

CampusWeb

CampusWeb is an online source for students to access information about Mid Plains Community College. As a student, you can register for courses, drop courses, review and/or print a copy of your current registration, check your grades, check your account balance, request address changes, access your student email and access online advising. CampusWeb, including student emails, should be checked at least weekly as instructors may send information regarding classes.

To access Campus Web

1. Go to <http://campus.mpcc.edu>

OR

1. Go to the Mid Plains Community College Website at www.mpcc.edu
2. Look at the left hand side bottom third of the page for “sign into CampusWeb” and click on “Login”

To Login

Login to CampusWeb using your personal User Name and Password. The User Name and Password cells are located directly under the MPCC header. (For those of you who used the previous version of CampusWeb, use the same userid and password that you’ve used in the past) If you forget your user name and/or password, stop by the Welcome Center on any of the three MPCC main campuses with photo id, or e-mail reghelp@mpcc.edu to request reminder that will be mailed to your US postal address.

Once logged in, click on the **Student** tab and you will be able to:

- 1) **Register for courses:**
 - a) Select “Course Search”
 - b) Search by:
 - Department (you can type the first letter of a department to get within the vicinity of the one you want)
 - Beginning time of class (such as, classes starting no earlier than 1:00 pm. . .)
 - Ending time of class (such as, classes ending no later than 5:00 pm. . .)
 - Class meeting days (omit the days in which you are not interested)
 - c) When you find the course section you want, select the “Add” action to the right of the course listing to register for the course.
- 2) **Drop courses:**
 - a) Select “My Schedule”
 - b) Select the “Drop” action to the right of a course listing to drop a course from your schedule.
- 3) **Review and/or print a copy of your current registration** (which gives you days, times, and locations of your courses):
 - a) Select “My Schedule”
 - b) Select “Reformat as Printable Page” if you choose to print a copy.
- 4) **Check your grades** (available the Monday following finals week):
 - a) Select “My Grades”
 - b) Scroll down to find the most current courses (courses are listed top to bottom by year and term taken, then alphabetically by department within a specific year/term).

- 5) **Check your account balance** (once charges have been run for a specific term):
 - a) Select "My Account"
 - b) Please be aware that charges do not immediately calculate when you change your registration. If you have any questions about your account balance, please call 535-3777 (1-800-535-3777 if you are outside of the North Platte calling area).

- 6) **Request address changes:**
 - a) Select "Personal Information"
 - b) Go to "My Address Info". Click on "Update".
 - c) Type the information that needs to change, then select "SUBMIT". (This sends your request to Registration & Records.)

- 7) **Find course materials**
 - a) Click on "Browse Groups" located at the bottom of the "Student" page. A list of courses will appear.
 - b) Click on the "join" button for the course in which you are interested. Once the group manager confirms your membership, you will have access to the materials for this class stored on this site. NOTE: Some faculty use WEBCT instead to distribute syllabi and other course materials. Check with your instructor.

- 8) **Access Student Email**
 - a) On the CampusWeb homepage, select "Student email" (if you are in the Student window, select "Portal", which is located just below the MPCC header to return to the CampusWeb homepage)
 - b) Type in "user name" and type in "password" (this information will/has been sent to you via mail by MPCC or you may go to our Welcome Center to receive this information. Be sure to bring identification)

Sign Out

Go to the upper left-hand corner of your CampusWeb homepage. Click on "Logout" when you are finished using CampusWeb so that your personal information will not be accessible to other people who use the computer you have used.