

# How to Use myWebPAL Student Planning & Registration

Sign into WebPal and click on “Student Planning”

## Planning Courses

1. Under “Student Planning” select “My Progress”
2. Review outstanding degree/program requirements (*red font*)
3. Click on the course you want to take to fulfill the outstanding requirement
4. Click “Add Course to Plan” and select the term you would like to take the course
5. Select “Back to My Progress” (*upper left of page*)
6. Continuing planning outstanding requirements
7. Print Course Schedule by clicking the printer icon

## Registering

1. Under “Student Planning” select “Plan & Schedule”
2. Use arrows to select the term you want to register for
3. Click on “View other sections”
4. Select the section you wish to register for and click “Add Section”
5. Click “Register Now” (*upper right*) to register for all selected sections or click “Register” under each section (*left*)
6. Verify completed schedule on right of screen
7. Sign out and close browser

## Dropping

1. Under “Student Planning” select “Plan & Schedule”
2. Use arrows to select term
3. Click the “Drop” button on the section you want to drop

4. Verify the drop by reviewing schedule on the right
5. Sign out and close browser

## Adding and Managing Waitlists

1. If a section you are registering is full, you may add yourself to a waitlist by clicking the “Waitlist” button (*left*). You will receive an email if you are given permission to register for this sections. You will have 24 hours to register for this section before your permission expires.
2. Follow instructions for registering
3. You may also remove yourself from a waitlist by clicking “Drop Waitlist”
4. Sign out and close browser

## Course Catalog/Advanced Search

1. You may also use the Course Catalog to search and plan courses
2. Under the “Student Planning” tab select “Course Catalog”

3. Subject Search: you can search by subject by clicking on the subject below
4. Advanced Search: use filters to select term, courses, days and times.
5. To plan a course, click “Add Course to Plan”
6. Follow instructions for registering

## Unofficial Transcript

1. Under the “Student Planning” tab select “Unofficial Transcript”
2. Click on “Graduation Audit Transcript”
3. Save or print unofficial transcript

## “Academics” Tab in Student Planning

1. View Grades
2. Change Program Form
3. Request Official Transcript

## User Option – User Profile

1. View: Student ID and Student Email Address
2. Confirm and update address, email and phone number

**Information sessions for students will be held throughout the spring. Below are the dates and times:**

*NOTE: All MyWebPal Student planning and Registration System information sessions will be held in the La-Z-Boy Center, Room 289 from 2:30-3:30 p.m. on the following dates:*

Thursday, April 5  
Thursday, April 19

Thursday, May 3  
Thursday, May 17

Thursday, June 7  
Thursday, June 21

**Beginning in the Spring, Monroe County Community College is introducing the all-new MyWebPal Student Registration and Planning System, a Web-based system that helps students clarify, track and plan their course of study in order to progress more confidently to graduation.**

**Some of the benefits of the new system include:**

- Clear “on track” and “on time” indicators help you stay on your academic path
- **Progress bars** show both completed and in-progress courses
- **What-if analyses** identify which program you are closest to completing
- **Co-requisite and pre-requisite warning messages** help you make informed decisions
- **Class searches, schedule creation and registration** can be done **directly from the course plan**
- Warning messages **identify conflicts**
- Registration can be completed with a **single click**
- Mobile friendly platform allows you to **access plans and register from any device**



MONROE COUNTY  
COMMUNITY COLLEGE  
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**For more information,  
contact the  
Office of the Registrar at  
(734) 384-4108.**

Attention  
MCCC Students:

# Introducing the All-New *myWebPAL* Student Planning and Registration System

