Register for Winter & Spring 2014
Follow these steps:

1. **CHECK your registration holds on MyMonroe, CLEAR your holds**   **– See Page 2**
   (Remove the POP-UP BLOCKER from MyMonroe/Web Advisor)
2. **PRINT your Degree Audit (EVAL) using Web Advisor**   **– See page 3-4**
3. **FIND the Registration Booklet on our Info Page on campus, or**
   @ http://www.monroecollege.edu/academics/registrationbooklet
   - **Select your classes using your EVAL and the recommended sequence of courses for your Major in the Registration Booklet**
   - **Check the pre-requisites in Registration Booklet**
4. **Click on REGISTER for SECTIONS in Web Advisor for Winter 2014**   **- See Page 4-5**
5. **SELECT your Winter 2014 course schedule in Web Advisor**   **- See Page 5-6**
   - **Select each desired course and section (See Below)**
6. **REGISTER for CLASSES in Web Advisor**   **- See Page 6**
   - **Press SUBMIT**
   - **PRINT a copy of your new schedule and EVAL**
7. **REVIEW your Winter 2014 registration!**
8. **Repeat steps to complete your Spring 2014 registration!**

Winter 2014 Classes

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

Spring 2014 Classes

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

EIGHTY YEARS OF EXCELLENCE
80
MONROE COLLEGE
1933 – 2013

Glossary of Registration Terms:

Web Advisor: 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 for registration

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

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

The Math/English placement codes (see guide below) are on the student's degree audit (EVAL). Any questions, contact your counselor in the appropriate Student Services Office.

Math Equivalency Codes:		English Equivalency Codes:	
MA-001	Placement in MA 038	EN-001	Placement in EN 068
MA-002	Placement in MA 140	EN-002	Placement in EN 109
MA-003	Placement in MA 127, MA 130	EN-003	Placement in EN 110
MA-004	Placement in MA 040	EN-004	Placement in EN 070
MA-006	Placement in MA 142		
MA-007	Placement in MA 145		
MA-008	Placement in MA 242		

English Sequence: Follow this order for English courses:

- **EN070 $\Rightarrow$ EN109 $\Rightarrow$ EN110 $\Rightarrow$ EN205** or **EN068 $\Rightarrow$ EN109 $\Rightarrow$ EN110 $\Rightarrow$ 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 $\Rightarrow$ MA 127 $\Rightarrow$ MA 135

- **Math course sequence for Accounting, Business Administration and Information Technology majors:**
  MA 038 or MA 040 $\Rightarrow$ MA 130 $\Rightarrow$ MA 140 $\Rightarrow$ 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 in nature. 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, SP, FR, as well as some CJ and IT classes)

Register using Web Advisor TODAY!

Web Advisor is **YOUR** online resource for **REGISTRATION**,
and **YOUR** personal **DEGREE AUDIT** (EVAL)!
Check your Graduation Requirements using Degree Audit!

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

- **Search and register for classes for the Winter 2014 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**
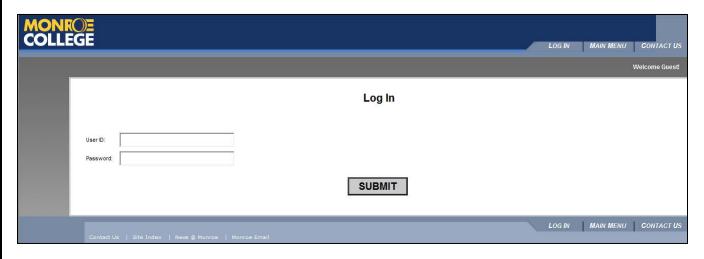- **Get a copy of your schedule or grades**

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 Winter 2014 & Spring 2014 classes:

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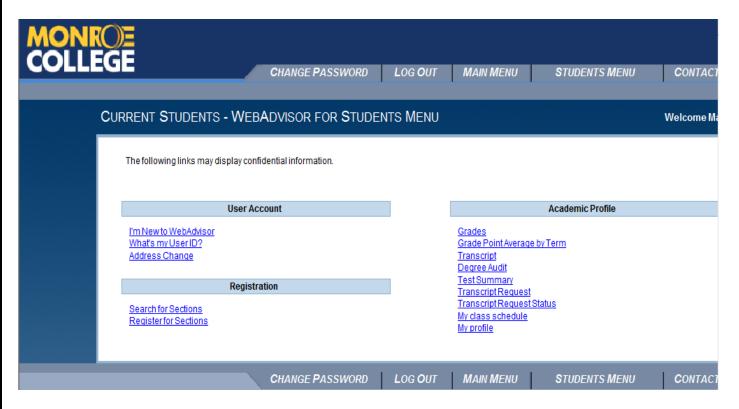- **Enter your Monroe College email ID and Password.**

Click on Web Advisor for Students:

MONROE COLLEGE

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

Welcome Hannah!

WebAdvisor gives students, staff, and the community access to our databases.

Students

Faculty

Advisors

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.**

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CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome Ma

The following links may display confidential information.

User Account

I'm New to WebAdvisor
What's my User ID?
Address Change

Registration

Search for Sections
Register for Sections

Academic Profile

Grades
Grade Point Average by Term
Transcript
Degree Audit
Test Summary
Transcript Request
Transcript Request Status
My class schedule
My profile

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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 (14/WN)**
2. **Enter Subject for a list of all Accounting sections (AC), all Criminal Justice (CJ), etc…**
3. **Enter the course number (i.e. MG 201 sections)**
4. **Enter times and days that you are available for classes on campus**
5. **Enter the campus location (i.e. Bronx) and academic level (i.e. Undergraduate)**

Here is an example of how to Register for Sections:

*ALL Winter 2014   ***Only Criminal Justice courses**   ***Monday – Thursday**

*Undergraduate   ***Evenings from 5pm to 10pm**   ***Bronx campus ONLY**

Selecting a Class – Check the classes and then Press SUBMIT:
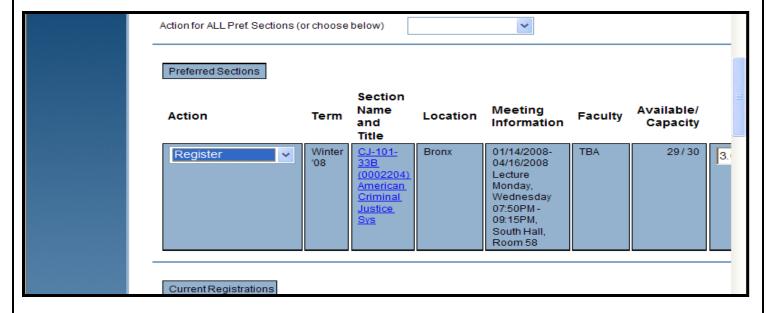
Re-sort my results: Term, Section Name

Select Section(s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
☑	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	3.00	
☐	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	3.00	

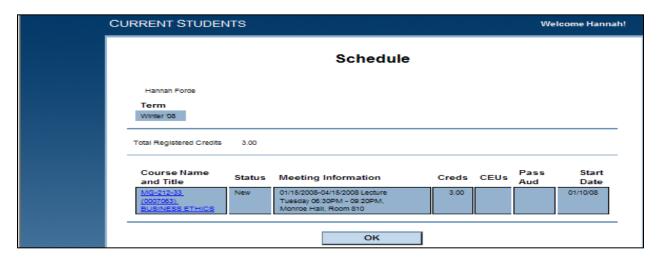## To complete your registration:

1. **Select REGISTER in the drop down box for the course(s) desired**

2. **Select SUBMIT at the bottom of the Screen. Select OK.**

To PRINT your Winter 2014 and/or your Spring 2014 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 Winter 2014 and your Degree Audit (EVAL).**

Repeat steps starting with Register for Sections for Spring 2014

Visit your Student Services office with any questions,

or changes to your Winter 2014 & Spring 2014 schedule!