How to Use

*my*WebPAL

Student Planning & Registration

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

Sign into WebPal and click on "Student Planning"

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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

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 above instructions for registering
3. You may also remove yourself from a waitlist by clicking "Drop Waitlist"
4. Sign out and close browser

Couse Catalog/Advanced Search
1. You may also use the Couse 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 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 above 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