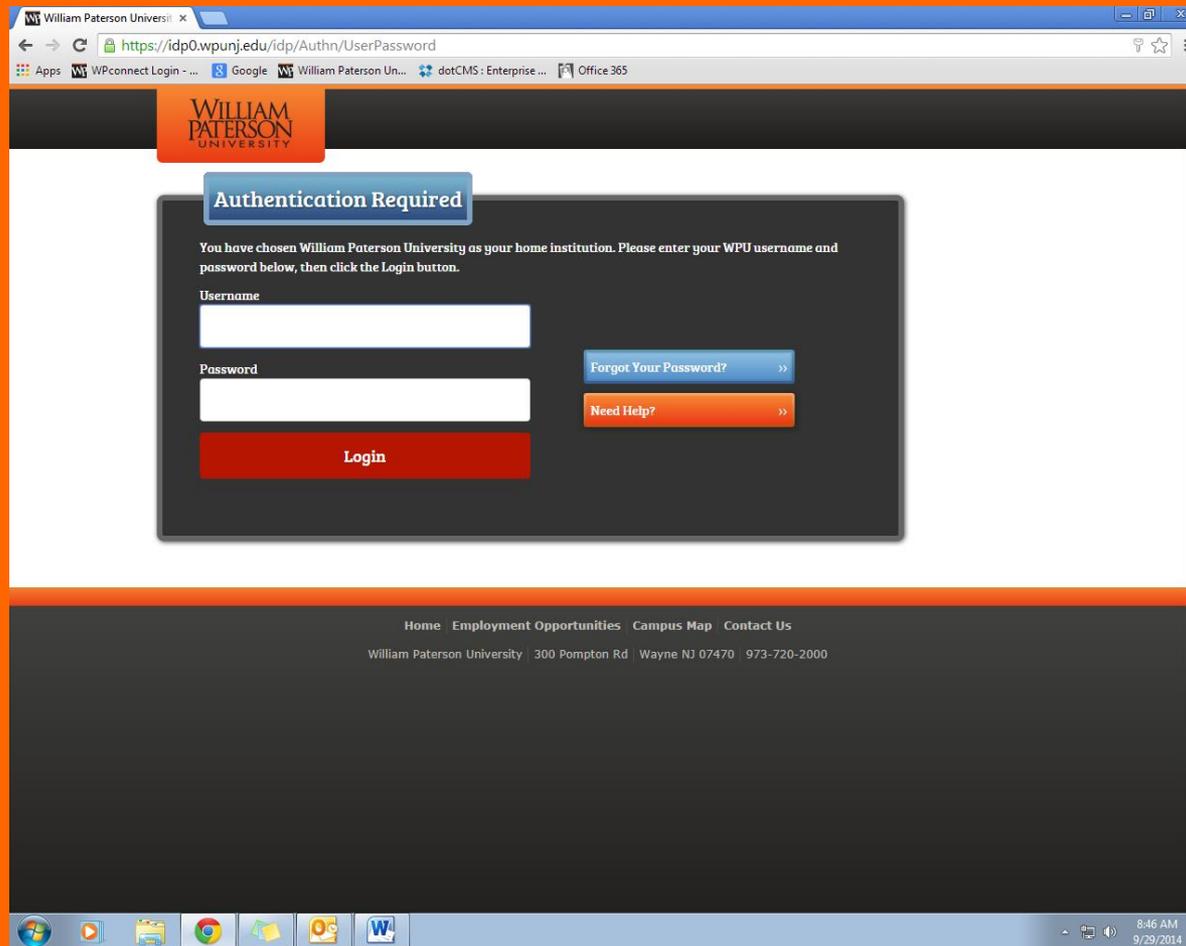# The Registration Process

March 8, 2016

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

Academic Advisement

Academic Advisement

My WPU Notes

Your Profile:

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

Primary Advisor: VonDohlen, Paul

Advisor Comment	Entry Date	Entered By

View Holds

View Holds

Step 3: Look up Course Offerings

Step 4: Select Term Date

Search [   ] [Go]   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:** [   ]

[Submit] [Reset]

RELEASE: 8.5.2.1
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Step 5: Select a Course

Personal Information | **Student** | **Financial Aid** | **Employee**

Search [   ] [Go]

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 II	MTR	11:00 am-12:15 pm	25	0	25	5	0	5	0	0	0	Melkamu Zeleke (P)	01/12-05/08
NR	10827	MATH	1610	02	M	4.000	CALCULUS II	MTR	02:00 pm-03:15 pm	25	0	25	5	0	5	0	0	0	Melkamu Zeleke (P)	01/12-05/08
NR	10300	MATH	1610	60	M	4.000	CALCULUS II	MW	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

Go to your advisor with

1. a copy of your degree evaluation
2. a copy of the finish in four/8 semester plan for your major
3. a list of classes that you plan to take in the spring

Alternate pins are NOT available yet. If you plan to see me in the next week, I won't have an alternate pin for you.

Remember that your emails with your advisor should be formal, polite, and businesslike. Do not use the lingo you would use in texting a friend. Use the language and the formalities you would use in a business letter.

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

Step 7: Select the Term Date
(Fall 2016)

Step 8: Enter Pin Number

Step 9: Enter CRN #s