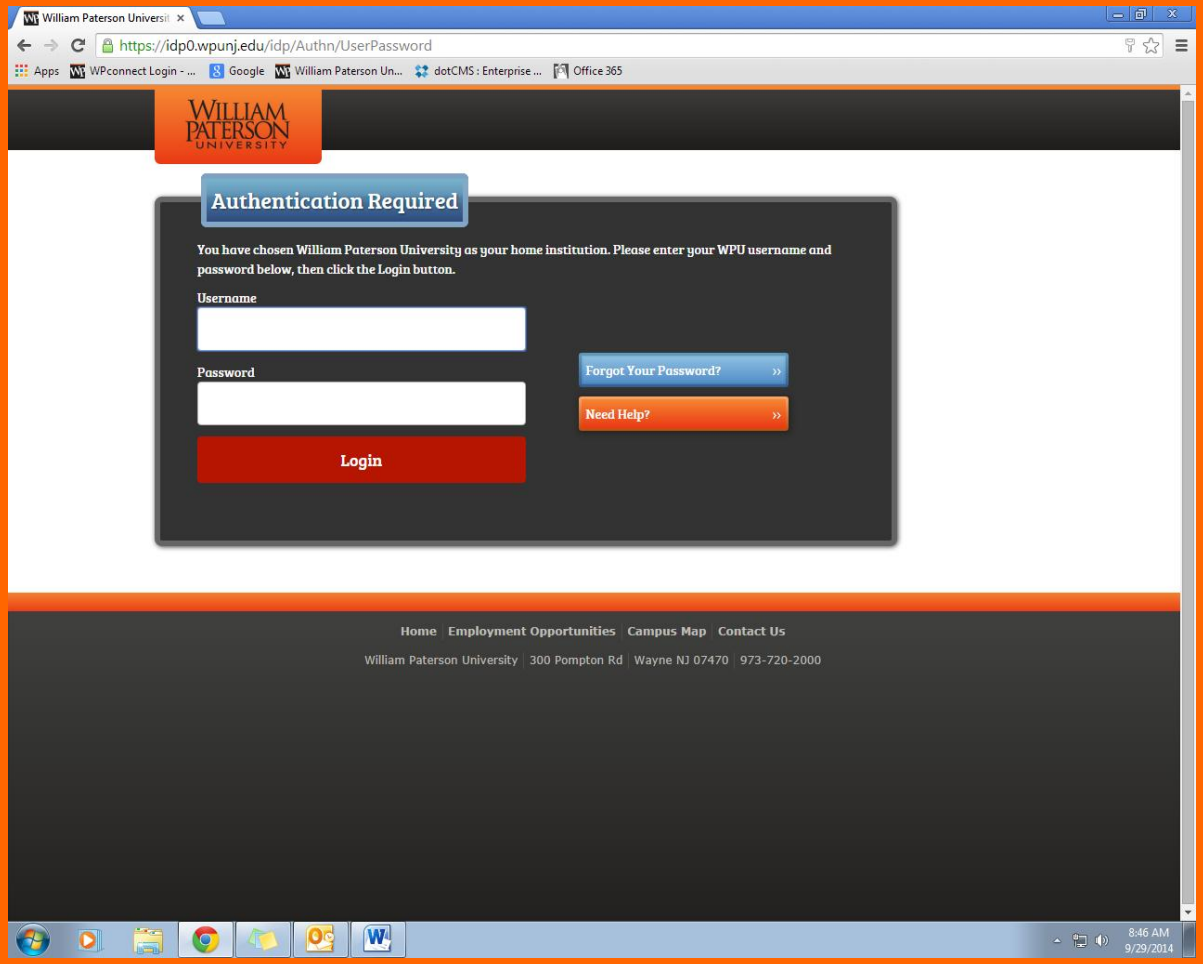
The Registration Process

October 9, 2014

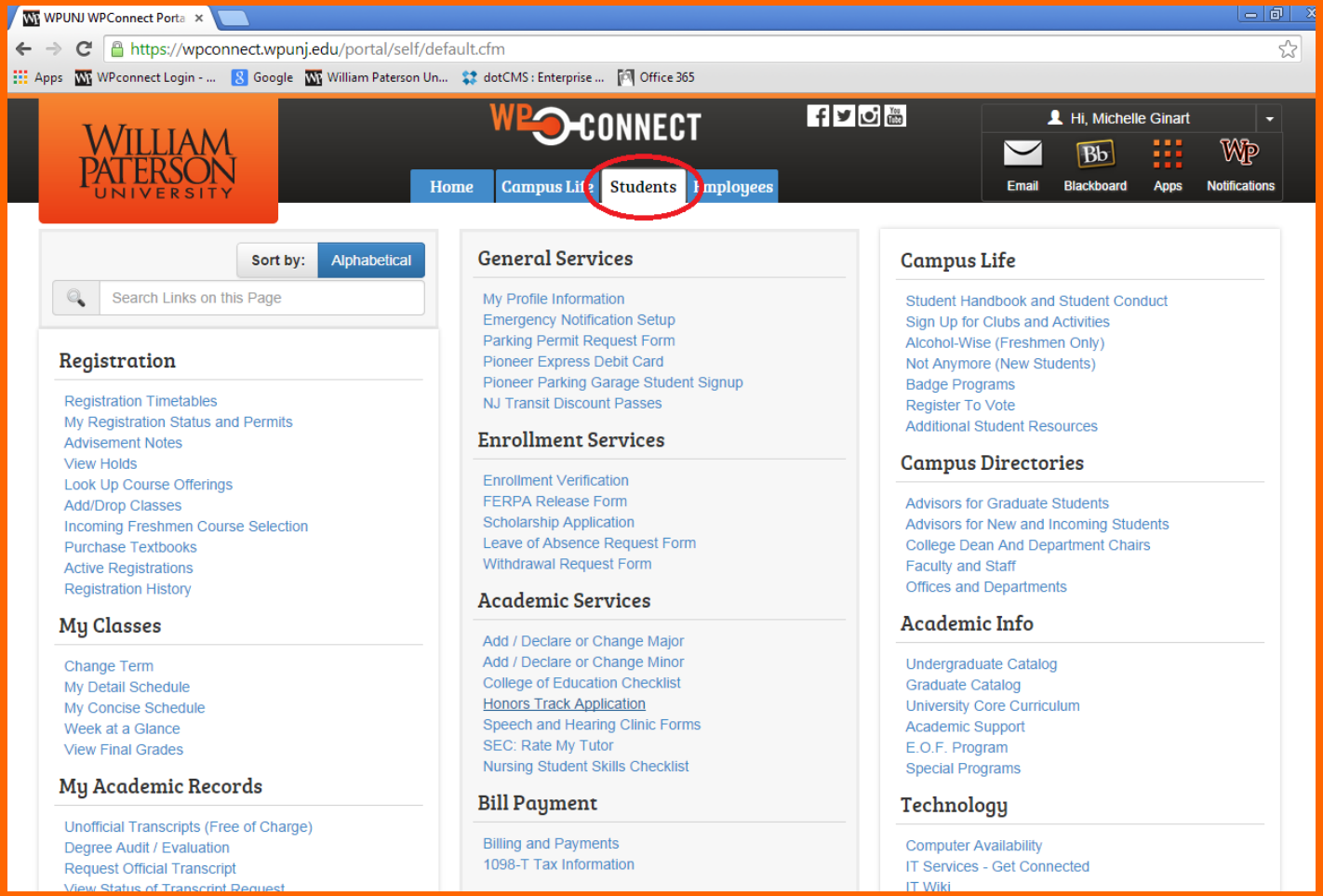
Before registering…

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

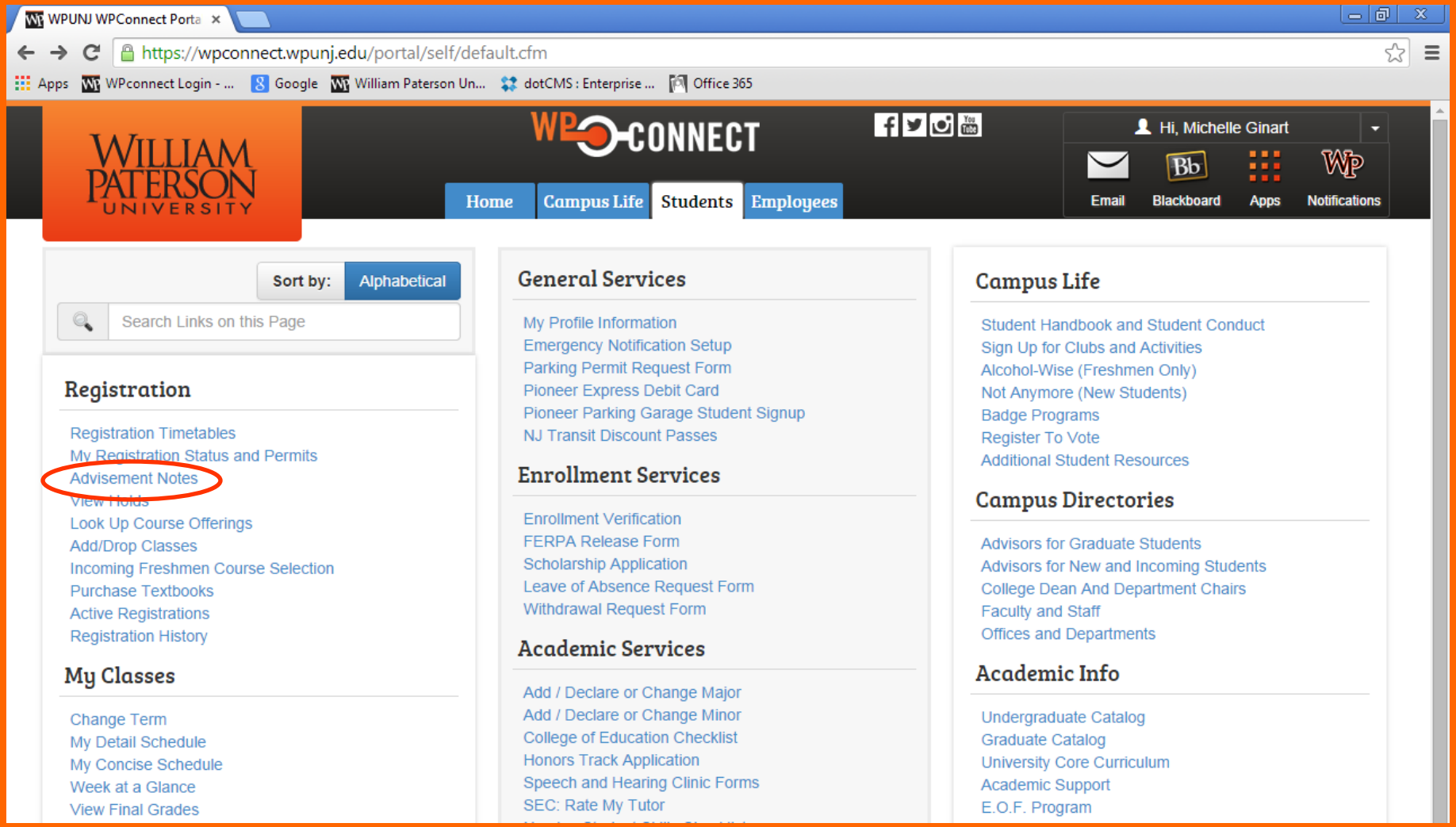
Step 1: Open WP Connect



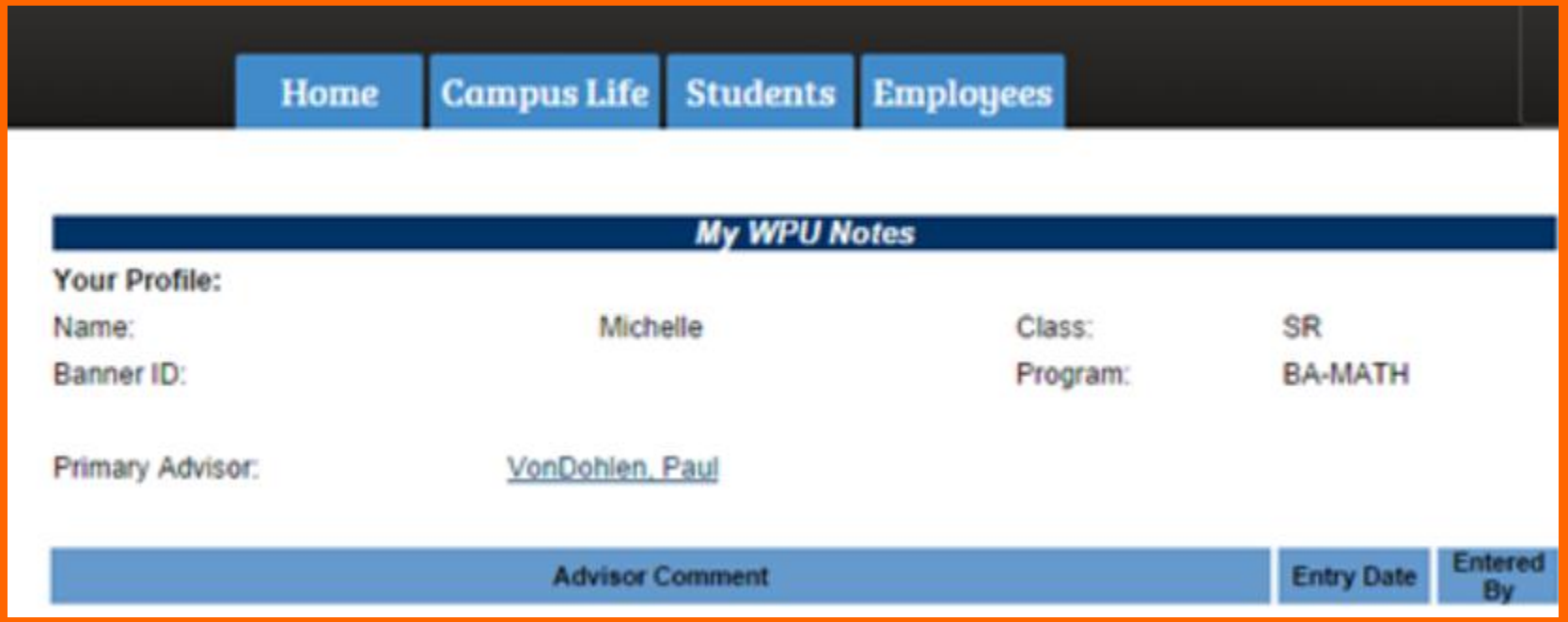
Step 2: Open “Students” Tab



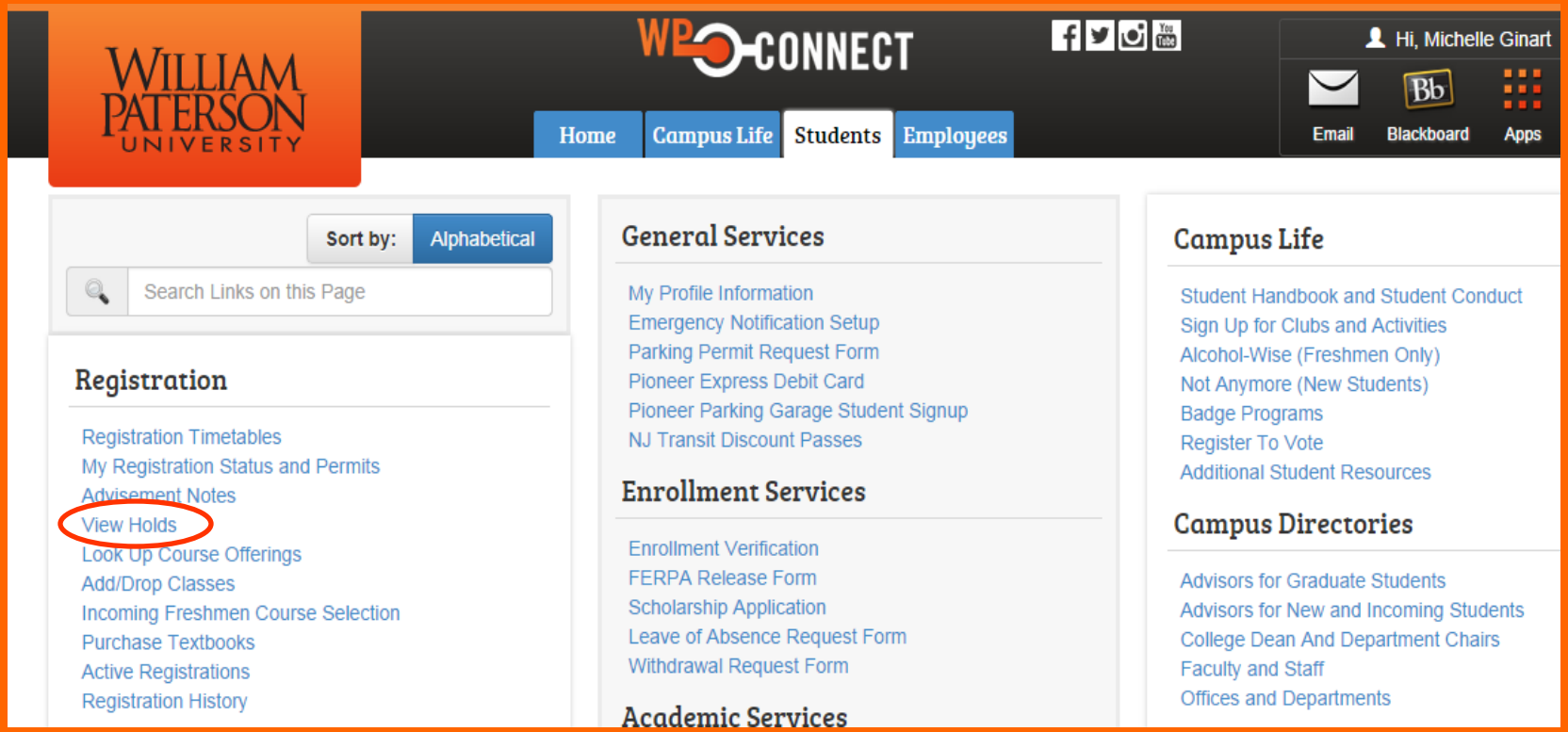
Academic Advisement



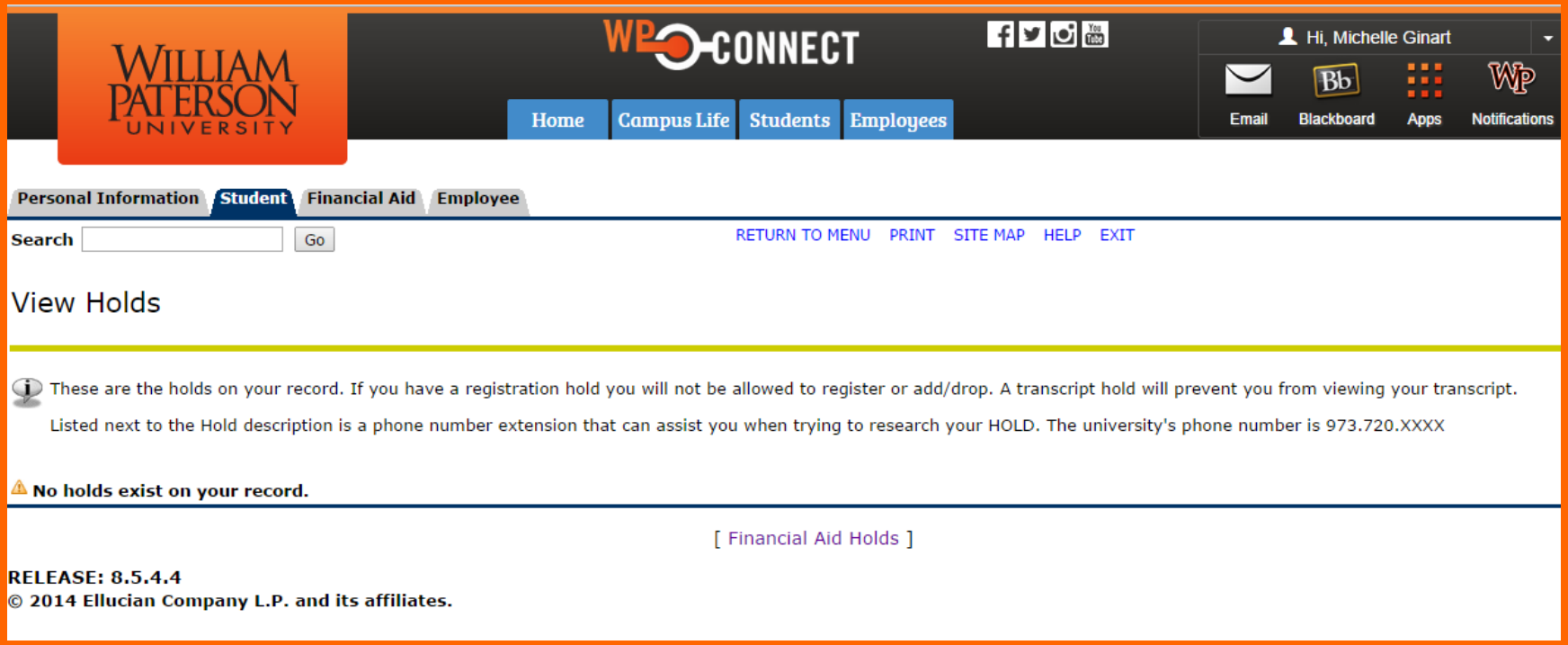
Academic Advisement



View Holds


WILLIAM PATERSON UNIVERSITY
WP CONNECT
Hi, Michelle Ginart
Email
Blackboard
Apps
Home
Campus Life
Students
Employees
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
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
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


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
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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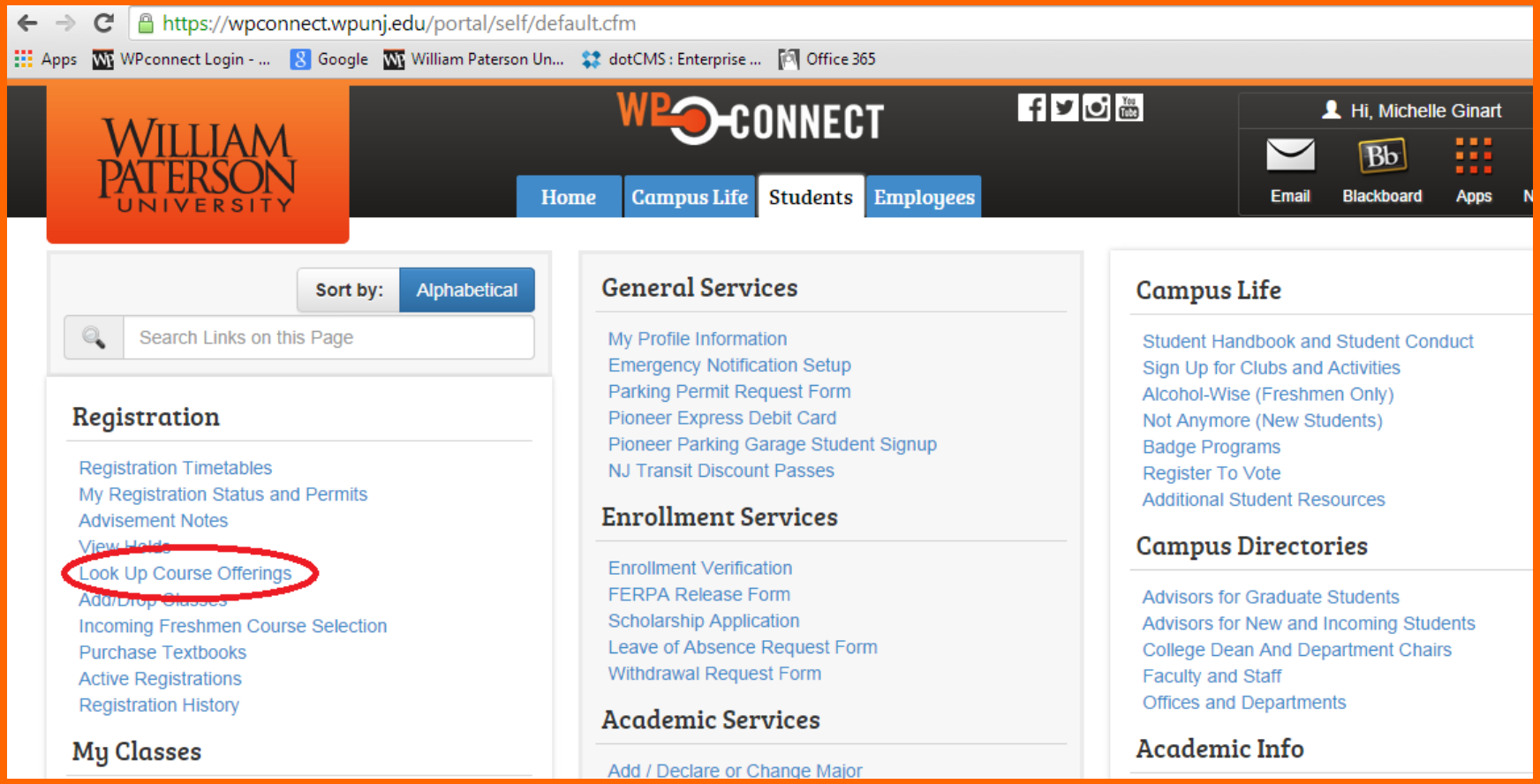
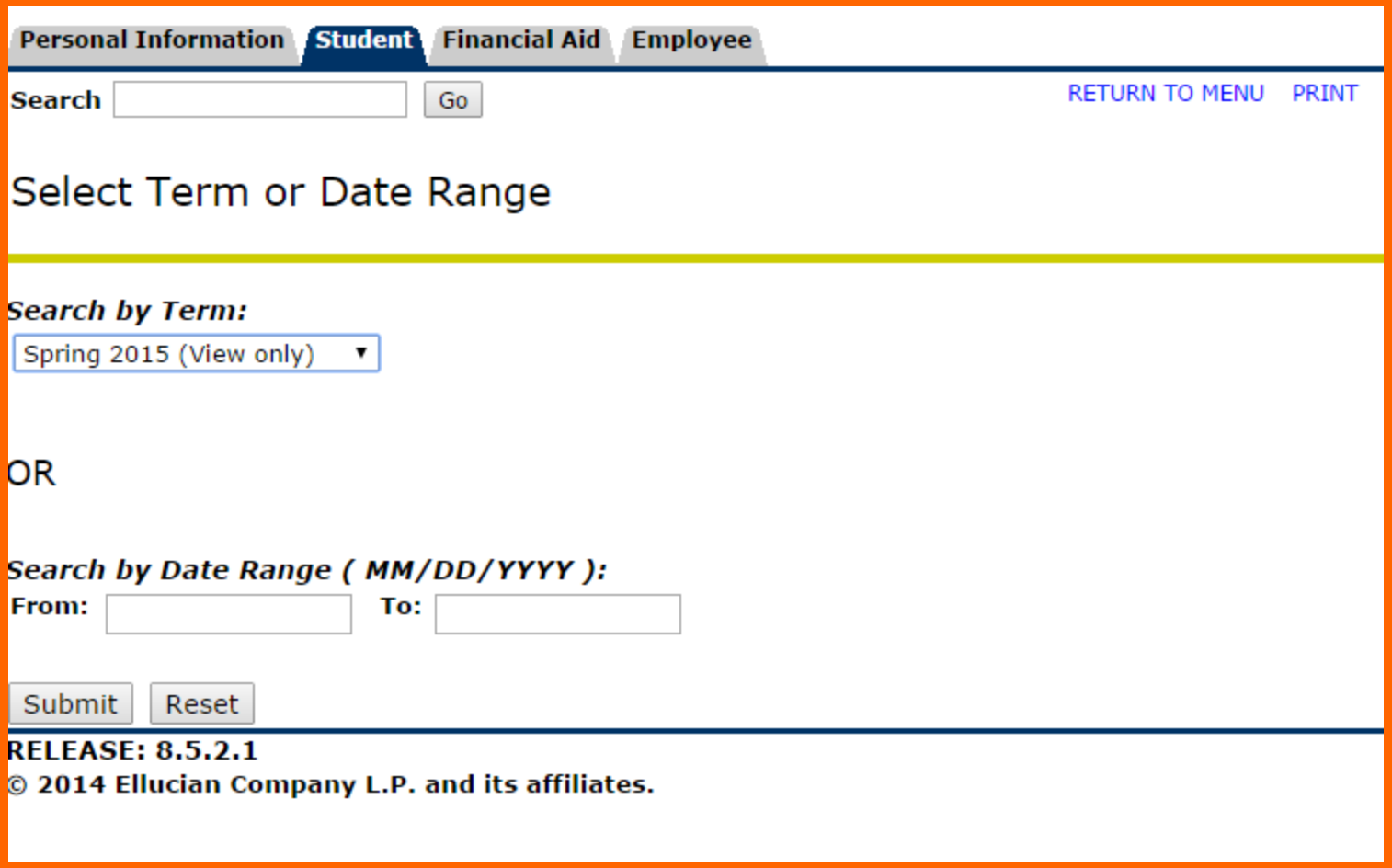
Step 3: Look up Course Offerings



Step 4: Select Term Date



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

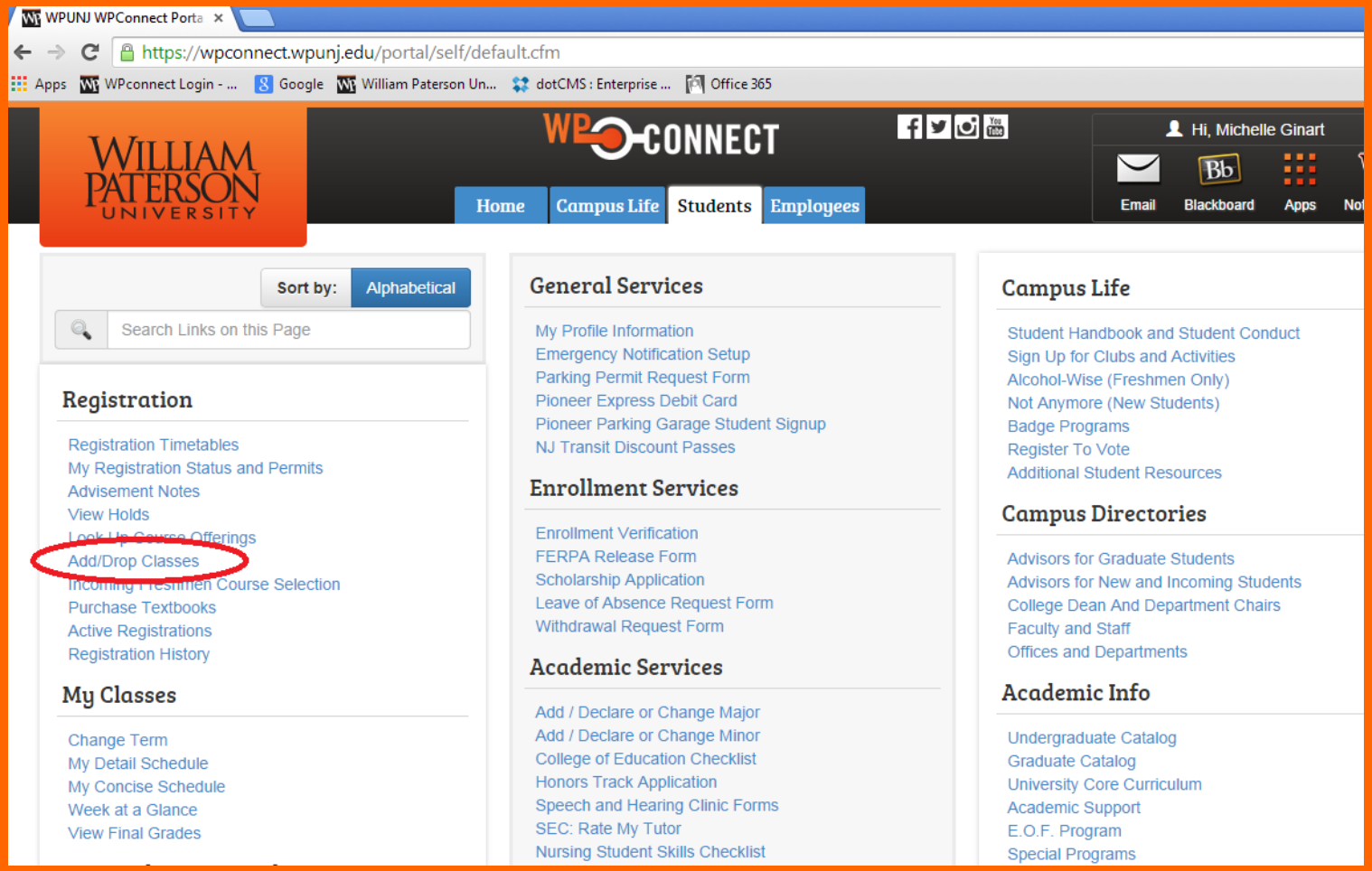
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)
NR	10299	MATH	1610	01	M	4.000	CALCULUS II	MTR	11:00 am-12:15 pm	25	0	25	5	0	5	0	0	0	Melkamu Zeleke (P)	01/12-05/08
NR	10827	MATH	1610	02	M	4.000	CALCULUS II	MTR	02:00 pm-03:15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

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)

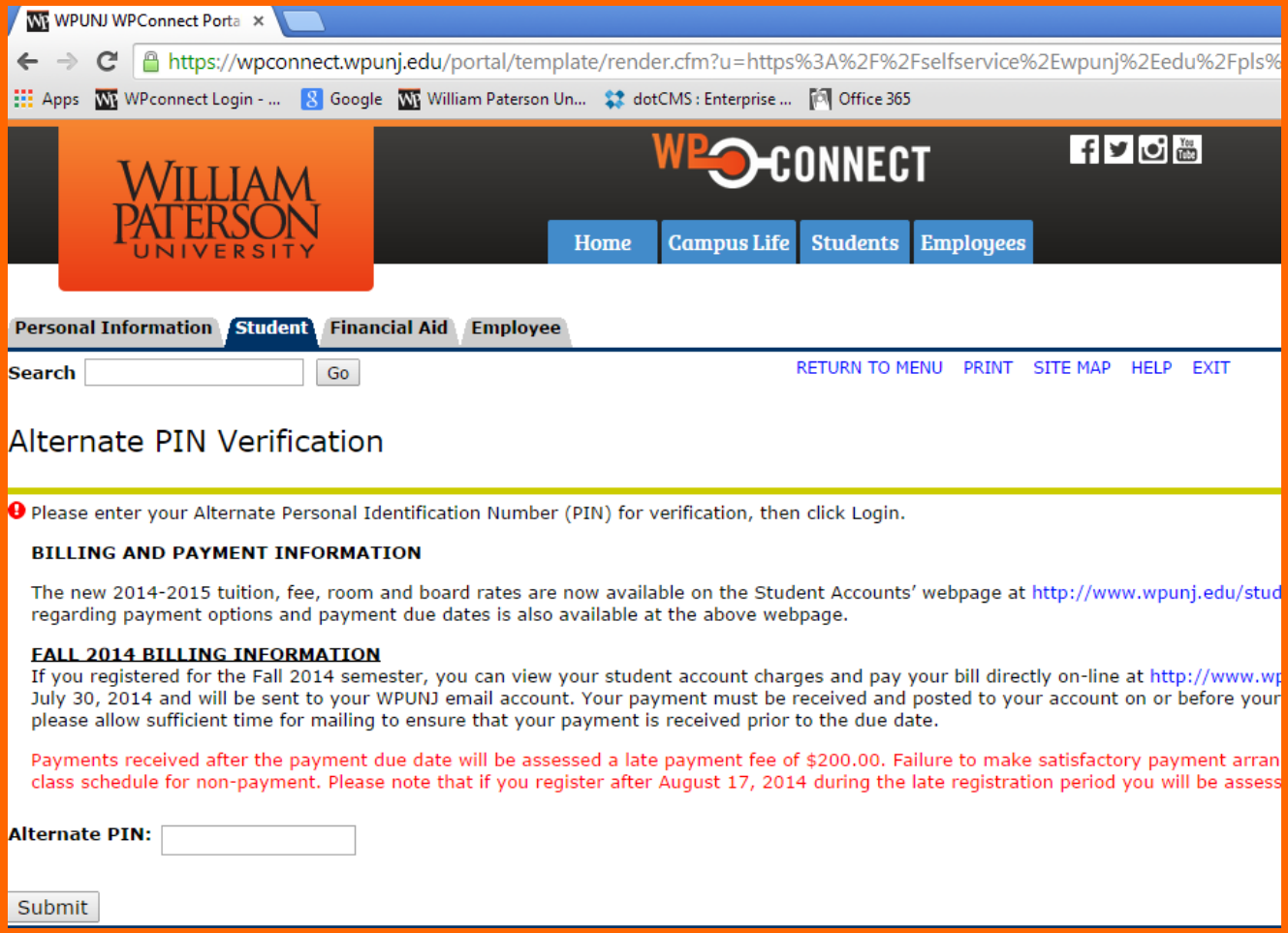
Step 6: Add/Drop Classes



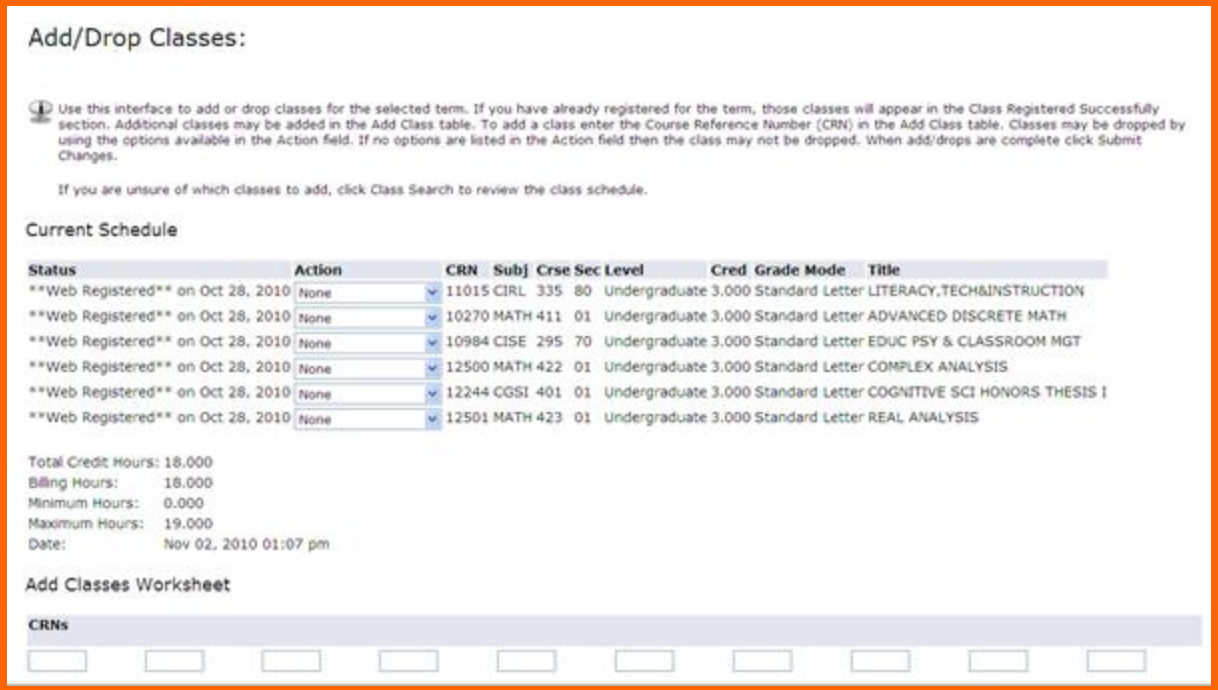
Step 7: Select the Term Date

(Spring 2015)

Step 8: Enter Pin Number



Step 9: Enter CRN #s



Add/Drop Classes:

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes.

If you are unsure of which classes to add, click Class Search to review the class schedule.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Oct 28, 2010	None	11015	CIRL	335	80	Undergraduate	3.000	Standard Letter	LITERACY,TECH&INSTRUCTION
Web Registered on Oct 28, 2010	None	10270	MATH	411	01	Undergraduate	3.000	Standard Letter	ADVANCED DISCRETE MATH
Web Registered on Oct 28, 2010	None	10984	CISE	295	70	Undergraduate	3.000	Standard Letter	EDUC PSY & CLASSROOM MGT
Web Registered on Oct 28, 2010	None	12500	MATH	422	01	Undergraduate	3.000	Standard Letter	COMPLEX ANALYSIS
Web Registered on Oct 28, 2010	None	12244	CGSI	401	01	Undergraduate	3.000	Standard Letter	COGNITIVE SCI HONORS THESIS I
Web Registered on Oct 28, 2010	None	12501	MATH	423	01	Undergraduate	3.000	Standard Letter	REAL ANALYSIS

Total Credit Hours: 18.000
Billing Hours: 18.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: Nov 02, 2010 01:07 pm

Add Classes Worksheet

CRNs