORMATION PROVIDED IN FEBRUARY INCLUDES: ADVANCED SUMMER REGISTRATION PROGRAM

Starting on March 1, 2021 continuing students in good academic standing can register for classes in the summer terms. The class schedule for summer terms is available online

EARLY / PRIORITY REGISTRATION

An email will be sent to all continuing students eligible to participate in Early/Priority Registration indicating important information.

INFORMATION PROVIDED IN MARCH INCLUDES:

The course schedule for the 21/FA and 22/SP semester will be available online in March. An email notice will be sent to the University community when it is available.

An email will be sent to all continuing students eligible to participate in Early/Priority Registration outlining the registration process.

In early-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.

Registration Blocks:

Faculty advisors can view blocks under the notification selection under the student information section in self-service. If there are blocks a number will appear in read next to the notification:



Notifications 1

Clicking on notifications will give details regarding the block and who to contact for additional information.

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 will have the information that indicates the name, telephone, and email for questions concerning their particular block.

Students who have completed more than 75 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 application 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 'I Need to...Apply for Graduation' tab on your myMU portal. The block will be removed the day after the application has been completed.

More Training:

We encourage you to use Self-Service during Priority Registration 2021!

Visit the CETL site to register for a Scheduled Group Training Event.

Trainings will be held by Zoom on various dates and times.

<https://my.monmouth.edu/OfficesServices/CETL/Pages/default.aspx>

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