How Does wePAL Work?
wePAL is an online system that allows students to access records, register for classes, pay fees and complete a number of other processes through a secure Web server. System availability and registration times are published in this schedule.

Who Can Use wePAL?
wePAL is available to students who have been enrolled any time since the Fall of 1997. wePAL is usually available for new students the day after they meet with a counselor. Students attending prior to the Fall of 1997 should call the Help Desk to request account setup.

How Do I Sign On?
- Go to MCCC’s Web site: www.monroeccc.edu.
- Click on the wePAL logo.
- First-time users: click on “First Time Users Click Here!”
- Read and print “How do I log on to wePAL?”
- Click on “Log In” and follow the instructions you printed to confirm your wePAL User ID and to set your secure personal password. (Make a note of your new password or use the password hint reminder.)
  Passwords do expire. After six months, you will be required to create a new password.
- If you were successful at logging in, click on “Students.”
- Go to “My MCCC e-mail address” and make note of your e-mail address. This is the e-mail address MCCC will use for all communications with students – including waitlist notification.
- Use the “Students Menu” to choose any other option and explore!
- When finished, “Log Out” and close your browser.
- If you have problems, please read and follow carefully the instructions you printed from “How do I log on to wePAL?”

Where Can I Access wePAL?
You can access wePAL from any browser, on any computer, including Macs.
If you don’t have a computer at home, wePAL is available on the Main Campus and at the Whitman Center. Visit one of the computer labs listed in this schedule.

What Can I Do with wePAL?
- Check class availability. Use the “Class Schedule — Search for Sections” option.
  You can also get to “Class Schedule — Search for Sections” through the MCCC home page by clicking on the appropriate class schedule from the “Registration Information” tab.
  Note: The “Class Schedule — Search for Sections” feature is available to the public and does not require a password to log in.
- Register for classes
- Drop or add classes
- Add your name to the waitlist for a closed class
- Get your class schedule
- Pay fees by Visa, MasterCard or Discover
- Check your amount due
- Check your financial aid
- Find out your grades for a semester
- Look at all courses completed and grades
- Reset a forgotten password online (using your MCCC e-mail address)
- Check to see who your faculty advisor is
- Run an unofficial graduation audit
- Manage your waitlist
- Check prices of required textbooks and supplies
REGISTRATION INSTRUCTIONS STEP BY STEP

www.monroeccc.edu
Help Desk: 734-384-4333

Registration Instructions

• Click on the icon.
• Log in to your secure account.
• Click on “Students.”
• Click on “Register or Add Sections.”
• Select the term for which you want to register. Use the “Search” capability to list sections. You may search using just a term, subject and course number. For an advanced search, try searching for classes meeting on certain days, times, locations, etc. You may even search for classes taught by a specific instructor. Experiment with the search capabilities until you find the method that works best for you.
• Carefully verify term, status, section information, location, meeting times and days.
• To select a course, click on the box in the “Select Section” column. Be sure to check “Status.” You may only register for “open” courses. A check mark must appear in the “Select Section” box. Click on “Submit.” (Only once. Please be patient!)
• The system will place your choices on a “Preferred Sections” List. Confirm your selection(s) by selecting “Register” in the action box for each section you want added to your schedule. Click on “Submit” (Only once!) to REGISTER for these sections.
• Processing messages will appear at the top of the screen or in the “Status” column:
  “Registered” in the “Status” column means you have been added to this class roster. You may now click on “My Schedule” at the bottom of this page and verify your registration.
  “Failed” or other messages mean that your transaction was not successful and that you are not registered in this class for the reason listed.
• Note: While on this page, be sure to go back to your list of “Preferred Sections” and remove any “leftover” sections for which you did not register. Select “Remove from List” for each class and clean up your “Preferred List.”
• To select another class, go back to the “Students Menu” and select “Register or Add Sections.”

• Finished?
  • Verify your class schedule using the “My Class Schedule” menu option: Be sure to print a copy for your records.
  • Click on the: “Account Summary by Term” menu option to find the amount of your tuition and fees.
  • To pay when you register, click on the: “Pay Tuition in Full by Credit Card” menu option. The system accepts Visa, MasterCard and Discover. To pay at a later date, click on “Other Payment Options/Payment Plan” to find the various payment methods.

Be sure to make your payment before the deadline.

• Log out and close your browser. (Closing the browser clears your personal information and protects your privacy and confidentiality.)
• Pay your tuition and fees by the deadline. You are responsible for paying your fees or dropping your classes. Students who register after the payment deadline are required to pay tuition and fees the day they register.
• Log out and close your browser. (Closing the browser clears your personal information and protects your privacy and confidentiality.)

Drop and Add Instructions

To Add a Class: Follow the Registration Instructions.

To Drop a Class:

• Log in, etc.
• Click on “Students.”
• Click on “Drop Sections.”
• Make sure you are looking at “Current Registrations.” Carefully verify the term, section name and title, time and days.
• To drop a course, click on the box in the “Drop” column. A check mark must appear in the box of the course to be dropped.
• Submit (Only once! Be patient, this takes time.)

Successful: You will see confirmation on the screen. We recommend that you print a copy for your records.

Failure: If the “Automatic W” period for this class has passed, you cannot drop the class.
• Always log out and close your browser when you are finished.
FEDERAL PROGRAMS

Federal programs are available on the basis of demonstrated need to undergraduate students attending eligible vocational schools or colleges anywhere in the nation. Application information is available both through high school guidance offices and postsecondary school financial aid offices. Most schools require students to apply for a Pell Grant before they can be considered for other sources of aid administered by the school. To apply, go to www.fafsa.ed.gov.

Pell Grant

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a “foundation” of financial aid to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back. Based on demonstrated need.

Supplemental Educational Opportunity Grant (SEOG)

A Supplemental Educational Opportunity Grant (SEOG) is an award to help pay for education after high school. It is for undergraduates only, and it does not have to be paid back. Awarded to students with the highest unmet need.

Federal Work-Study Program

The College Work-Study (CWS) Program provides jobs for undergraduate and graduate students who need financial aid. CWS gives you a chance to earn money to help pay your educational expenses.

Stafford Student Loan Program

Students may be eligible to borrow funds for study at eligible colleges or vocational schools anywhere in the world if they meet program requirements. Requests for application forms may be made through participating private Michigan lenders (banks, savings and loan associations and credit unions).

PLUS Loan Program

Parents may borrow via the PLUS Loan Program for their dependent children. Requests for application forms may be made through participating Michigan lenders (banks, savings and loan associations and credit unions).

Education Tax Credits

If out-of-pocket tuition payments are made, you may qualify for the Hope Credit, Lifelong Learning Credit and/or the higher-education tuition and fees deduction. MCCC will provide the tax filer with IRS form 1098-T. This form is required by the Taxpayer Relief Act of 1997 and should provide all of the information needed by the taxpayer to obtain education tax benefits. For more information, see IRS Publication 970 at www.irs.gov.

MICHIGAN STUDENT ASSISTANCE PROGRAMS

Michigan Competitive Scholarship Program

The Michigan Competitive Scholarship is available to Michigan students attending public Michigan colleges and universities or approved, non-profit Michigan vocational schools. The first step in the application process is to take the American College Test (ACT) prior to college entry and release the scores to the state of Michigan, code 2076.

Tuition Incentive Program (TIP)

The Tuition Incentive Program pays college tuition and fees for students from lower-income families. Students who graduated from high school or obtained a GED (General Education Development) certificate after May 1, 1988 and before reaching age 20, and are from lower-income families, are eligible. Students must apply before leaving high school.

Internal Scholarships

MCCC awards a large variety of endowed and annual scholarships. A list of these scholarships and the criteria for awarding these scholarships can be found in the MCCC catalog, on the MCCC Web site and in the Financial Aid Office. The deadline for applying for these scholarships is April 1.

Financial Aid Deadlines

Fall - July 1
Winter - November 1

Files completed after the deadline date may not receive funding before tuition is due.

For further information, contact the Financial Aid Office by stopping in or calling 734-384-4135.