# A STARTER GUIDE TO MYWLC: HOW TO NAVIGATE WLC'S PORTAL



## CAMPUS LIFE

Get information on Student Support Services, Public Safety, Student Life personnel (contact information), and Health Services (hours), plus students announcements and downloads.

### ADVISING

Advising information, unofficial transcript, major/minor declaration form and degree audit portlets are available, along with a GPA projection tool and useful documents and forms distributed by the Registrar's Office.

### **GRADE REPORT**

View midterm and final grade reports. Select the correct year and term from the drop-down list and click the appropriate link to generate your midterm or final grade report. Grade reports may be saved as PDFs and are useful for submitting to scholarship committees or insurance brokers for the "good student discount."

## **COURSE ACCESS**

View and access your schedule for past, current, and future courses and their correlating online classrooms.

## **REGISTRATION & SCHEDULE**

Important information that changes throughout the year about class registration. Add and drop classes during the registration period.

### **MY ACCOUNT**

Tuition and financial aid forms, payment options, and online tuition payment.

### ONLINE CATALOG

The academic catalog describes programs of study, course descriptions, and academic policy, and may be found at **CATALOG.WLC.EDU**.

#### **TEXTBOOKS**

Information is listed with your courses on myWLC (**ACADEMICS/MY COURSES**). Click on the plus sign (+) next to a course number to see the titles and ISBN. WLC does not sell textbooks on campus.

→ Log in to your myWLC account and click **STUDENTS** from the menu. Scroll down and find the **COURSE SCHEDULES** portlet. If you have not updated emergency contact information you may be prompted to do so.

Add/Drop Term: 2019-20 Spring Term - Graduate Module 2 Tregistra: 2019-20 Spring Term - Graduate Module 2 2019-20 Spring Term - Araduate Cross Module 2019-20 Spring Term - ACD Module 3 2019-20 Spring Term - ACD Module 2 2019-20 Spring Term - ACD Module 2 2019-20 Spring Term - ACD Module 2 2019-20 Spring Term - ACD Module 1 2019-20 Spring Term - ACD Module 1 2019-20 Spring Term - ACD Module 2 2019-20 Spring Term - ACD Module 1 2019-20 Spring Term - ALD Module 1 2019-20 Spring Term - Module 2 2019-20 Spring	r more
Term: 2019-20 Spring Term - Traditional Undergraduate 1  The Add 2019-20 Spring Term - Graduate Module 2 ergdStark 2019-20 Spring Term - ADC Module 3 2019-20 Spring Term - ADC Module 3 2019-20 Spring Term - ADC Module 2 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 2 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 2 2019-2	r more
The Add 2015-20 Spring Term - Graduate Module 2 registral 2015-20 Spring Term - Graduate Module 2 2019-20 Spring Term - AGC Module 3 2019-20 Spring Term - AGC Module 3 2019-20 Spring Term - AGC Module 2 2019-20 Spring Term - AGC Module 1 2019-20 Spring Term - AGC Module 1 20	or more
registra 2019-20 Spring Term - Graduate Module 1 2019-20 Spring Term - Graduate Cross Module 2019-20 Spring Term - ADC Module 2 2019-20 Spring Term - ADC Mo	
2019-20 Sping Term - Graduate Cross Module 2019-20 Sping Term - ADC Module 3 2019-20 Sping Term - ADC Module 1 2019-20 Sping Term - ADC Module 2 Sping Term - ADC Module 1 2019-20 Sping Term - ADC Module 2 Sping Term - ADC Module 1 2019-20 Sping Term - ADC Module 2 Sping Term - ADC Modul	
2019-20 Spring Term - ADC Module 3 2019-20 Spring Term - ADC Module 2 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - Traditional Undergraduate 2019-20 Spring Term - Traditional Undergraduate 2019-20 Always select the 2019-20 Always select the 2019-20 the Undergraduate	
2019-20 Spring Term - ADC Module 2 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term etraditional Undergraduate 1 2019-20 Course 2019-20 Course 2019-20 Eterm that includes 2019-20 the Undergraduate	
2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - ADC Module 1 2019-20 Spring Term - Spring Term - Spring Term Add By (2019-20 Spring Term 2019-20 Always select the 2019-20 <b>Always select the</b> 2019-20 <b>term that includes</b> Depart 2019-20 <b>term that includes</b> Depart 2019-20 <b>term that includes</b> 0 <b>the</b> Undergraduate	
2019-20 Spring Term - ADC-errors Induite 2019-20 Spring Term - Traditional Undergraduate 2019-20 Always select the 2019-20 Always select the 2019-20 term that includes Depart 2019-20 the Undergraduate	
2019-20 Spring Term     Traditional Undergraduate       2019-20 Spring Term     2019-20       2019-20 Loging Term     Always select the       2019-20 Loging Term     Ether that includes	
JAdd Sty 2019-20 Spring Term 2019-20 Course 2019-20 Louise 2019-20 Depart 2019-20 the Undergraduate	
2019-20 Course 2019-20 2019-20 2019-20 Degar 2019-20 the Undergraduate	
Course 2019-20 Course 2019-20 2019-20 term that includes Pepart 2019-20 the Undergraduate	
Depart: 2019-20 term that includes the Undergraduate	
Departr 2019-20 the Undergraduate	
the Undergraduate	
2019-20 designation	
2019-20	
2019-20 Fall Term - Undergraduate 1	
2019-20 Fall Term	
2018-2019 - Summer Term - Graduate Module 1 👻	

← If you selected **ADD DROP COURSES**, you will be taken to the page shown at left.

Choose the appropriate term from the drop-down menu. The page will auto-refresh with the correct term.

→ Upon selecting the upcoming term the page will ask you to update your emergency contact information as shown at right.

Click **COMPLETE THE PERSONAL INFO UPDATE** form link to go to the page to complete the update.

→ Read the information presented to you, complete the form, and click **SUBMIT** at the bottom, unless you have a hold on your account. The holds are indicated on the course registration page. A hold will also prevent you from registering. Follow the instructions given to you in the hold section to resolve the hold. When your hold is resolved, you may proceed with registration.

feature. If you don't know the course or section codes you need, use the course search tab above.         Course Code.           Course Code.         Course Code.           1. THE 211 01         2. BIO 120 01 0           3. COM 201 01         4. SPE 490 01           5. BUS 33 01         6. mal           Add Course         MAN 102 01           MAN 320 01         MAN 370 01	feature. If you don't know the course or section code's you need, use the course earch tab above.         Course Code:         Course Code:           1. THE 211 01         2. BIO 120 01 0         3.         COM 201 01         4.         SPE 490 01           5. BUS 333 01         6.         mail         Add Course         MAN 102 01         MAN 202 01           Add Course         MAN 370 01         MAN 116 01         Course 10.         Course 10.         Course 10.	To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this					
Course Code.         Course Code.           1. THE 211 01         2. BIO 120 01 O           3. COM 201 01         4. SPE 490 01           5. BUS 333 01         6. mal           Add Course         MAN 102 01           MAN 370 01         MAN 370 01	Course Code:         Course Code:           1. THE 211 01         2. BiO 120 01 O           3. COM 201 01         4. SPE 490 01           5. BUS 333 01         6. maj           Add Course(MAN 102 01           MAN 202 01           MAN 202 01           MAN 700 1           F Schedule (Registered)           MAT 116 01           Code, Title, Schedule, Logging, Code, MAT 117 01	feature. If you don't know the course or section codes you need use the course seaton					
1. THE 211 01 2. BIO 120 01 0 3. COM 201 01 4. SPE 490 01 5. BUS 333 01 6. mal Add Course MAN 102 01 MAN 370 01 MAN 370 01	1. THE 211 01         2. BIO 120 01 0           3. COM 201 01         4. SPE 490 01           5. BUS 333 01         6. mal           Add Course (MAN 102 01 MAN 202 01 MAN 370 01           r Schedule (Registered)         MAT 116 01 Court Mat 70 1	Course Code:		Course Code:			
3. COM 201 01 4. SPE 490 01 5. BUS 333 01 6. mal Add Course (MAN 102 01 MAN 320 01 MAN 370 01 MAN 15 01	3. COM 201 01         4. SPE 490 01           5. BUS 333 01         6. mal           Add Course (MAN 102 01 MAN 202 01 MAN 370 01           r Schedule (Registered)         MAT 116 01 MAT 116 01	1. THE 211 01	2	BIO 120 01 O			
5. BUS 333 01 6. maj Add Course( MAN 102 01 MAN 202 01 MAN 270 01	5. BUS 333 01 6. mal Add Course (MAN 10 2 01 MAN 202 01 MAN 370 01 MAT 116 01 Code Title Schedule Leasting Cod MAT 11	3. COM 201 01	4.	SPE 490 01			
Add Course( MAN 102 01 MAN 202 01 MAN 370 01	Add Course( MAN 102 01 MAN 202 01 MAN 370 01 Schedule (Registered) Code, Title, Schedule, Legation, CG MAT 117 01	5. BUS 333 01	6.	ma			
MAN 202 01 MAN 370 01	MAN 202 01 MAN 370 01 r Schedule (Registered) AMAT 116 01 MAT 117 01 MAT 117 01		Add Course	MAN 102 01			
MAN 370 01	r Schedule (Registered) A Goda Title Schedule Leastion Crr MAT 117 01			MAN 202 01			
MAT 116 01	r Schedule (Registered) A Code Title Schedule Location Crr MAT 117 01			MAN 370 01			
Ir Schedule (Registered)	Code Title Schedule Location Cre MAT 117 01	ir Schedule (Register	(her	MAT 116 01			

← In the ADD BY COURSE CODE section, you may begin to type the courses you would like to register for and they will auto-fill. Once you make your selections click ADD COURSE.

The next page will show you any errors that may have occurred and will tell you how to resolve them. It will also display the courses you have successfully registered for.

	Course Schedules
Course Schedules	AdalDrop≻ AdalDrop
Add/Drop	Personal Info Update Please update your Emergency Co Information using the link below.
Alert: The Add and Drop Period is clos more registrations.	Once you review/update the information on the form you Schedule screen again. Updating your emergency conta view the next semester's schedule. If you fail to update y information you will be prevented from registering for o
Current Term: 2016-17 Fall Term	opens.
Add Period Closed / Drop Period C	Complete the Personal Info Update form
Add/Drop Courses	Q <u>Course Search</u>

op > A	dd Grop Courses
Drop	
n:	2016-17 Spring Term
Add a	nd Drop Period is closed but you may be able to add or drop one or more registrations.
allef	n Heriste
al Inf	n tydaw
al Inf Plea	s types se update your Emergency Contact Notification Information to the link below.
al Inf Plea Jsir	s types se update your Emergency Contact Notification Information g the link below.
al Inf Plea JSIT	In Update see update your Emergency Contact Notification Information ing the link below. your evidencybate the information on the firm you will be able to access the Course Schedule make Update your emergency contact Information will advery you to rise the max terms at re-

Term:	2014-15 Fall Term 🔹
You have hold	s and are not allowed to Add and Drop courses. The Add/Drop Period is closed.
You are curren	tly registered for 0 credits.
Holds	
Hold	
AR - Outstand	ding tuition balance - please see Business Office

★ Courses Not Yet Registered					
We were unable to register you for one or more of the courses you attempted to add. Each one					
Unrecognized Course Code					
Course Info:	ma				
Error:	Unrecognized Course Code				
Resolution:	The course code you entered does not match an existing course. Please make				
O Variable Cr	edit				
SPE 490 01					
Course Info:	By Arrangement , Variable Credit Course				
Error:	Variable Credit Course				
Resolution:	This is a variable credit course. You must indicate the number of credit ho Credit Hours: 3.00 (Must be between 1.00 and 3.00)				
COM 201 01					
Error: Time Conflict with BUS 333 01   Note: Approval Required: This course requires Ad					
DUE 222.04					
DUS 333 VI					
Error. BUS 333 01 - Time Conflict with CUM 201 01, A prerequisite for this course has n					

Once you have registered for all of your courses, click **SEND AN APPROVAL REQUEST** so that your advisor is notified and grants permission for you to take the courses.