

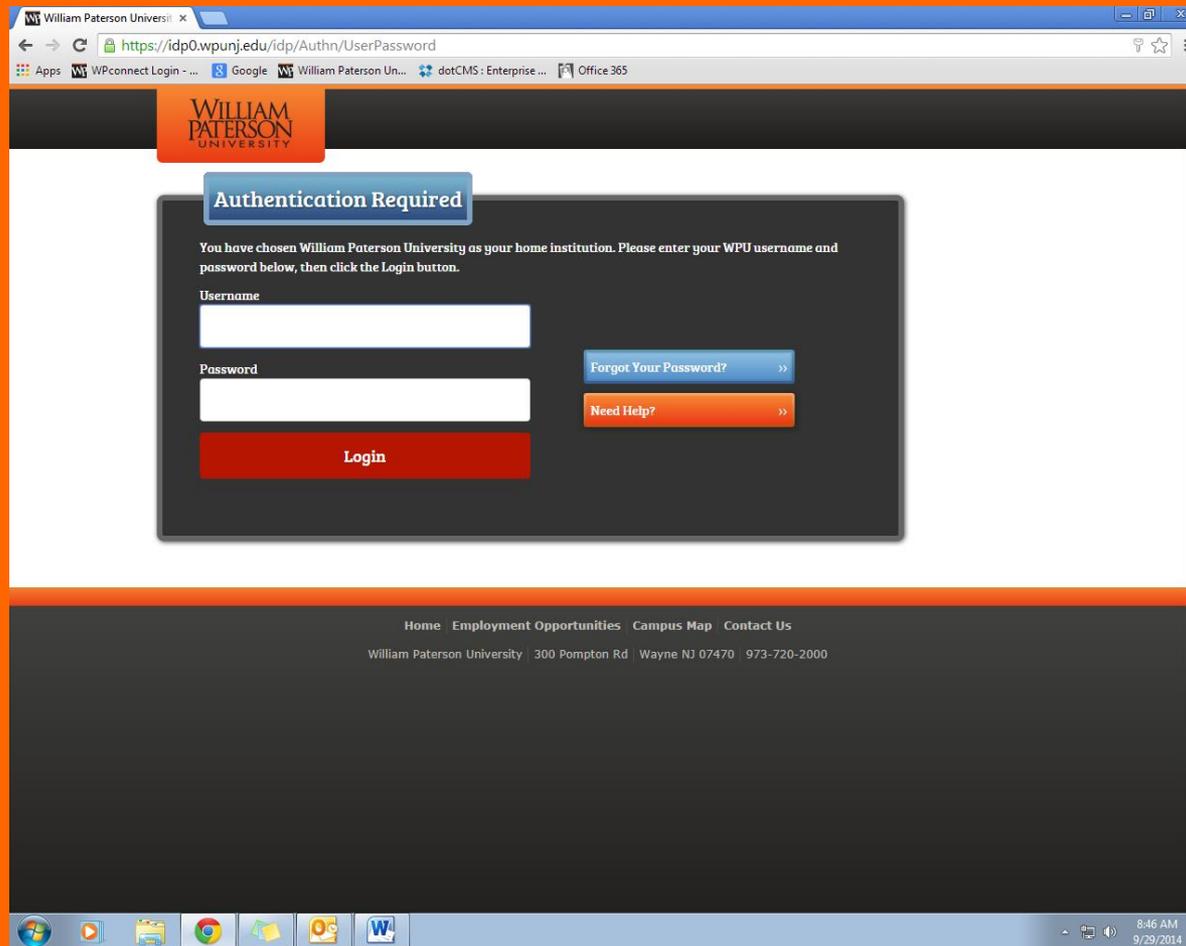
# The Registration Process

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

The screenshot shows a web browser window with the URL <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page features the William Paterson University logo on the left and the 'WPCONNECT' header in the center. A navigation menu below the header includes 'Home', 'Campus Life', 'Students', and 'Employees'. The 'Students' tab is circled in red. To the right of the navigation menu, there is a user profile for 'Hi, Michelle Ginart' and icons for 'Email', 'Blackboard', 'Apps', and 'Notifications'. The main content area is divided into several sections: 'Registration' (with a search bar and 'Sort by: Alphabetical'), 'My Classes', 'My Academic Records', 'General Services', 'Enrollment Services', 'Academic Services', 'Bill Payment', 'Campus Life', 'Campus Directories', 'Academic Info', and 'Technology'. Each section contains a list of links related to that category.

**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 WPCONNECT 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 three columns. The left column features a search bar and a 'Registration' section with a list of links. The middle column contains sections for 'General Services', 'Enrollment Services', and 'Academic Services'. The right column contains sections for 'Campus Life', 'Campus Directories', and 'Academic Info'. The 'Advisement Notes' link in the Registration section is circled in red.

WPUNJ WPConnect Portal

https://wpconnect.wpunj.edu/portal/self/default.cfm

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

WILLIAM PATERSON UNIVERSITY

WPCONNECT

Hi, Michelle Ginart

Home Campus Life Students Employees

Email Blackboard Apps Notifications

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
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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
- Emergency Notification Setup
- Parking Permit Request Form
- Pioneer Express Debit Card
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- NJ Transit Discount Passes

### Enrollment Services

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### 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

# Academic Advisement

Home

Campus Life

Students

Employees

## *My WPU Notes*

### Your Profile:

Name:	Ginart, Michelle	Class:	SR
Banner ID:		Program:	BA-MATH
Primary Advisor:	<a href="#">VonDohlen, Paul</a>		

Advisor Comment

Entry Date

Entered  
By

# 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 'Home', 'Campus Life', 'Students', and 'Employees'. On the right side, there 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, where 'View Holds' is circled in red. The middle column contains 'General Services', 'Enrollment Services', and 'Academic Services' sections. The right column contains 'Campus Life' and 'Campus Directories' sections.

**William Paterson University**

**WP CONNECT**

Hi, Michelle Ginart

Home Campus Life Students Employees

Email Blackboard Apps

Sort by: Alphabetical

Search Links on this Page

### Registration

- Registration Timetables
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- View Holds**
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- Add/Drop Classes
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### General Services

- My Profile Information
- Emergency Notification Setup
- Parking Permit Request Form
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### Enrollment Services

- Enrollment Verification
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- Leave of Absence Request Form
- Withdrawal Request Form

### Academic Services

### 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

# View Holds

The screenshot displays the William Paterson University WP-CONNECT portal. At the top left is the university logo. The top navigation bar includes 'Home', 'Campus Life', 'Students', and 'Employees'. A user profile for 'Hi, Michelle Ginart' is visible in the top right, along with icons for Email, Blackboard, Apps, and Notifications. Below the navigation bar, there are tabs for 'Personal Information', 'Student', 'Financial Aid', and 'Employee', with 'Student' currently selected. A search bar is present with a 'Go' button. Utility links for 'RETURN TO MENU', 'PRINT', 'SITE MAP', 'HELP', and 'EXIT' are located to the right of the search bar. The main heading is 'View Holds'. An information icon (i) is followed by text explaining that holds prevent registration, add/drop, or transcript viewing, and that a phone number extension is listed next to the hold description. A warning icon (⚠) is followed by the text 'No holds exist on your record.' A link for '[ Financial Aid Holds ]' is centered below. The footer contains the version 'RELEASE: 8.5.4.4' and copyright '© 2014 Ellucian Company L.P. and its affiliates.'

WILLIAM PATERSON UNIVERSITY

WP-CONNECT

Hi, Michelle Ginart

Home Campus Life Students Employees

Email Blackboard Apps Notifications

Personal Information **Student** Financial Aid Employee

Search  Go

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

## View Holds

**i** 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 WP-CONNECT portal for William Paterson University. The browser address bar displays <https://wpconnect.wpunj.edu/portal/self/default.cfm>. The page header includes the university logo, the WP-CONNECT branding, 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 columns:

- Left Column:** Features a search bar and a 'Sort by: Alphabetical' dropdown. Under the 'Registration' section, the link 'Look Up Course Offerings' is circled in red. Other links include Registration Timetables, My Registration Status and Permits, Advisement Notes, View Holds, Add/Drop Classes, Incoming Freshmen Course Selection, Purchase Textbooks, Active Registrations, and Registration History. The 'My Classes' section is also visible.
- General Services Column:** Lists links for 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 Column:** Lists links for Enrollment Verification, FERPA Release Form, Scholarship Application, Leave of Absence Request Form, and Withdrawal Request Form.
- Academic Services Column:** Includes a link for Add / Declare or Change Major.
- Campus Life Column:** Lists links for 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 Column:** Lists links for Advisors for Graduate Students, Advisors for New and Incoming Students, College Dean And Department Chairs, Faculty and Staff, and Offices and Departments.
- Academic Info Column:** Contains the heading '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:**

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  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 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

# 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

The screenshot shows the WPConnect portal interface. At the top, there is a navigation bar with the William Paterson University logo on the left, the 'WPCONNECT' logo in the center, and social media icons on the right. Below the logo is a menu with 'Home', 'Campus Life', 'Students', and 'Employees'. On the far right, a user profile for 'Hi, Michelle Ginart' is visible with icons for Email, Blackboard, and Apps.

The main content area is divided into three columns. The left column contains 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', 'Look Up Course Offerings', 'Add/Drop Classes' (circled in red), 'Incoming Freshmen Course Selection', 'Purchase Textbooks', 'Active Registrations', and 'Registration History'. Below the registration links is a 'My Classes' section with links for 'Change Term', 'My Detail Schedule', 'My Concise Schedule', 'Week at a Glance', and 'View Final Grades'.

The middle column contains three sections: 'General Services' with links for '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' with links for 'Enrollment Verification', 'FERPA Release Form', 'Scholarship Application', 'Leave of Absence Request Form', and 'Withdrawal Request Form'; and 'Academic Services' with links for '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', and 'Nursing Student Skills Checklist'.

The right column contains two sections: 'Campus Life' with links for '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'; and 'Campus Directories' with links for 'Advisors for Graduate Students', 'Advisors for New and Incoming Students', 'College Dean And Department Chairs', 'Faculty and Staff', and 'Offices and Departments'. Below these is an 'Academic Info' section with links for 'Undergraduate Catalog', 'Graduate Catalog', 'University Core Curriculum', 'Academic Support', 'E.O.F. Program', and 'Special Programs'.

# Step 7: Select the Term Date

(Fall 2016)

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 header includes the William Paterson University logo, the WPCONNECT logo, and navigation links for Home, Campus Life, Students, and Employees. Below the header, there are tabs for Personal Information, Student, Financial Aid, and Employee. A search bar is present with a 'Go' button. The main content area is titled 'Select Term' and features a dropdown menu labeled 'Select a Term:' with 'Fall 2014' selected. A red arrow points to this dropdown menu. Below the dropdown is a 'Submit' button. At the bottom of the page, it says 'RELEASE: 8.4' and '© 2014 Ellucian Company L.P. and its affiliates.'



