



# Step-by-Step Guide to Registration

## Step 1: Prepare for Registration

- Make sure you meet the [eligibility requirements](#) for enrolling.
- Check the [Registration Timeline](#) to ensure registration is open.
- Note the following:

### Registration and Payments

*All registration and payments must be done online using the steps below. Plan Ahead:*

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University bachelor's degree  
8 credits earned toward their

er). Corequisites and Linked

### Prerequisites

Many courses have a prerequisite (another course or courses that must be completed before that course can be taken). To determine if a course you want has a prerequisite, access the desired course in the online schedule, click on the **Title** of that course then the **Prerequisites** button. You will be allowed to enroll in the course you want in the semester following the semester you complete the prerequisite(s). Only the department offering the course may electronically waive the required prerequisite(s).

### Waitlisting

Some classes offer a waitlist option when they fill up. Being on a waitlist does NOT guarantee that you will get into that class. You cannot be on the waitlist for a section of a course if you are already enrolled in a different section of that same course.

[Additional Waitlisting Information](#)

### Audit Credit

Students are permitted in credit courses on a non-credit basis with appropriate approval under an auditor classification. To be enrolled as an auditor, students must enroll in-person and pay the same fees as for credit courses at the university. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of AU. **Enrolling for AUDIT credit can only be done in person at the Registration Window, 102 Jardine Hall.**

## Step 2: Log in to myWSU

- Go to <http://www.wichita.edu/mywsu>
- Log in using your **myWSU ID** and password.



## Step 3: Register for Classes

- Click the **myClasses** tab:



- Locate the **Registration Tools** section:



[Student](#) • [Registration](#)

### Registration

What would you like to do?

[Browse Course Descriptions](#)  
Look up basic course information like subject, course and description.

[View Registration Information](#)  
View your past schedules and your ungraded classes.

[Register/Drop/View My Schedule](#)  
By registering for class(es) I understand I am incurring a financial legal obligation and am responsible to pay all assessed tuition and fees, regardless of financial aid eligibility. Further, it is my responsibility to DROP any class I decide to not attend. WSU recommends I discuss any potential course drops with the Office of Financial Aid or the office of International Education, if applicable.

[Browse Class Schedule by Term](#)  
Looking for classes? Search and view details on classes offered in a selected term.

- Select the appropriate term and click **Continue**:

[Student](#) • [Registration](#) • [Select a Term](#)

### Select a Term

Terms Open for Registration

Spring 2020

[Continue](#)

If you have a hold, a message will appear in the upper right-hand corner and you won't be able to proceed with registration until it is resolved. The contact for each type of hold varies. Contact the department listed within the error message to resolve.

- To see a list of all classes offered for the term, simply press **Search**:



## Browse Classes

### Enter Your Search Criteria

Term: Spring 2020

Subject

Course Number

Title

Subject and Course Number

Keyword

Campus

Open Sections Only ☐



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to see additional fields. Click

Title

Subject and Course Number

Keyword

Campus

Open Sections Only ☐

Attribute (Gen Ed, SI, etc.)

Instructor

Part Of Term

- Using the **Search Results**, navigate to the class you'd like to register for and click the **Add** button:

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

### Register for Classes

Find Classes Enter CRNs Plans Schedule and Options											
Search Results — 15 Classes											
Term: Spring 2020 Subject: English Course Number: 101											
Title	Subject	Course Number	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
College English I Lecture	ENGL	101	3	23132	Spring ...	Shannon Nalaj (Primary)	S M T W T F S - Type: Class Building: ONLINE Room: No	Off-ca...	4 of 25 seats remain. 10 of 10 waitlist seat...	Human+FineArts-Non GE GEN ED: Foundations Course Courses Equiv not Crosslisted Off Campus Course Fee Course from 4-YR School Waitlisted	<input type="button" value="Add"/>



- **Helpful Hint:** While in the **Search Results** screen, you can view additional information for each class by clicking the **Title** of the class. A new window pops up with buttons along the left-hand side for information such as *Bookstore Links*, *Corequisites*, *Prerequisites*, *Cross-listed Courses*, etc.

**Class Details for General Chemistry II Chemistry 212 0**

Term: 202020 | CRN: 20509

**Catalog Prerequisites**

And/Or	Test	Score	Subject	Course Number	Level	Grade
			Chemistry	211	Undergraduate	C
Or			Chemistry	211	Undergraduate	TC
Or			Chemistry	111	Undergraduate	C
Or			Chemistry	111Q	Undergraduate	C



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ending and an Action=Web

**Summary** [Tuition and Fees](#)

Title	Details	Hours	CRN	Course Type	Status	Action
<a href="#">College English I</a>	ENGL 101, 0	3	23132	Lecture	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

☐ Conditional Add and Drop [Submit](#)

- Click the **Submit** button:

**Summary** [Tuition and Fees](#)

Title	Details	Hours	CRN	Course Type	Status	Action
<a href="#">College English I</a>	ENGL 101, 0	3	23132	Lecture	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 0

☐ Conditional Add and Drop [Submit](#)

- Now the **Status=Registered** and the **Action=None** confirming that you are successfully registered in the class:

**Summary** [Tuition and Fees](#)

Title	Details	Hours	CRN	Course Type	Status	Action
<a href="#">College English I</a>	ENGL 101, 0	3	23132	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

☐ Conditional Add and Drop [Submit](#)



## Receive an Error?

Follow the instructions within the error message(s) or on the [Registration Add Errors Glossary](#). For additional assistance, contact the Help Desk at [helpdesk@wichita.edu](mailto:helpdesk@wichita.edu) or (316) 978-HELP.

## Step 4: Pay for Classes

Students must make payment arrangements by the deadline set by Financial Operations shown on the [semester calendar](#). **Bills will NOT be mailed.** Holds are placed on accounts without payment arrangements.

To access your online account:

- If you are not already logged into [myWSU](#), do so now.



- [Payment Questions?](#) (316) 978-3333

## Helpful Contact Information:

For additional help, please contact the appropriate office:

[Academic Advising](#) (advisor-specific)

[Office of the Registrar](#) (316) 978-3090

[Office of Financial Aid](#) (316) 978-3430

[Accounts Receivable Office](#) (316) 978-3333

[Technology Help Desk](#) (316) 978-HELP

## More Helpful Hints:

- If you change your mind and don't want to register for a class that is showing in the **Summary** section with a **Status=Pending**, change the **Action** for that class to **Remove** then press the **Submit** button:

Title	Details	Hours	CRN	Course Type	Status	Action
College English I	ENGL 101, 0	3	23157	Lecture	Pending	<div>Web Registered</div> <div>Web Registered</div> <div>Remove</div>

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

☐ Conditional Add and Drop **Submit**

The class will then disappear from the **Summary** section.



- If you want to drop a class that is listed in the **Summary** section with a **Status=Registered**, change the **Action** for that class to **Web Drop** then press the **Submit** button:

Summary Tuition and Fees

Title	Details	Hours	CRN	Course Type	Status	Action
College English I	ENGL 101, 0	3	23157	Lecture	Registered	<div> None Web Withdraw with a W Web Drop </div>

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21



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classes at once:

College English I	ENGL 101, 0	3	23132	Lecture	Pending	Web Registered
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Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

☐ Conditional Add and Drop Submit

- Once you determine which classes you want to take, write down each corresponding CRN (Course Reference Number – a five digit number assigned to a class). You can enter this CRN into the **Search** screen at any time to quickly access the class information again:

Find Classes Enter CRNs Plans Schedule and Options

**Search Results — 78 Classes**  
Term: Spring 2020 Subject: English Campus: Main

Title	Subject	Course Number	Hours	CRN	Term
Syntax, Logic and Organization Lecture	ENGL	011	3	23090	Spring 2020

- If you know the CRN (Course Reference Number) of the class you want to register for, you can simply:
  - If you are not already logged into [myWSU](#), do so now.
  - Click the MyClasses tab
  - Locate the **Registration Tools** section and click the **Student Registration (Banner 9)** link
  - Click the **Register/Drop/View Schedule** link
  - Select the appropriate Term
  - Click the **Enter CRNs** tab
  - Enter each CRN and click **Add to Summary**
  - Locate the **Summary** section and click **Submit**



- To print your schedule:
  - If you are not already logged into [myWSU](#), do so now.
  - Click the **MyClasses** tab
  - Locate the **View My Schedule** section
  - Click the **Banner 9 Student Schedule** link
  - Click **Register/Drop/View My Schedule** link
  - Select the appropriate Term
  - Click the **Schedule and Options** tab
  - In the **Summary** section, click the printer icon along the right side of section:

Find Classes Enter CRNs Plans **Schedule and Options**

**Summary**  
Term: Spring 2020

Title	Details	CRN	Hours	Course Type	Grade Mode	Level	Date	Status	Message
								Registered	Web Registered...
Records: 1									

action to print.

