ONLINE REGISTRATION INSTRUCTIONS FOR LIFELONG LEARNING COURSES

How to Use my*webPAL*: Student Planning & Registration
LIFELONG LEARNING COURSES

www.monroeccc.edu   Help Desk: 734.384.4333

Use *webPAL* to access your student records, register for classes, pay your fees and complete a number of other processes through a secure Web server.

NOTE: If you have never taken a class at MCCC (credit or non-credit) you cannot use *webPAL* to register for the first time. You must call the Office of Lifelong Learning at 734.384.4127 to register with a credit card or mail your registration form and payment to our office. The next time you want to register for a class, you can set up your account on *webPAL* and register online.

Sign into *webPAL* and click on "Students" then "Planning"
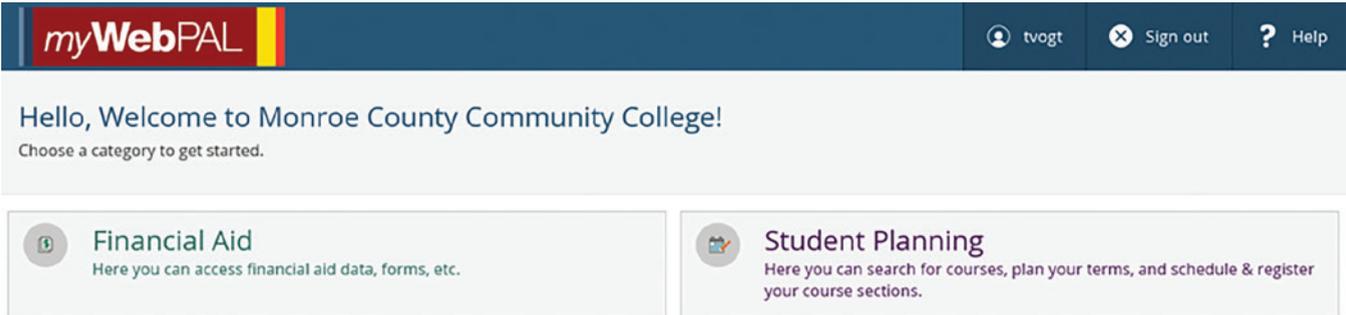
myWebPAL   tvogt   ⊗ Sign out   ? Help

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.

Signing In
- Go to www.monroeccc.edu and click on "MYWEBPAL"
- Click on "I'm New to *webPAL*" and follow the instructions
- Once you have successfully logged in, click on "Students" and then "Student Planning"

Planning Courses
- Under "Student Planning" select "Course Catalog" and then the "Advanced Search" tab
- Select the term you want to register for from the "Term" drop down menu
- Select the subject form the "Subject" drop down menu and add the course number
- Select "Non-Credit" from the "Course Type" drop down menu
- Select "Search"
- The system will display the courses and available sections being offered
- Click "Add Course to Plan" and select the term you would like to take the course
- Select "Back to College Catalog" *(upper left of page)* to plan more courses

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Registering

- Under "Student Planning" select "Plan & Schedule"
- Use the arrows to select the term you want to register for
- Click on "View Other Sections"
- Select the section you wish to register for and click "Add Section"
- Click "Register Now" *(upper right)* to register for all selected sections or click "Register" under each section *(left)*
- Verify the completed schedule on the right of the screen
- Sign out and close the browser

Dropping

- Under "Student Planning" select "Plan & Schedule"
- Use the arrows to select the term
- Click the "Drop" button on the section you want to drop
- Verify the drop by reviewing the schedule on the right
- Sign out and close the browser

User Option – User Profile *(left column)*

- View: Student ID and Student Email Address
- Confirm and update address, email and phone number

Steps for paying for your Lifelong Learning Class(es)

PAYMENT IS REQUIRED AT THE TIME OF REGISTRATION FOR ALL LIFELONG LEARNING COURSES

- At the main "Students Menu" select "Pay on my Account" in the left column. The webPAL system accepts Visa, MasterCard and Discover.
- Select your method of payment and click "Submit"
- Complete the Electronic Card Entry form and then click on "Submit"

Reminder

A 2 percent convenience fee will be charged to the cardholder for credit or debit card payments. This fee is a portion of the cost to MCCC for accepting credit cards as a form of payment. MCCC does not profit in any way from this fee.

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.