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

Registration
- Registration Timetables
- My Registration Status and Permits
- Advisement Notes
- View Fields
- 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

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

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
Academic Advisement
View Holds
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
© 2014 Ellucian Company L.P. and its affiliates.
Step 3: Look up Course Offerings
Step 4: Select Term Date

Select Term or Date Range

Search by Term:
Spring 2015 (View only)

OR

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

Submit  Reset
Step 5: Select a Course

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, how you are enrolled 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

<table>
<thead>
<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL Cap</th>
<th>WL Act</th>
<th>WL Rem</th>
<th>XL Cap</th>
<th>XL Act</th>
<th>XL Rem</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NR</td>
<td>10299</td>
<td>MATH</td>
<td>1610</td>
<td>01</td>
<td>M</td>
<td>4.00</td>
<td>CALCULUS II</td>
<td>MTR</td>
<td>11:00 am-12:15 pm</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Melkamu Zeleke (P)</td>
<td>01/12-05/08</td>
</tr>
<tr>
<td>NR</td>
<td>10827</td>
<td>MATH</td>
<td>1610</td>
<td>02</td>
<td>M</td>
<td>4.00</td>
<td>CALCULUS II</td>
<td>MTR</td>
<td>02:00 pm-03:15 pm</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Melkamu Zeleke (P)</td>
<td>01/12-05/08</td>
</tr>
<tr>
<td>NR</td>
<td>10300</td>
<td>MATH</td>
<td>1610</td>
<td>60</td>
<td>M</td>
<td>4.00</td>
<td>CALCULUS II</td>
<td>MW</td>
<td>05:00 pm-06:45 pm</td>
<td>25</td>
<td>0</td>
<td>25</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>David D Nacin (P)</td>
<td>01/12-05/08</td>
</tr>
</tbody>
</table>
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

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/studentaccounts](http://www.wpunj.edu/studentaccounts) 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 online at [http://www.wpunj.edu/studentaccounts](http://www.wpunj.edu/studentaccounts). Your payment must be received and posted to your account on or before your next payment due date. If not, you will be assessed a late payment fee of $200.00. Failure to make satisfactory payment arrangements will result in class schedule for non-payment. Please note that if you registered after August 17, 2014 during the late registration period you will be assessed a late drop/deregistration fee of $200.00. If you drop/deregister during the final two weeks of the term, you will be assessed the full tuition and fee rate.

Alternate PIN: [Enter PIN]

Submit
Step 9: Enter CRN #s