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:
  - Some advising offices are open for appointments only on Monday and Tuesdays after 5:00 pm.
  - Offices are closed on major holidays.
  - You will need your ***Shocker ID Card*** or other photo identification to do business in-person.

Foundation Courses / 48 Hour Requirement
The University's ***General Education Program*** requires undergraduates enrolled in a Wichita State University bachelor's degree program to complete the following four courses with a grade of "C-" or better within the first 48 credits earned toward their degree:

      ENGL 101 and 102
      COMM 111
      MATH 111, 112, 131, 211 or equivalent

Corequisites and Linked Classes
Some courses have a corequisite course (another course that must be taken during the same semester). Corequisites and Linked classes must be registered for at the same time as the accompanying course.

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:

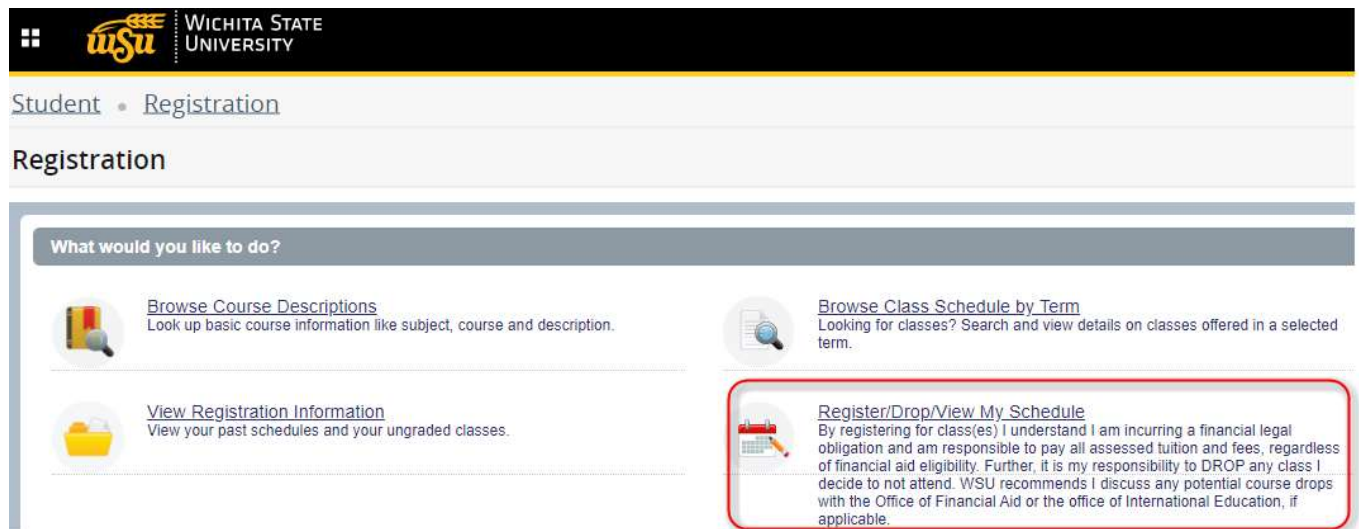| Faculty/Staff	Teach/Advise	AFD Admin	Home	**myClasses**	myFinances

- Locate the **Registration Tools** section:

- Click the **Student Registration (Banner 9)** link:

- Click the **Register/Drop/View My Schedule** link:

- 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.

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

- To narrow your search, fill in one or multiple fields of your choice. Click the **Advanced Search** to see additional fields. Click **Search** to see a list of classes matching your criteria:

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

- *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.

- Once you click the **Add** button for class, it will appear in the **Summary** section with a **Status=Pending** and an **Action=Web Registered**:

- 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 ***Registration Add Errors Glossary***. For additional assistance, contact the Help Desk at ***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.

- Click the **myFinances** tab:

| Faculty/Staff | Teach/Advise | AFD Admin | Home | myClasses | **myFinances** | Libraries |

- Locate the **Accounts Receivable Links** section and click **Student Account Suite**:

Accounts Receivable Links

View/Pay my Bill
Student Account Suite

Tuition Refunds
Petition for Exception
Refund Policy

Title IV
Let Financial Aid cover non-institutional charges

- ***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:

Summary							Tuition and Fees
Title	Details	Hours	CRN	Course Type	Status	Action	
College English I	ENGL 101, 0	3	23157	Lecture	Pending	Web Registered ▲	
						Web Registered	
						Remove	

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	None ▲	
						None	
						Web Withdraw with a W	
						Web Drop	

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

☐ Conditional Add and Drop ⓘ   **Submit**

Now, you'll see the **Status=Deleted** and the **Action=None**:

Summary							Tuition and Fees
Title	Details	Hours	CRN	Course Type	Status	Action	⚙
College English I	ENGL 101, 0	0	23157	Lecture	Deleted	None ▼	

- You can **Add** multiple classes to the **Summary** section before clicking **Submit** to register for all of the classes at once:

Summary							Tuition and Fees
Title	Details	Hours	CRN	Course Type	Status	Action	⚙
College Algebra	MATH 111, 0	3	20927	Lecture	Pending	Web Registered ▼	
Public Speaking	COMM 111, 0	3	21069	Lecture	Pending	Web Registered ▼	
College English I	ENGL 101, 0	3	23132	Lecture	Pending	Web Registered ▼	

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**

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- 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:

  - A new window appears with your schedule in print-ready format. Use your browser's print function to print.