Student Online Registration

WCU students will be able to register their courses for the upcoming term via an Online Registration application. Students can use any internet connected device, computer, laptop, tablet.

Your campus will publish the upcoming term course offerings prior to the opening of Online Registration.

Students may view the upcoming term class offerings from the Student Portal>My Home Page>CampusInfo> Course Availability link. Students should pick the upcoming term from the menu and search criteria (if no search criteria except term chosen, then all courses will be displayed when searched). Navigate using Next or Go To Page options.
The following steps will assist you in navigating the online registration app.

Students will now find a link to the Online Registration Application from their student portal located under Academics. Selecting the Online Registration link will open the application.

**Note:** You may need to disable pop-up blockers or adjust the settings on your browser to allow pop-ups from the site. The Online Registration application will not display if blocked by pop-up settings.

Follow these steps once the Online Registration page opens:

**Step 1:** The Registration page will open upon log in. The top of the page will display the dates and times the registration period is open. If your registration period is not yet open no courses will display.

The left side of the screen contains navigation tabs for Required Courses, Registration, Online Instructions, FAQ, Technical Support, Survey, and Log Out. These options may be used prior to your registration period opening.
Once your Registration period opens the Register screen will display the required courses you are registered for in the upcoming registration term. You will be able to change sections for the courses displayed if alternates are available.

The display contains columns to **Show (+)** or **Hide (-)** courses, registration **Term**, **Course**, **Section**, **Description**, **Instructor**, and **Start Date** for the term. The **Meeting Times**, **Days**, **Delivery Method**, **Status**, **Credits**, and **Register Status** for the course will display.

**IMPORTANT:** You may ONLY select alternatives to these courses if sections are available. Online registration will not allow you to choose different courses than what appear on the registration screen, only change to different sections if available. Students should contact their Campus Dean if they want to change to different courses.

**Step 3:** The current section of the course you are registered for will appear in the **Register status** of **Registered**. Below that any alternate sections available will be displayed in **Seat Status** of **Available**. **Note:** Only sections with available seats will be displayed to choose from. Different sections may appear during the registration period as other students make changes and seats become available for other sections.
**Step 4:** Use the **Add to Basket** radio button to select the new course section.
Once a section is selected a Complete Registration button will populate to select and complete registration. Click OK on the pop-up message if you want to complete registration into the new sections. Cancel will discard changes.
Once Registration is successfully completed the new course section will appear in a **Registered** status. You are successfully registered in the course if the **Registered** status appears.

Students may check their student portal **My Class Schedule** for the upcoming term to verify registration too.
If you choose a course offered with a delivery method of Online you will see a pop-up message. You must check off all acknowledgements and Submit before you can complete registering for the online delivery course.
If you attempt to register for courses that have overlapping meeting days and times a message will appear indicating you have a time conflict.

Select **OK** and choose different course sections that do not conflict. You cannot register for courses that conflict.
If you want to make additional registration changes while still logged on, you can view available sections by selecting the **Show (++)** icon next to the **Registered** course to enable to **Available** section options.

**Step 5:** Once you have complete all changes your Registration is Complete!

Before logging off be sure to check the registration screen and ensure all courses are in a **Registered** status with the sections you selected. Be sure to **Log Out** of the application before closing your browser.

Your registered courses will appear on the Student portal immediately, to ensure registration was completed verify your schedule on your student portal **My Schedule** page.
<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Description</th>
<th>Instructor</th>
<th>Start Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Rooms</th>
<th>Days</th>
<th>Delivery</th>
<th>Status</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 100</td>
<td>2</td>
<td>Fundamentals of Nursing</td>
<td>Lynnette Taylor</td>
<td>09-Nov-14</td>
<td>7:00AM</td>
<td>12:00PM</td>
<td>149</td>
<td>W</td>
<td>On Ground</td>
<td>Scheduled</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Skills Lab</td>
<td>Taylor/DeSalle</td>
<td>09-Nov-14</td>
<td>6:30AM</td>
<td>12:00PM</td>
<td>112</td>
<td>S</td>
<td>R</td>
<td>Registered</td>
<td></td>
</tr>
<tr>
<td>NURS 110</td>
<td>3</td>
<td>Introduction to Professional Nursing</td>
<td>Saba Zemadzeh</td>
<td>12Nov-14</td>
<td>12:00PM</td>
<td>4:00PM</td>
<td>148</td>
<td>W</td>
<td>On Ground</td>
<td>Scheduled</td>
<td>2.00</td>
</tr>
</tbody>
</table>