# 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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# WICHITA STATE UNIVERSITY

University bachelor's degree 8 credits earned toward their

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#### **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.

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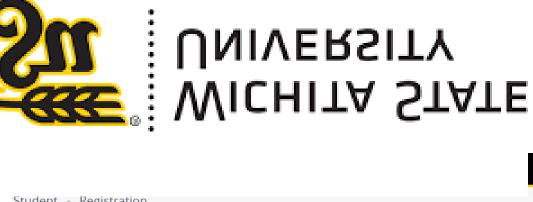
# **Step 3: Register for Classes**

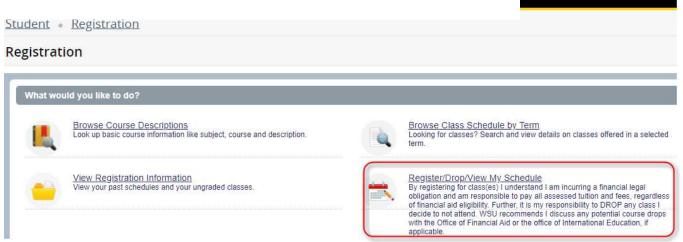
• Click the myClasses tab:



• Locate the **Registration Tools** section:







• Select the appropriate term and click **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.

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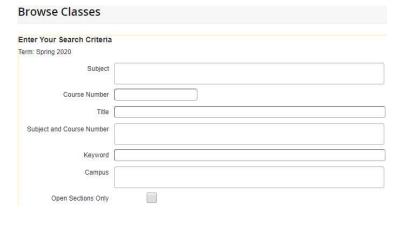


• Using the **Search Results**, navigate to the class you'd like to register for and click the **Add** button:

Title	
Subject and Course Number	
Keyword	
Campus	× Main
Open Sections Only	
Attribute (Gen Ed, SI, etc.)	
Instructor	
Part Of Term	
	Search Clear Advanced Search



o see additional fields. Click

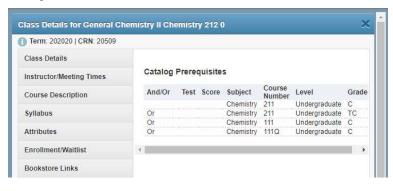


• To see a list of all classes offered for the term, simply press **Search**:



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• 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.

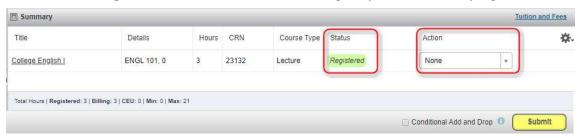




• Click the **Submit** button:



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



#### Receive an Error?



Follow the instructions within the error message(s) or on the <u>Registration Add Errors Glossary</u>. For additional assistance, contact the Help Desk at <u>helpdesk@wichita.edu</u> or (316) 978-HELP.

## **Step 4: Pay for Classes**

Students must make payment arrangements by the deadline set by Financial Operations shown on the <u>semester calendar</u>. *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:

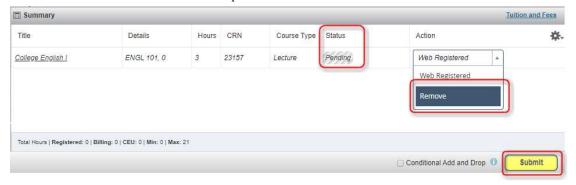
<u>Academic Advising</u> (advisor-specific) <u>Office of the Registrar</u> (316) 978-3090

Office of Financial Aid (316) 978-3430 Accounts Receivable Office (316) 978-3333

<u>Technology Help Desk</u> (316) 978-HELP

# More Helpful Hints:

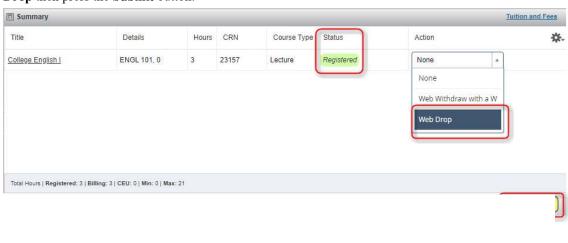
• If you change your mind and don't want to register for a class that is showing in the **Summary** section with a **Status=Pending**, change the **Action** for that class to **Remove** then press the **Submit** button:

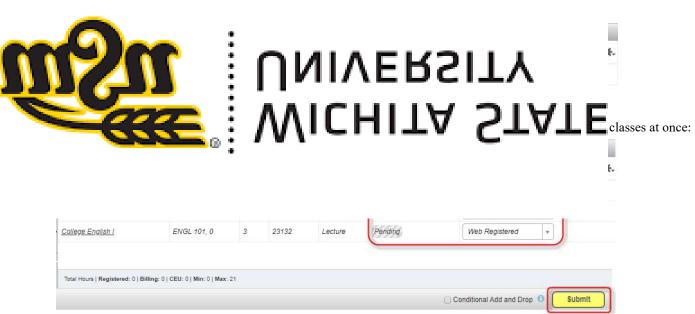


The class will then disappear from the Summary section.

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• 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:





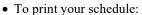
• Once you determine which classes you want to take, write down each corresponding CRN (Course Reference Number – a five digit number assigned to a class). You can enter this CRN into the **Search** screen at any time to quickly access the class information again:



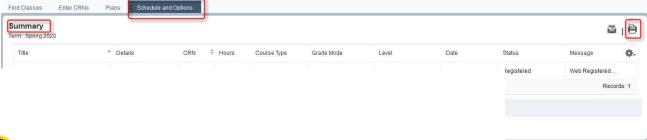
- If you know the CRN (Course Reference Number) of the class you want to register for, you can simply:
  - o If you are not already logged into <u>myWSU</u>, do so now.
  - Click the MyClasses tab
  - o Locate the Registration Tools section and click the Student Registration (Banner 9) link
  - Click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

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- If you are not already logged into <u>myWSU</u>, 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 0
- Click the Schedule and Options tab
- In the **Summary** section, click the printer icon along the right side of section:



WICHITA STATE
UNIVERSITY nction to print.

