

## Registration Information for Summer 2025, Fall 2025 & Spring 2026

Summer Registration began March 3rd; Fall/Spring Early Registration: April 3-11

Hello Advisors, Chairs and Deans,

We are beginning the preparation for the 2025/2026 Early/Priority Registration and would like to share some information with you.

Students and faculty advisors can see each student's date/time for early registration in *Self-Service*, under *Course Plan*, by toggling to the desired semester.

### **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 Self-Service, go to Progress, then [Click Here](#) for the Advisement Switch and Degree Audit.

### **ELIGIBLE STUDENTS:**

- Plan & Schedule courses until the conclusion of Add/Drop week for the semester.
- Register and Drop previously selected courses.
- Add/Remove themselves from a waitlist.

*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.

### **CLASS OFFERINGS**

Self-Service: [Course Catalog](#)

### **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, indicating the action taken.

### **DEPARTMENTAL OVERRIDES, CLOSED COURSES AND WAITLISTS**

- Chairs and deans have the ability to register students into closed courses 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 will be requested to “clear-out” waitlists 3 weeks before start of term.

### **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.

### **REPEATING A 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.

### **REPEATING A COURSE: GRADUATE STUDENTS**

Graduate students cannot register for a course they have already completed unless they have received a grade of “B-” or lower, without appropriate chair and dean permission.

*As always, staff from the Registrar’s office will be available for assistance. Please email [regol@monmouth.edu](mailto:regol@monmouth.edu), or call 732-571-3477.*