

How to Use

myWebPAL

Student Planning & Registration

www.monroeccc.edu


WebPal Help Desk: 734-384-4333


Sign into WebPal and click on “Student Planning”

myWebPAL  tvogt  Sign out  Help

Hello, Welcome to Monroe County Community College!

Choose a category to get started.

 **Financial Aid**
Here you can access financial aid data, forms, etc.

 **Student Planning**
Here you can search for courses, plan your terms, and schedule & register your course sections.

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. When registering for courses that are co-requisites (must be taken simultaneously) after adding the courses to your plan click on the “Register Now” Button on the upper right-hand side of the screen.
For courses that are not co-requisites, you can either click “Register Now” on the upper right to register for all selected sections OR click “Register” under each section on the 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