

**MOUNT OLIVE COLLEGE
ONLINE (Moodle) REGISTRATION**

PCID# _____

NAME: LAST, FIRST, MIDDLE _____

SOCIAL SECURITY _____

RESIDENT COMMUTE

HOME ADDRESS: STREET, CITY, STATE, ZIP _____

HOME PHONE _____

CLASS: _____ CURRENT _____ NEW FRESHMAN _____ TRANSFER _____ READMIT _____ AUDIT _____ SPECIAL

DEGREE: _____ MAJOR: _____ HOURS EARNED: _____ PLANNED GRADUATION DATE: _____

COURSE #'s	SECTION	SESSION	COURSE TITLE	CREDIT	Dates	to	LOCATION	PROFESSOR
REG 121	VK01	B	On-line Registration	3sh			Online	J. Weeks

I am financially responsible for this class:

TOTAL HRS: _____

Signature of Student _____

Date _____

Signature of Assessment Counselor/Advisor _____

Date _____

Sex: M F Race: B W O
For statistical purposes only

Date of Birth: _____ / _____ / _____

OFWB _____ YES _____ NO

Date Received: _____

Date Entered: _____

SJ Tuition Plan: _____

INSTRUCTIONS FOR ONLINE COURSES

On the first day of class, access your **MOC-email** account via our web site at www.moc.edu.

On our home page, please click on “**Webmail**”. You will be prompted to enter a User ID and password.

Your User ID will be your first, middle and last initial (each lower case) and the last 4 digits of your student ID#.

Example: If your name is John Q Public and your student ID# is 000012345

User ID/login: jqp2345 Your initial password is **MOC_** and the last 6 digits of your student ID#.

Example: If your student ID# is 000012345, then your password would be MOC_012345

Email address: jqp2345@moc.edu. If you do not have a middle initial it will be (jp2345@moc.edu).

You will also use this User ID and Password to access your online courses.

- From the home page of www.moc.edu, click on “**My Courses**” on the upper right of the homepage.
- Click on the **Moodle** icon, then login. Your classes open at 8am the first day. You will not be able to access the actual course until the start date.
- Textbooks are required for online courses. Contact the MOC bookstore at 1-800-653-0854, ext. 1304 for books at least two weeks prior to the beginning of the course.
- These classes all run for 5 weeks and are fast paced, so be prepared to get to work on the first day.
- If you have online **registration questions**, contact LaShonda Huell at luell@moc.edu or call (919-658-2502, ext. 1463).
- If you have **technical problems**, please go to the MOC website and submit a support request; or call 919-658-7820 or 1-800-653-0854, ext. 1344; or email Joyce Devonshire at jdevonshire@moc.edu

IMPORTANT NOTE: Once you have registered for a course, you will be responsible for and billed for that course. If you do not complete the drop process with the Registrar’s Office, you will receive a final grade in the course. This policy stands even if you have not participated in the course. You must drop the class within the first five days to receive a refund. You may withdraw from the course up to the halfway point of the class. After the halfway point, you will receive a grade. Contact your Assessment Counselor/Advisor to drop within the first five days. **Keep a copy of this paper for your records.**