

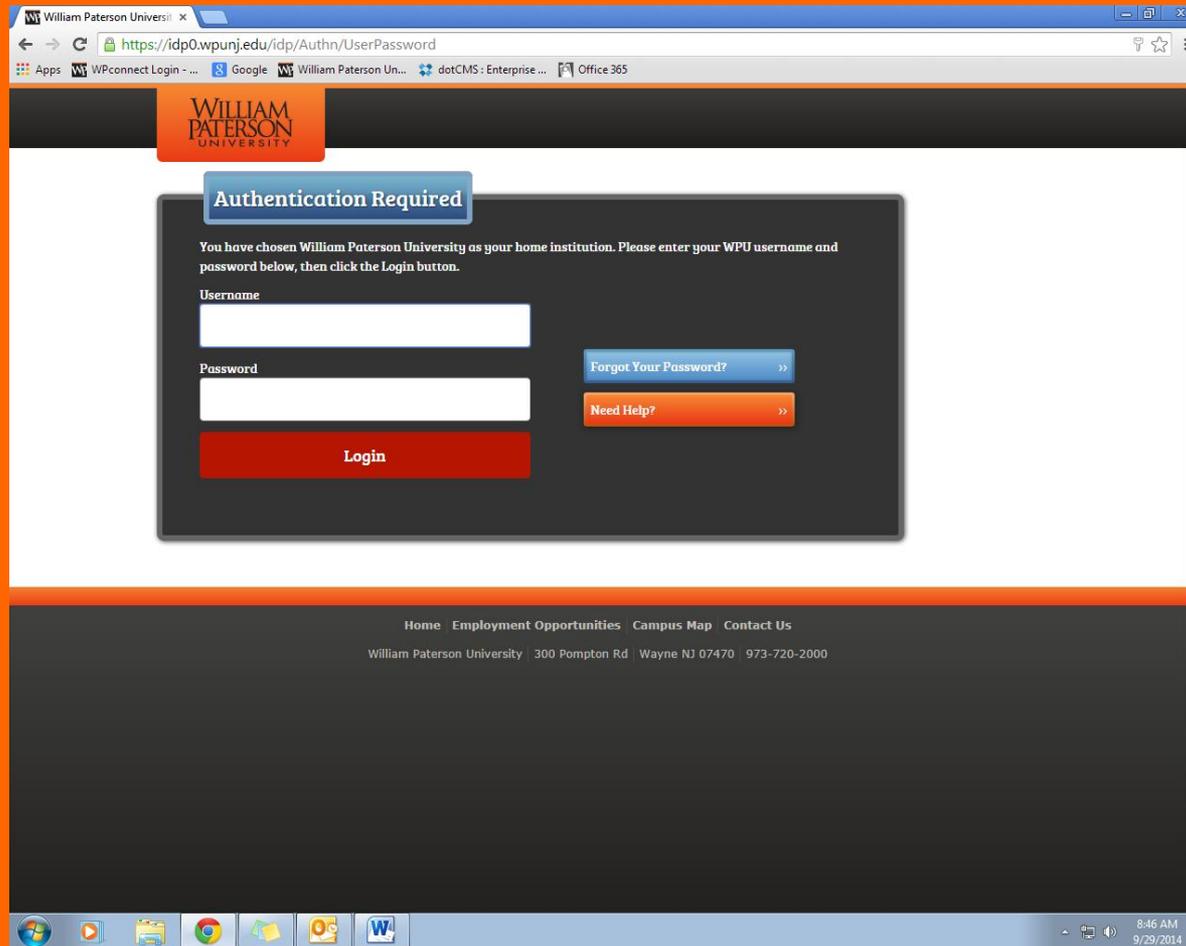
The Registration Process

October 9, 2014

Before registering...

- Schedule an advisement appointment
- Check for holds on your account
- Look up course offerings
- Request permits

Step 1: Open WP Connect



Step 2: Open “Students” Tab

The screenshot shows the WPUNJ WPConnect Portal interface. The browser address bar displays <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page header includes the William Paterson University logo, the WP-CONNECT logo, and navigation tabs for Home, Campus Life, Students, and Employees. The 'Students' tab is highlighted with a red circle. The user is logged in as 'Hi, Michelle Ginart'. The main content area is organized into several columns with various service links.

Navigation and User Information:

- Home | **Campus Life** | **Students** | Employees
- Hi, Michelle Ginart
- Email | Blackboard | Apps | Notifications

Search and Sorting:

- Sort by: Alphabetical
- Search Links on this Page

Registration

- Registration Timetables
- My Registration Status and Permits
- Advisement Notes
- View Holds
- Look Up Course Offerings
- Add/Drop Classes
- Incoming Freshmen Course Selection
- Purchase Textbooks
- Active Registrations
- Registration History

My Classes

- Change Term
- My Detail Schedule
- My Concise Schedule
- Week at a Glance
- View Final Grades

My Academic Records

- Unofficial Transcripts (Free of Charge)
- Degree Audit / Evaluation
- Request Official Transcript
- View Status of Transcript Request

General Services

- My Profile Information
- Emergency Notification Setup
- Parking Permit Request Form
- Pioneer Express Debit Card
- Pioneer Parking Garage Student Signup
- NJ Transit Discount Passes

Enrollment Services

- Enrollment Verification
- FERPA Release Form
- Scholarship Application
- Leave of Absence Request Form
- Withdrawal Request Form

Academic Services

- Add / Declare or Change Major
- Add / Declare or Change Minor
- College of Education Checklist
- [Honors Track Application](#)
- Speech and Hearing Clinic Forms
- SEC: Rate My Tutor
- Nursing Student Skills Checklist

Bill Payment

- Billing and Payments
- 1098-T Tax Information

Campus Life

- Student Handbook and Student Conduct
- Sign Up for Clubs and Activities
- Alcohol-Wise (Freshmen Only)
- Not Anymore (New Students)
- Badge Programs
- Register To Vote
- Additional Student Resources

Campus Directories

- Advisors for Graduate Students
- Advisors for New and Incoming Students
- College Dean And Department Chairs
- Faculty and Staff
- Offices and Departments

Academic Info

- Undergraduate Catalog
- Graduate Catalog
- University Core Curriculum
- Academic Support
- E.O.F. Program
- Special Programs

Technology

- Computer Availability
- IT Services - Get Connected
- IT Wiki

Academic Advisement

The screenshot shows the WPUNJ WPConnect Portal interface. The browser address bar displays <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page header includes the William Paterson University logo, the WP CONNECT logo, and navigation tabs for Home, Campus Life, Students, and Employees. A user profile for Michelle Ginart is visible in the top right corner, along with icons for Email, Blackboard, Apps, and Notifications. The main content area is organized into several sections:

- Registration**: A list of links including Registration Timetables, My Registration Status and Permits, **Advisement Notes** (circled in red), View Holds, Look Up Course Offerings, Add/Drop Classes, Incoming Freshmen Course Selection, Purchase Textbooks, Active Registrations, and Registration History.
- My Classes**: A list of links including Change Term, My Detail Schedule, My Concise Schedule, Week at a Glance, and View Final Grades.
- General Services**: A list of links including My Profile Information, Emergency Notification Setup, Parking Permit Request Form, Pioneer Express Debit Card, Pioneer Parking Garage Student Signup, and NJ Transit Discount Passes.
- Enrollment Services**: A list of links including Enrollment Verification, FERPA Release Form, Scholarship Application, Leave of Absence Request Form, and Withdrawal Request Form.
- Academic Services**: A list of links including Add / Declare or Change Major, Add / Declare or Change Minor, College of Education Checklist, Honors Track Application, Speech and Hearing Clinic Forms, and SEC: Rate My Tutor.
- Campus Life**: A list of links including Student Handbook and Student Conduct, Sign Up for Clubs and Activities, Alcohol-Wise (Freshmen Only), Not Anymore (New Students), Badge Programs, Register To Vote, and Additional Student Resources.
- Campus Directories**: A list of links including Advisors for Graduate Students, Advisors for New and Incoming Students, College Dean And Department Chairs, Faculty and Staff, and Offices and Departments.
- Academic Info**: A list of links including Undergraduate Catalog, Graduate Catalog, University Core Curriculum, Academic Support, and E.O.F. Program.

Academic Advisement

Home Campus Life Students Employees

My WPU Notes

Your Profile:

Name:	Michelle	Class:	SR
Banner ID:		Program:	BA-MATH

Primary Advisor: [VonDohien, Paul](#)

Advisor Comment	Entry Date	Entered By
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View Holds

The screenshot displays the William Paterson University website interface. At the top left is the university logo. The top navigation bar includes the 'WP CONNECT' logo, social media icons for Facebook, Twitter, Instagram, and YouTube, and a user greeting 'Hi, Michelle Ginart'. Below this is a secondary navigation menu with buttons for 'Home', 'Campus Life', 'Students', and 'Employees'. On the right side of the top bar are icons for 'Email', 'Blackboard', and 'Apps'. The main content area is divided into three columns. The left column features a search bar and a 'Sort by: Alphabetical' dropdown. Below this is a 'Registration' section with a list of links: 'Registration Timetables', 'My Registration Status and Permits', 'Advisement Notes', 'View Holds' (circled in red), 'Look Up Course Offerings', 'Add/Drop Classes', 'Incoming Freshmen Course Selection', 'Purchase Textbooks', 'Active Registrations', and 'Registration History'. The middle column contains three sections: 'General Services' (with links like 'My Profile Information', 'Emergency Notification Setup', etc.), 'Enrollment Services' (with links like 'Enrollment Verification', 'FERPA Release Form', etc.), and 'Academic Services'. The right column contains 'Campus Life' (with links like 'Student Handbook and Student Conduct', 'Sign Up for Clubs and Activities', etc.) and 'Campus Directories' (with links like 'Advisors for Graduate Students', 'Advisors for New and Incoming Students', etc.).

View Holds

Hi, Michelle GinartEmailBlackboardAppsNotifications

Personal Information **Student** Financial Aid Employee

Search [RETURN TO MENU](#) [PRINT](#) [SITE MAP](#) [HELP](#) [EXIT](#)

View Holds



These are the holds on your record. If you have a registration hold you will not be allowed to register or add/drop. A transcript hold will prevent you from viewing your transcript.

Listed next to the Hold description is a phone number extension that can assist you when trying to research your HOLD. The university's phone number is 973.720.XXXX



No holds exist on your record.

[\[Financial Aid Holds \]](#)

RELEASE: 8.5.4.4
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Step 3: Look up Course Offerings

The screenshot shows the William Paterson University WP-CONNECT portal. The browser address bar displays <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page header includes the William Paterson University logo, the WP-CONNECT logo, and navigation tabs for Home, Campus Life, Students, and Employees. A user profile for Michelle Ginart is visible in the top right corner, along with icons for Email, Blackboard, and Apps. The main content area is organized into several sections:

- Registration**
 - Registration Timetables
 - My Registration Status and Permits
 - Advisement Notes
 - View Holds
 - Look Up Course Offerings** (circled in red)
 - Add/Drop Classes
 - Incoming Freshmen Course Selection
 - Purchase Textbooks
 - Active Registrations
 - Registration History
- My Classes**
- General Services**
 - My Profile Information
 - Emergency Notification Setup
 - Parking Permit Request Form
 - Pioneer Express Debit Card
 - Pioneer Parking Garage Student Signup
 - NJ Transit Discount Passes
- Enrollment Services**
 - Enrollment Verification
 - FERPA Release Form
 - Scholarship Application
 - Leave of Absence Request Form
 - Withdrawal Request Form
- Academic Services**
 - Add / Declare or Change Major
- Campus Life**
 - Student Handbook and Student Conduct
 - Sign Up for Clubs and Activities
 - Alcohol-Wise (Freshmen Only)
 - Not Anymore (New Students)
 - Badge Programs
 - Register To Vote
 - Additional Student Resources
- Campus Directories**
 - Advisors for Graduate Students
 - Advisors for New and Incoming Students
 - College Dean And Department Chairs
 - Faculty and Staff
 - Offices and Departments
- Academic Info**

Step 4: Select Term Date

Personal Information **Student** Financial Aid Employee

Search

[RETURN TO MENU](#) [PRINT](#)

Select Term or Date Range

Search by Term:

Spring 2015 (View only) ▼

OR

Search by Date Range (MM/DD/YYYY):

From: To:

RELEASE: 8.5.2.1

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Step 5: Select a Course

Personal Information **Student** Financial Aid Employee

Search [RETURN TO MENU](#) [PRINT](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add:

 To register for classes, check the box in front of the CRN and click Register or Add to Worksheet.

You may see the codes "C", "NR", or "SR" under the 'Select' column on the left side of Class Search Results page. They stand for:

- NR = Not allowed for Registration** - This generally means that the enrollment period is not open for the class.
- SR = Student Restriction** - This means that you as a student have some type of restriction (such as your time ticket, student status, academic standing, ho enrolling in classes.
- C = Closed class** - Section has no seats available.

ONLINE = these courses are held using technology such as Blackboard and do not meet in-person in a classroom.
HYBRID = these courses combine online technology and in-person class meetings.

Sections Found

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)
NR	10299	MATH	1610	01	M	4.000	CALCULUS MTR II		11:00 am- 12:15 pm	25	0	25	5	0	5	0	0	0	Melkamu Zelege (P)	01/12- 05/08
NR	10827	MATH	1610	02	M	4.000	CALCULUS MTR II		02:00 pm- 03:15 pm	25	0	25	5	0	5	0	0	0	Melkamu Zelege (P)	01/12- 05/08
NR	10300	MATH	1610	60	M	4.000	CALCULUS MW II		05:00 pm- 06:45 pm	25	0	25	5	0	5	0	0	0	David D Nacin (P)	01/12- 05/08



CRN #



Course & Section #



Course Title

Request Permits

- Request permits for Honors, Education, and Upper level courses (verify with your advisor/department)
- Include the following information in all permit request emails:
 - Name
 - Student I.D. Number
 - Course Title (Calculus II)
 - Course Number and Section (1610-02)
 - Course CRN Number (10300)

Step 6: Add/Drop Classes

The screenshot shows the WPUNJ WPConnect portal interface. The browser address bar displays <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page header includes the William Paterson University logo, the WP-CONNECT logo, and navigation tabs for Home, Campus Life, Students, and Employees. A user profile for Michelle Ginart is visible in the top right corner.

The main content area is organized into several sections:

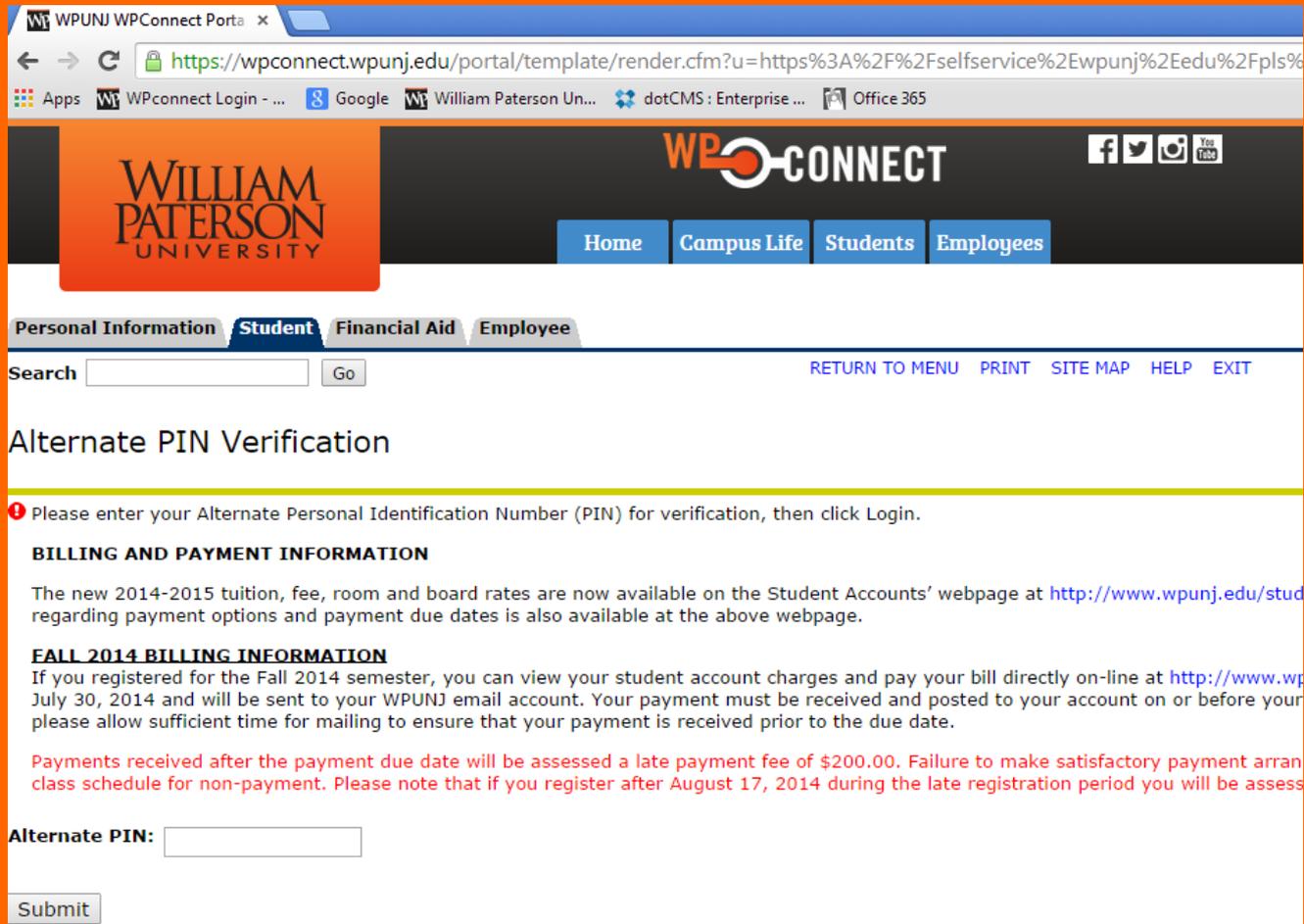
- Registration**
 - Registration Timetables
 - My Registration Status and Permits
 - Advisement Notes
 - View Holds
 - Look Up Course Offerings
 - Add/Drop Classes** (circled in red)
 - Incoming Freshmen Course Selection
 - Purchase Textbooks
 - Active Registrations
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- My Classes**
 - Change Term
 - My Detail Schedule
 - My Concise Schedule
 - Week at a Glance
 - View Final Grades
- General Services**
 - My Profile Information
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- Enrollment Services**
 - Enrollment Verification
 - FERPA Release Form
 - Scholarship Application
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- Campus Life**
 - Student Handbook and Student Conduct
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 - Undergraduate Catalog
 - Graduate Catalog
 - University Core Curriculum
 - Academic Support
 - E.O.F. Program
 - Special Programs

Step 7: Select the Term Date

(Spring 2015)

The screenshot shows a web browser window with the URL <https://wpconnect.wpunj.edu/portal/template/render.cfm?u=https%3A%2F%2Fselfservice%2Ewpunj%2Eedu%2Fpls%2FPROD%2F>. The page features the William Paterson University logo and the WPCONNECT header. Navigation tabs include Home, Campus Life, Students, and Employees. A search bar is present with a 'Go' button. The 'Student' tab is active, and the 'Select Term' section is highlighted. A dropdown menu for 'Select a Term:' shows 'Fall 2014' selected, with a red arrow pointing to it. A 'Submit' button is located below the dropdown. The footer contains the text 'RELEASE: 8.4' and '© 2014 Ellucian Company L.P. and its affiliates.'

Step 8: Enter Pin Number



WPUNJ WPCONNECT Portal

https://wpconnect.wpunj.edu/portal/template/render.cfm?u=https%3A%2F%2Fselfservice%2Ewpunj%2Eedu%2Fpls%...

Apps WPconnect Login - ... Google William Paterson Un... dotCMS : Enterprise ... Office 365

WILLIAM PATERSON UNIVERSITY **WP-CONNECT** f t i y

Home Campus Life Students Employees

Personal Information **Student** Financial Aid Employee

Search Go RETURN TO MENU PRINT SITE MAP HELP EXIT

Alternate PIN Verification

! Please enter your Alternate Personal Identification Number (PIN) for verification, then click Login.

BILLING AND PAYMENT INFORMATION

The new 2014-2015 tuition, fee, room and board rates are now available on the Student Accounts' webpage at <http://www.wpunj.edu/stud> regarding payment options and payment due dates is also available at the above webpage.

FALL 2014 BILLING INFORMATION

If you registered for the Fall 2014 semester, you can view your student account charges and pay your bill directly on-line at <http://www.wpunj.edu> July 30, 2014 and will be sent to your WPUNJ email account. Your payment must be received and posted to your account on or before your payment due date. Please allow sufficient time for mailing to ensure that your payment is received prior to the due date.

Payments received after the payment due date will be assessed a late payment fee of \$200.00. Failure to make satisfactory payment arrangements will result in a suspension of your class schedule for non-payment. Please note that if you register after August 17, 2014 during the late registration period you will be assessed a late registration fee.

Alternate PIN:

Submit

