



Online Registration and Student Records via WebPal

www.monroeccc.edu

WebPal Help Desk: 734.384.4333

How Does WebPal Work?

WebPal is an online system that allows you to access records, register for classes, pay fees and complete a number of other processes through a secure Web server.

Who Can Use WebPal?

WebPal is available to students who have been enrolled any time since the fall of 1997. If you attended MCCC prior to 1997, you should call the Help Desk to request account setup. **New students must first register with the Office of Lifelong Learning.**

Where Can I Access WebPal?

You can access WebPal from any browser, on any computer, including Macs. If you don't have a computer at home, one is available in the Office of Lifelong Learning or at the Whitman Center office.

How Do I Sign On?

- Go to www.monroeccc.edu, and click on the WebPal logo.
- First time users: Click on First Time Users Click Here!, and print the log on instructions.
- Click on Log In, type in your User ID and Password and click Submit. **NOTE: Passwords do expire after six months. You will be prompted to create a new one at that time.**
- After logging in, click on Students.
- Go to Address or E-mail Change in the left column, and verify or update your home address and email address. (Note: Each phone number must have Type selected from the drop down box.)
- Click on Submit
- Use the Students Menu to choose any other option and explore! Or, follow the steps to register in the next column to begin registering for your Lifelong Learning class.

IMPORTANT

You must pay your tuition in full in order to remain registered in your class(es). If you do not pay your tuition in full at the time of registration, you will be dropped from all of your classes and will need to re-register.

Steps to Register for Your Lifelong Learning Class

- If you are a new student, you must first register with the Office of Lifelong Learning.
- Log onto WebPal.
- Click on Students.
- Click on Register or Add Sections in the right column.
- Select FL2009 (Fall 2009) from the Term drop down box.
- Select your class Subject from the drop down box.
- Select NC-Non Credit from the Course Level drop down box.
- Type in the course number and section number.
- Select Submit.
- To select your class, click on the box in the Select column. (Be sure to check the Status as you may only register for open courses.) Once the check mark is in the box, click on Submit. Click only once, and be patient, as this takes time.
- The Register and Drop Sections screen will appear and the system will place your choice on a "Preferred Sections" list. Confirm your selection by selecting RG-Register in the Action drop down box for the class for which you wish to register. Click on Submit (only once!) to register for the class.
- The Registration Results screen will appear and show your selection. Note in the status box if you are registered for the class.
 - "Registered" means you have been added to this class.
 - "Failed" or other messages mean that your transaction was not successful and that you are not registered in this class for the reason listed.
- Select OK and go back to the Students Menu and select Register or Add Sections if you wish to register for additional classes.

Pay your Tuition

- At the Students Main Menu, select Pay Tuition in Full by Credit Card in the left column.
- Type in the exact amount due in the Payment Amount box.
- Click on MasterCard, Visa or Discover from the Payment Type drop down box. Click Submit.
- Complete the Electronic Card Entry form. Click Submit.
- Verify your class schedule using the My Class Schedule menu option, and print a copy for your records.
- When finished, Log Out and close your browser.