



# Student Registration

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## **About Student Registration**

The student registration features all you need to set up your schedule and register for courses. The search and the planning calendar help you find the courses you need and see your schedule at a glance. You can also request clearances, and address any holds on your registration.

The degree audit guides you toward completing your degree. You can click a requirement to see courses in that category that you've completed and the ones you need. Click on needed courses to find available sections. You can hide completed courses. Your degree audit shows the status of your degree requirements.

Planning involves placing courses on your planning calendar. There you can see schedule conflicts, holds, and potential issues before registering. You can see which courses fit your requirements, how many seats are available, and who the instructors are. You can also view course locations, and clear up any issues before you register. Place and remove courses freely until you're ready to register them. Use planning before the registration period opens. When you're ready and when registration is open, you can register for any or all of the courses on your planning calendar.

\* From Jenzabar Help

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1-800-658-4308 Ext. 3712

Website: [sysaid.mpcc.edu](http://sysaid.mpcc.edu)

Email: [techhelpdesk@mpcc.edu](mailto:techhelpdesk@mpcc.edu)

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Updated by: Tamela Laurie

Updated on: 9-9-2021



# Student Registration

## Access Student Registration



1. Once logged on, click the **CampusWeb** icon.
2. Scroll down to the Student Registration section located at the bottom of the Home page.
3. Choose a semester to search, register or plan for.
4. If the semester is current or registration is open, click **Register** to search and register. If semester registration is not open, click **Plan** to plan the semester schedule.

Device View

Student Registration

**Add/Drop Courses**

Fall 2021

Planning now open

Registration now open and ends 9/23/2021 7:00 AM

Subterms are open. Check the calendar for registration availability.

Register Course search Schedule

Summer 2022

Planning now open

Registration begins 3/7/2022 12:00 AM and ends 5/16/2022 7:00 AM

Plan Course search Schedule Not Available

Registration date information

Mobile Device View

Student Registration

**Add/Drop Courses**

Fall 2021

Planning now open

Registration now open and ends 9/23/2021 7:00 AM

Subterms are open. Check the calendar for registration availability.

Register Course search Schedule

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## Parts of Student Registration

Device View

Mobile Device View

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## Search for Course

1. From Student Registration, click **Course Search**.

**Hint:** The course Search option from the home menu does not allow you to add the course.

Device View

Mobile Device View

2. Enter information in the boxes given to find your course.

3. Then click **Search Courses**.

### HINTS:

- If you click the **Search** button without entering anything you will get all the courses.
- All boxes do not need to be filled to get results. Fill in what you know
- Begins After and Begins Before reference times, not dates
- If you do not know what courses you need, you can either click **Degree Audit Summary**, if available or contact your advisor

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4. List of courses that meet the criteria will appear below.

**HINT:** Click [Back to search](#) to return to criteria

Device View

Student Registration

Spring 2022 [My Schedule](#)

**Course Search**

[Back to search](#)

- INFO-1000-NP-01B**  
Mon, Wed 8:00-9:15 AM  
Spring: 01/17/22 - 05/12/22  
5 seats remaining  
Emmanuel Gbanja Luke
- INFO-1000-NP-01C**  
Mon, Wed 9:00-10:15 AM  
Spring: 01/17/22 - 05/12/22  
5 seats remaining  
Emmanuel Gbanja Luke
- INFO-1000-NP-01D**  
Mon, Wed 8:00-9:15 AM  
Spring: 01/17/22 - 05/12/22  
5 seats remaining  
Emmanuel Gbanja Luke
- INFO-1000-NP-01E**  
Mon, Wed 9:00-10:15 AM

Mobile Device View

Fall 2021 [My Schedule](#)

**Course Search**

[Back to search](#)

- BSAD-1010-NP-L01**  
No schedule available  
Fall Winterim Session; 12/18/21 - 01/13/22  
13 seats remaining  
Jean A Condon
- BSAD-1010-NP-L02**  
No schedule available  
Fall Winterim Session; 12/18/21 - 01/13/22  
20 seats remaining  
Jean A Condon
- BSAD-1050-NP-L01**  
No schedule available  
Fall Winterim Session; 12/18/21 - 01/13/22  
20 seats remaining  
Jean A Condon
- CSCE-1644-NP-L01**  
No schedule available  
Fall 2nd 8 Weeks; 10/18/21 - 12/14/21  
14 seats remaining  
Jean A Condon

Non-scheduled courses (3 hrs) [Less](#)

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# Student Registration

## Using Degree Audit

An important part of the degree audit is your program information. The program information tells you the degree(s), majors, minors, concentrations, and certifications you are working towards. This information determines what will show in the degree audit for courses.

### To View Program Information

1. From the Student Registration, click on **Program Information**.
2. Click on **Program Information** under the Program Information heading.
3. A dialog box will appear with your program information listed.

Device View

Mobile Device View

The screenshot shows the 'Student Registration' page. At the top, there is a dropdown menu for 'Fall 2021' and a 'My Schedule' link. Below that is a 'Degree Audit PDF' link. A checkbox labeled 'Show only needed courses' is present. A list of menu items includes '+ Degree Audit Summary', '+ Course Search', and '- Program Information', which is highlighted with a red box. Below the menu items, the 'Primary Advisors' are listed as Donna J. Menke and Heather M. Pucket. At the bottom of this section, a 'Program Information' link is also highlighted with a red box.

The dialog box is titled 'Program Information' and has a close button (X) in the top right corner. It features a 'Current Program' dropdown menu. The selected program is 'Undergraduate | Associate Applied Science'. Below this, it shows 'Catalog Year: 2020-2021 | Entry Date: Aug 24, 2020 | Expected Graduation: Spring 2023'. The 'Majors' section lists 'Information Technology'. The 'Minors' section lists 'None'. The 'Concentrations' section lists 'PC Support/Network Tech (associated with Information Technology)'. The 'Certifications' section lists 'None'. The 'Advisors' section lists 'Donna J. Menke' and 'Heather M. Pucket'. A 'Close' button is located at the bottom right.

The dialog box is titled 'Program Information' and has a close button (X) in the top right corner. It features a 'Current Program' dropdown menu. The selected program is 'Undergraduate | Associate Applied Science'. Below this, it shows 'Catalog Year: 2020-2021 | Entry Date: Aug 24, 2020 | Expected Graduation: Spring 2023'. The 'Majors' section lists 'Information Technology'. The 'Minors' section lists 'None'. The 'Concentrations' section is visible but empty. A 'Close' button is located at the bottom right.

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Updated by: Tamela Laurie

Updated on: 9-9-2021



# Student Registration

1. From Student Registration, click **Degree Audit Summary**.

Device View

Mobile Device View

Shows only needed courses when checked

| Course ID | Course Name                | Hours    | Status                     |
|-----------|----------------------------|----------|----------------------------|
| INFO 1000 | Intro to Information Tech  | 3.00 hrs | Completed                  |
| INFO 1010 | Microcomputer Applications | 3.00 hrs | Completed                  |
| INFO 1025 | Operating Systems I        | 3.00 hrs | Completed                  |
| INFO 1030 | Database Concepts & Design | 3.00 hrs | Registered in another term |
| INFO 1050 | Networking Essentials      | 3.00 hrs | Completed                  |
| INFO 1200 | Fund of Computer Hardware  | 3.00 hrs | Completed                  |
| INFO 1260 | Customer Support/Help Desk | 3.00 hrs | Find a section             |

This will allow you to see what courses are required for your program. It will show courses that are completed, currently enrolled, and needed to complete your program.



**Blue Checkmark** – Requirement has been completed



**Green Checkmark** – Requirement is currently enrolled in or registered for



**Brown Checkmark** – Requirements are in progress with some completed, in progress and others still needed



**Blue Question Mark** – Requirement still needed but not available for registration

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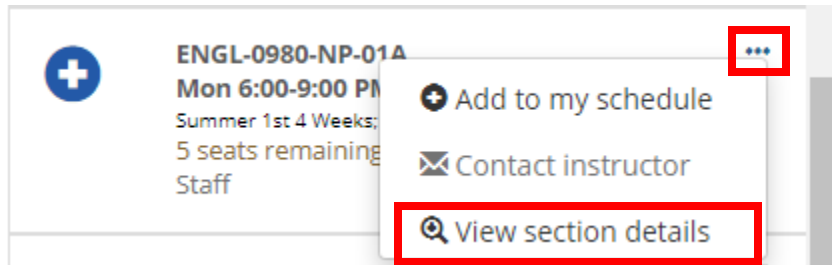


# Student Registration

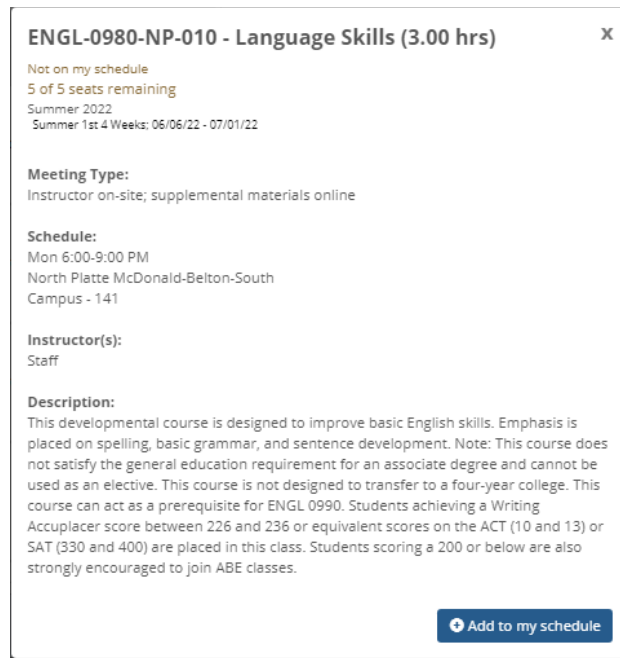
## Course Information

### From Course Search or Degree Audit

1. Click on the **Three Dots** ... in the top right-hand corner of a course.
2. Click on **View section details**.



3. Details will show in the dialog box.



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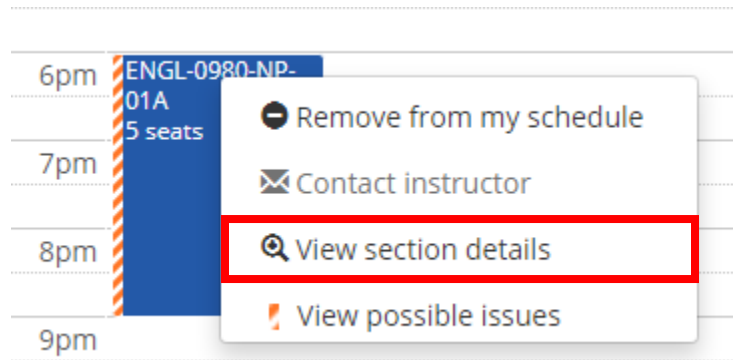




# Student Registration

## From Calendar

1. Click on the course in the calendar.
2. Click **View section details**.



3. Details will show in the dialog box.

**ENGL-0980-NP-010 - Language Skills (3.00 hrs)** x

Not on my schedule  
5 of 5 seats remaining  
Summer 2022  
Summer 1st 4 Weeks: 06/06/22 - 07/01/22

**Meeting Type:**  
Instructor on-site; supplemental materials online

**Schedule:**  
Mon 6:00-9:00 PM  
North Platte McDonald-Belton-South  
Campus - 141

**Instructor(s):**  
Staff

**Description:**  
This developmental course is designed to improve basic English skills. Emphasis is placed on spelling, basic grammar, and sentence development. Note: This course does not satisfy the general education requirement for an associate degree and cannot be used as an elective. This course is not designed to transfer to a four-year college. This course can act as a prerequisite for ENGL 0990. Students achieving a Writing Accuplacer score between 226 and 236 or equivalent scores on the ACT (10 and 13) or SAT (330 and 400) are placed in this class. Students scoring a 200 or below are also strongly encouraged to join ABE classes.

[+ Add to my schedule](#)

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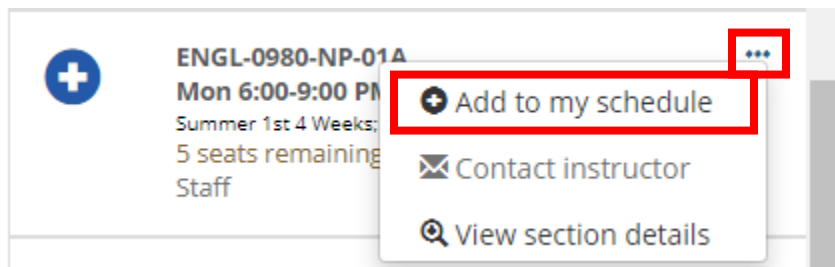
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# Student Registration

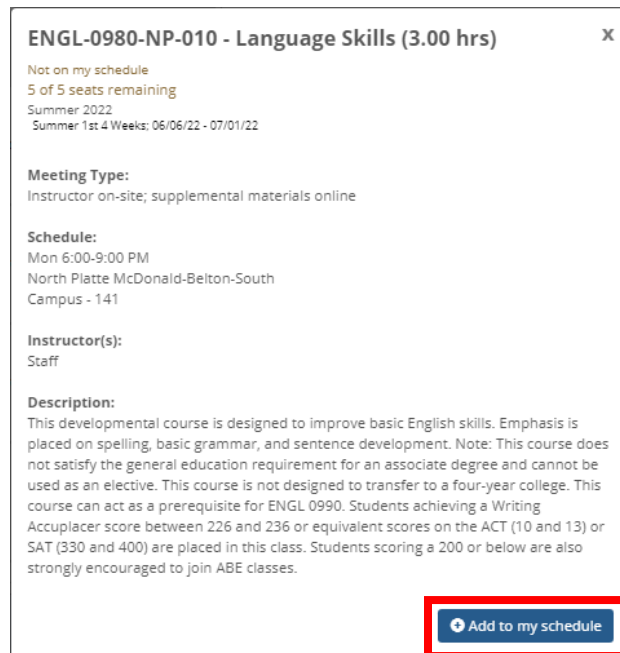
## Add Course

1. From the course list, click on the **Blue Plus Sign**  to add a course  
Or
1. Click on the **Three Dots**  in the top right-hand corner of a course.
2. Click on **Add to my schedule**.



Or

1. From the View section details, click **Add to my schedule**.



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**HINT:** You may get a notice, warning you about issues with certain courses, whether it be a financial aid or advising issue, follow the instructions carefully to resolve your issue.

**ENGL-0990-MC-020 - College Prep Writing (3.00 hrs)** X

**Possible issues**

**Possible financial aid issue**  
 Successfully added with warnings: Please verify with your advisor that the course you have selected is required for your declared program.

[Close](#)

After adding the course to your schedule, it will appear on your calendar. This will give you a visual of the times and dates the courses you add will be. If the class is online/nonscheduled, it will appear in the top left corner instead of on the calendar. You must checkout to be registered for the courses.

**Device View**

**Mobile Device View**

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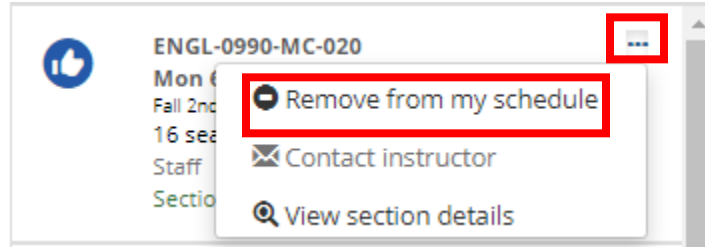
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# Student Registration

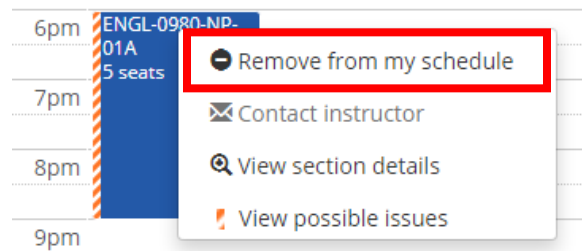
## Remove Course

1. Click on the **Three Dots** ... in the top right-hand corner of a course.
2. Click on **Remove from my schedule**.



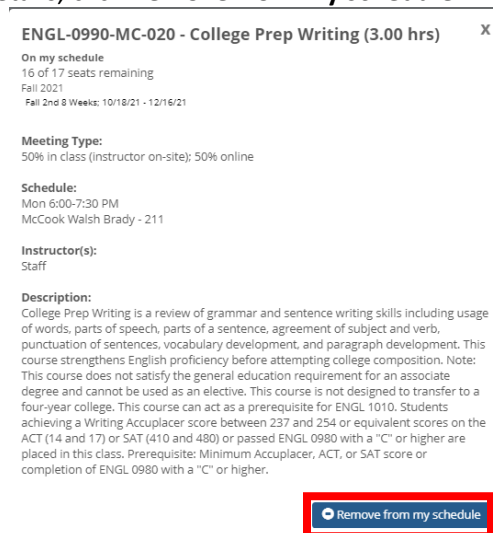
Or

1. Click on the course in the calendar.
2. Click **Remove from my schedule**.



Or

2. From the View section details, click **Remove from my schedule**.



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# Student Registration

## Calendar Color Coding

Colors on your calendar are applied to help you quickly identify the status of a course.

| Color       | Meaning                                     | Example                          |
|-------------|---|----------------------------------|
| Blue        | a course on the calendar but not registered | CIS 233 1<br>4.00 hrs   90 seats |
| Light Blue  | a waitlisted course                         | MATH 243 1<br>⌘ Waitlisted       |
| Green       | a registered course                         | CHEM 223 3<br>✓ Registered       |
| Light Green | a course pending approval                   | WS 801 4<br>⌘ Pending approval   |
| Amber       | a course requiring payment                  | PHY 221 4<br>\$ Still must pay   |
| Red         | registration denied                         | IH-852-01<br>⊘ Denied            |

Edge striping indicates a special condition concerning a course. Colors and stripes are used together to help you quickly identify what you need to do for a course. Click the course and select **View section details**.

| Striping                 | Meaning                 | Example   |
|--------------------------|-------------------------|---|
| Same Color as the Course | a course in a subterm   | ART 002 02 35 seats<br>LS 803 1<br>✓ Registered<br>WS 801 4<br>⌘ Pending approval |
| Amber and White          | a course with a warning | CHEM 132 1<br>88 seats  |

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# Student Registration

## Striping

Solid Red

## Meaning

a course with an error such as:

- a schedule conflict
- clearance required
- a problem with repeating the course
- an hours overload
- prerequisite required

## Example

\*From Jenzabar Help

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## Registration Checkout

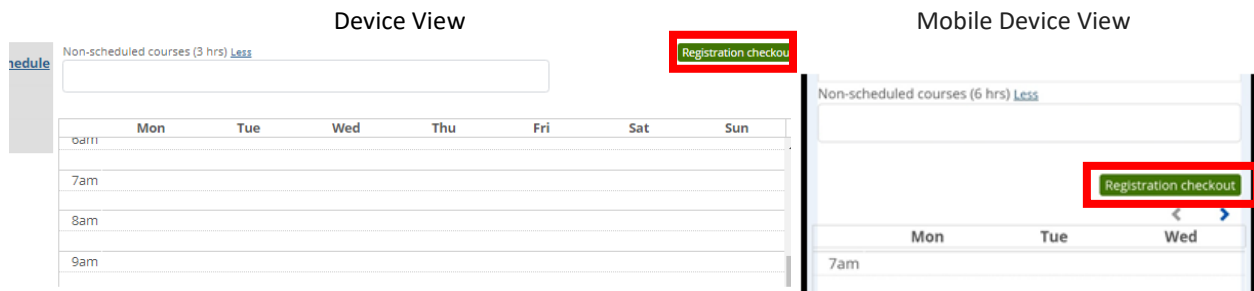
You are not registered for the courses until you go through Registration Checkout. Before you register, you can see whether any of your courses have issues to address. Then you can contact instructors and initiate advisor approvals and registration clearance.

When registration opens, you can register for any or all of the courses on your calendar that aren't awaiting approval. When you're ready to register for one or more courses, click the

**Registration Checkout** Registration checkout button to open the Registration Checkout pop-up. If registration isn't open yet, the button is inactive, and it's labeled **Registration closed.** Registration closed

\*From Jenzabar help

1. Once you have all your courses added to your schedule, click **Registration Checkout** in the top right corner.



2. Click the checkbox to register for course(s).

**HINT:** If the checkbox is not available, there is an issue that must be resolved before you can register.

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**Registration Checkout** [X]

**Available to Register**

- ARTS-1010-MC-L02 - Introduction to the Visual Arts (3.00 hrs)  
No schedule available  
Fall Winterim Session; 12/13/21 - 01/13/22  
21 seats remaining

**Not Available to Register**

- ENGL-0990-MC-020 - College Prep Writing (3.00 hrs)  
Mon 6:00-7:30 PM  
Fall 2nd 8 Weeks; 10/18/21 - 12/16/21  
Prerequisite needed

[Contact ▾] [Register]

3. Click the **Register** button to register for selected courses. **Contact** gives you an option to contact your advisor.
4. A confirmation dialog box will appear. Click the **Close** button to close.

**Registration Checkout** [X]

**Not Available to Register**

- ENGL-0990-MC-020 - College Prep Writing (3.00 hrs)  
Mon 6:00-7:30 PM  
Fall 2nd 8 Weeks; 10/18/21 - 12/16/21  
Prerequisite needed

**Successfully Registered**

- ARTS-1010-MC-L02 - Introduction to the Visual Arts (3.00 hrs) ✓  
No schedule available  
Fall Winterim Session; 12/13/21 - 01/13/22  
Registered

[Contact ▾] [Close]

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### Drop Course

1. Click on the registered course on the calendar.

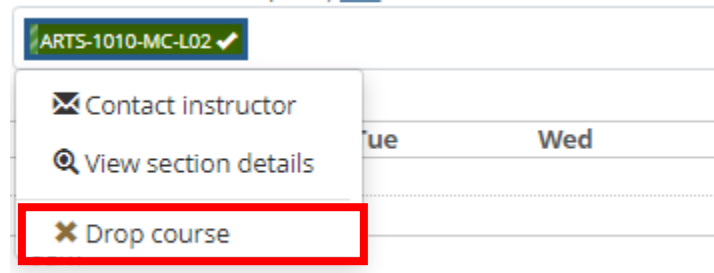
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## Student Registration

- From the menu, click **Drop course**.

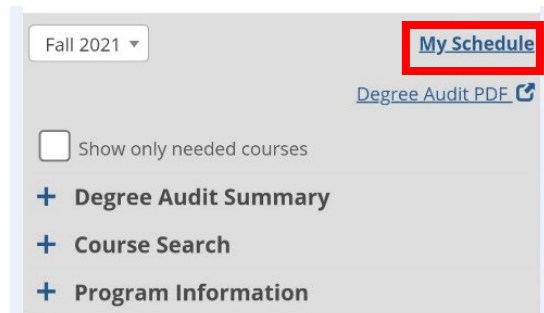
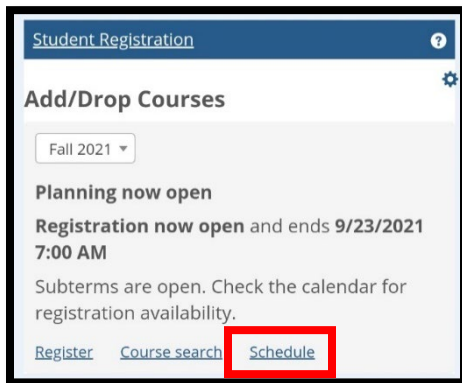


- The course is removed from the calendar.

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### Print Schedule

- You can access your schedule from the **Schedule** on the Home page or **My Schedule** under the Student Registration



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# Student Registration

2. To print, click the printer icon in the top right corner.

Welcome to CampusWeb 

Student Registration 

### My Schedule

| Course Code        | Title                       | Schedule  |
|--------------------|-----------------------------|---|
| + INFO-1030-NP-L01 | Database Concepts & Design  | No schedule available   |
| + INFO-2600-NP-L01 | Network Administration II   | No schedule available   |
| + INFO-2630-NP-L01 | Security +                  | No schedule available   |
| + SPCH-1090-NP-010 | Fund of Human Communication | <b>Mon, Wed, Fri</b><br>9:00-9:50 AM<br>8/23/2021 - 12/16/2021 North Platte<br>McDonald-Belton-South Campus - 132 |

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