

Fall 2011 - Registration

Web Advisor Instructions Included!

Follow these steps to REGISTER for your Fall 2011 classes:

1. CHECK your registration holds on MyMonroe, CLEAR your holds – See Page 2
2. **Remove the POP-UP BLOCKER from Web Advisor**
3. PRINT your Degree Audit (EVAL) using Web Advisor – See page 3-4
4. FIND the Registration Booklet at
<http://www.monroecollege.edu/academics/registrationbooklet>.
 - Select your classes on your EVAL using the recommended sequence for your Major in the Registration Booklet
 - Check the pre-requisites in Registration Booklet
5. Click on REGISTER for SECTIONS in Web Advisor for Fall 2011 - See Page 4-5
6. SELECT your Fall 2011 course schedule in Web Advisor - See Page 5-6
 - Selecting each desired course and section
 - Write each course below - including course #, section #, time
7. REGISTER for CLASSES in Web Advisor - See Page 6
 - ENTER your class schedule
 - Press SUBMIT
 - PRINT a copy of your new schedule and EVAL
8. REVIEW your Fall 2011 registration!
 - See your Counselor with questions or to change your Fall 2011 program.

Course #	Section #	Course Name	Day(s)	Times
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

- 3.0 GPA required for 6 classes
- 2.5 GPA required for On-line class(es)

Glossary of Registration Terms (continued on back):

Web Advisor is your on-line registration system. You can register, check your schedule, EVAL, and grades!

Degree Audit (EVAL): Your course requirement guide to graduation and selecting your classes.

Registration Hold(s): Visit the Office associated with your hold(s) (see chart on top of page 2).

- You MUST clear your hold(s) to complete YOUR Fall 2011 registration using Web Advisor

Glossary of Registration Terms (Continued):

List of Registration Holds/Offices:

AM – Admissions -	King Hall	BU – Bursar’s Office	King Hall
FA - ETA – FP – FS - PL – TP – EI – NT -		Financial Aid	King Hall
TR – Transcript – IM – Immunization		Registrar	West Hall
SS – Student Services -			King Hall
OCA – Office of Career Advancement -			West Hall

English / Math Placement Codes on your EVAL (Located in the Other Class Section):

The Math/English equivalencies or placement codes (see guide below) will appear on the student’s degree audit (EVAL). They will be accepted as the prerequisite for the course that they are placed into. Any questions, contact your counselor in the appropriate Student Services Office.

Math Equivalency Codes:

MA-001	Placement in MA 038
MA-002	Placement in MA 140
MA-003	Placement in MA 127, MA 130
MA-004	Placement in MA 040
MA-006	Placement in MA 142
MA-007	Placement in MA 145
MA-008	Placement in MA 242

English Equivalency Codes:

EN-001	Placement in EN 068
EN-002	Placement in EN 109
EN-003	Placement in EN 110
EN-004	Placement in EN 070

English Sequence: Follow this order for English courses:

- EN070 ⇒ EN109 ⇒ EN110 ⇒ EN205 or EN068 ⇒ EN109 ⇒ EN110 ⇒ EN205

Math Sequence (MUST begin by 3rd semester):

- Math course sequence for CJ, Culinary, Hospitality, Medical Administration and Medical Assisting majors:
MA 038 or MA 040 ⇒ MA 127 ⇒ MA 135
- Math course sequence for Accounting, Business Administration and Information Technology majors:
MA 038 or MA 040 ⇒ MA 127 and/or MA 130 ⇒ MA 140 ⇒ MA 145

Pre-requisite: A course that is required prior to taking an advanced course (i.e. CJ 101 - pre-requisite for CJ 200).

Major Requirements: Course(s) in your major area of study that **MUST** be successfully completed for completion of your major degree requirements.

Major Area Electives: Courses that are directly related to the major area of study in a specific program. For example, for Criminal Justice students **ONLY** CJ courses are acceptable as major area electives.

Liberal Arts Electives: Courses that cover subject matter that is theoretical without practical applications. Their content is general knowledge as opposed to professional or vocational skills.

ALL Social Sciences, Humanities and Natural Science are Liberal Arts classes.
(All course beginning with LA, EN, MA, SC, EC, as well as some CJ classes, and foreign languages)

Social Science: Courses that deal with institutions and functions of human society or interpersonal relationships of people. Subjects, among others, include political science, sociology, and psychology.

Humanities: Branches of learning that investigate things people have developed rather than natural processes (the sciences). These include, among others, language and literature, history, and philosophy.

Register using Web Advisor TODAY!

WEB ADVISOR is YOUR resource for REGISTRATION and GRADUATION!

Web Advisor is **YOUR** online resource for **REGISTRATION**,
and **YOUR** personal **DEGREE AUDIT** (EVAL).

**Your Web Advisor username & password
are the same as your Monroe e-mail & MyMonroe**

- Search and register for classes for the Fall 2011 semester
- View and print a copy of your degree audit (EVAL), which shows exactly which courses you have taken, are taking, and need to take in order to graduate
- Get a copy of your schedule or grades

Enter Web Advisor:

1. Go to www.monroecollege.edu
2. Click Current students
3. Click On-line Registration/Web Advisor
4. Click Log In (middle of the page)

Here is the direct link:

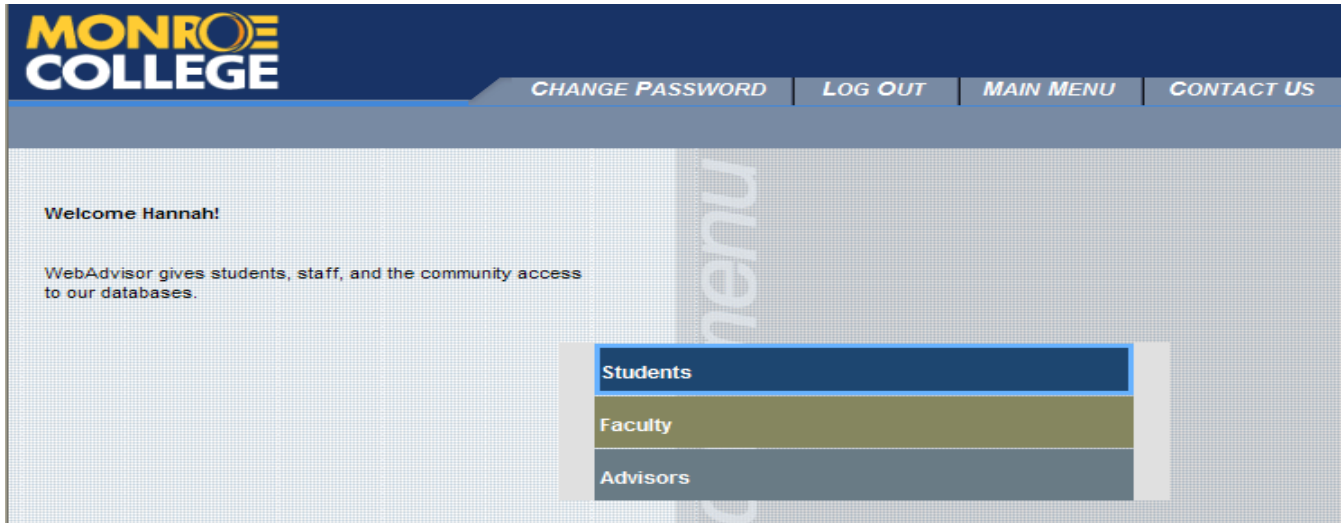
<http://www.monroecollege.edu/currentstudents/onlinereg>

Log-In to Register for YOUR Fall 2011 classes via WEB ADVISOR:

- Click the log in link to Web Advisor.
- Enter your Monroe College email ID and Password.

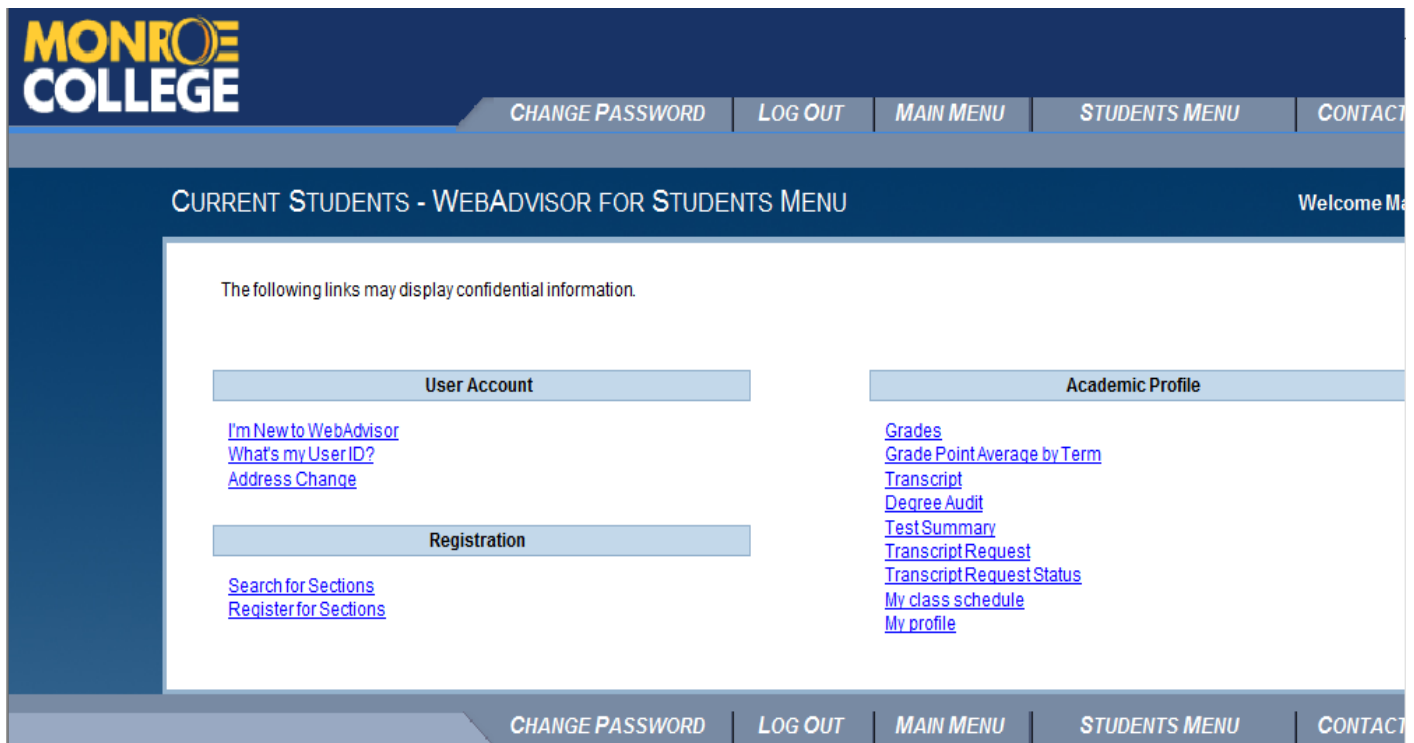
The screenshot shows the Monroe College Web Advisor login interface. At the top left is the Monroe College logo. To the right are navigation links: LOG IN, MAIN MENU, and CONTACT US. Below the navigation is a 'Welcome Guest!' message. The main content area is titled 'Log In' and contains two input fields: 'User ID:' and 'Password:'. Below these fields is a 'SUBMIT' button. At the bottom of the page, there is a footer with links: Contact Us, Site Index, News @ Monroe, and Monroe Email, along with the same navigation links (LOG IN, MAIN MENU, CONTACT US) as in the header.

Click on Web Advisor for Students:



Degree Audit (personal guide to registration / graduation):

1. Click on Degree Audit in your Academic Profile (on right).
2. Select your current major, if interested, another major.
3. Print your degree audit to see the classes you must complete to graduate.



Please make sure that you
click on Register for Sections!

REGISTER for Sections:

- **LEAVE** the following **BLANK**: Course Levels, Section, Start on and after date, and Keywords.

Follow these steps to REGISTER for Sections:

1. Select TERM from drop down menu (11/FL)
2. Enter Subject for a list of all Accounting sections (AC), all Criminal Justice (CJ), etc...
3. Enter the course number (ie. MG **201** sections)
4. Enter times and days that you are available for classes on campus
5. Enter the campus location (ie. Bronx) and academic level (ie. Undergraduate)

Here is an example of how to Register for Sections:

*ALL Fall 2011

*Only Criminal Justice courses

*Monday – Thursday

*Undergraduate

*Evenings from 5pm to 10pm

*Bronx campus ONLY

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text" value="Criminal Justice"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

Selecting a Class – Check the classes and then Press SUBMIT:

Re-sort my results

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Winter '08	Open	CJ-101-33B (0002204) American Criminal Justice Sys	Bronx	01/14/2008-04/16/2008 Lecture Monday, Wednesday 07:50PM - 09:15PM, South Hall, Room 58	TBA	29 / 30	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Winter '08	Open	CJ-101-34G (0007502) American Criminal Justice Sys	Bronx	01/14/2008-04/16/2008 Lecture Monday, Wednesday 07:50PM - 09:15PM, Room to be Announced	A. Dotson	30 / 30	<input type="text" value="3.00"/>	

To complete your registration:

1. Select REGISTER in the drop down box for the course(s) desired
2. Select SUBMIT at the bottom of the Screen. Select OK.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity
<input type="text" value="Register"/>	Winter '08	CJ-101-33B (0002204) American Criminal Justice Sys	Bronx	01/14/2008-04/16/2008 Lecture Monday, Wednesday 07:50PM - 09:15PM, South Hall, Room 58	TBA	29 / 30

Current Registrations

To PRINT your Fall 2011 schedule:

1. Click on students.
2. Under Academic Profile, select My Class Schedule, then print your Degree Audit.
3. Select Semester – Click submit.
4. Review currently registered courses for Fall 2011 and your Degree Audit (EVAL).
5. Log Out of Web Advisor.

CURRENT STUDENTS Welcome Hannah!

Schedule

Hannah Forde

Term:

Total Registered Credits: 3.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MG-212-33 (0007063) BUSINESS ETHICS	New	01/15/2008-04/15/2008 Lecture Tuesday 06:30PM - 09:20PM, Monroe Hall, Room 810	3.00			01/10/08

You may visit your Student Services counselor with any questions,
or for changes to your Fall 2011 schedule!