



Login to CampusWeb at <http://campus.mpcc.edu> .

To Add Courses:

Select the "Student" tab.

Select "Advising and Registration" from the left sidebar options.

Select "Course Search" from within the "Course Schedules" portlet.

Make sure the "Term" option is the one for which you want to register.

Use the "Campus" dropdown list to select the town or city in which you plan to attend.

NOTE: Select "Online" within "Campus" to narrow your search to online courses only.

Narrow your search (if you choose) using the "Department" dropdown list.

Select the "Search" button at the bottom of the page.

Select the "Add" box (left side of each course section) for any course you want to add.

Select "Add Courses" at the bottom of the page.

Review your "Registered Courses" at the bottom of the page.

If you are registered for courses you do not intend to take:

Select the "Drop" box (left side of page).

Select "Drop Selected Courses" at the bottom of the page.

If you are not registered for all of the courses you intended to add:

Read the messages in the middle of the page that describe why the add was not completed.

NOTE: Select the course identifier hyperlink (such as [ENGL 1010 MB 01](#)) to find information about the course section (such as course description, exact location of the course section. . .).

You may "Add this course" via the hyperlink at the top of the page, if you choose, or you may go "Back" via the hyperlink at the top of the page to your search results.

To Drop Courses:

Select "Advising and Registration" from the left sidebar options within the "Student" tab.

Select "Add/Drop Courses" from within the "Course Schedules" portlet.

Make sure the "Term" option is the one you want.

Scroll to the bottom of the page.

Select the "Drop" box (located to the left of each course section in which you are registered).

Select "Drop Selected Courses" at the bottom of the page.



To View Your Current Registration:

Select "Advising and Registration" from the left sidebar options within the "Student" tab.

Select "View or Print Your Student Schedule" from within the left sidebar options.

Make sure the "Term" option is the one you want.

Select the course identifier hyperlink (such as [ENGL 1010 MB 01](#)) to find information about the course section (such as course description, exact location of the course section. . .).

Select the "Printer Friendly" hyperlink (top right portion of page), then press Ctrl + P (or select your web browser print icon) if you want to print a copy of your student schedule.

To View Your Schedule in a Calendar Format:

Select the "My Pages" tab.

Select the "My Calendar" hyperlink (at the top of your calendar).

Scroll to the month that classes start, using the > sign next to the name of the month.

Select the "Week" or the "Month" option at the top of your calendar.

Select a date within the week of August 25 (because this is the week that Fall 2008 begins).

Projecting Your GPA

Select the "Student" tab.

Select "Advising and Registration" from the left sidebar options.

Select "GPA Projection" from the left sidebar options.

Select the "Go" button (leaving "Undergraduate" selected within the "Division" box).

Select a grade from within the "Projected Grade" selection box.

Select the "Create Projection" button (bottom of the page).

Obtaining Your Final Grades:

Select the "Student" tab.

Select "Grades and Unofficial Transcript" from the left sidebar options.

Make sure the "Term" option within the "Grade Report" portal is the one for which you want to view or print your grade report.

Select the "View Final Grade Report" hyperlink.

Select the "Printer Friendly" hyperlink (top right portion of page), then press Ctrl + P (or select your web browser print icon) if you want to print a copy of your grade report.

Obtaining Your Final Grades for Multiple Terms:

Select the "Student" tab.

Select "Grades and Unofficial Transcript" from the left sidebar options.

Select the "View Unofficial Transcript" hyperlink.

When you are finished with your CampusWeb session, select the "Logout" hyperlink (just below the MPCC header at the top of any CampusWeb page) to protect the privacy of your student record.



Navigation Tip:

Use any of these options when you want to move back to previous pages:

- “Bread Crumbs” (the hyperlinks you find just below the category tabs, such as the “Student” tab).
- Hyperlinks found in the title of each portlet.
- Left sidebar hyperlinks.

AVOID your browser “Back” button (because it gets you into aggravating territory).

If you forget and use your browser “Back” button, try the following:

- Select your browser reset button (for Internet Explorer, this is the double green arrow icon near the top of your window).
- Select “Retry”.

If this doesn't return you to familiar territory, close your browser window, then reopen it, go to <http://campus.mpcc.edu> and begin again.

How to Change Your CampusWeb Password:

When logged in to CampusWeb, select the “Personal Info” hyperlink (just below the MPCC header).

Select the “Password” tab within the “My Info” portal.

Type your current password into the “Old Password” cell.

Type your new password into both the “New Password” and “Confirm Password” cells.

Select the “Save” button.

End Notes:

Numerous other useful options are available to you within CampusWeb, such as “Course Needs” (which matches your declared program requirements to the courses you have completed and provides you with a list of courses that you still need to complete to graduate), “Financial Aid and Account Information” (which allows you to review the status of your billing record and provides you with a link to set up a payment plan), and “Course Groups” (which is where you find course handouts and links to course information if your instructors choose to use this option).

Please explore these options at your convenience.

For help with CampusWeb, please contact us through one of the following means:

Go to any main campus Welcome Center or to any Extended Campus site.

E-mail reghelp@mpcc.edu .

Call 535-3701 (North Platte calling area) or 1-800-658-4308 ext 3701.