

# ONLINE REGISTRATION INSTRUCTIONS

## Please make note of the following rules:

1. Students will be unable to register for classes without fulfilling prerequisites.
2. Students will be unable to register for classes that conflict. Students should come to the Registrar's Office for assistance with conflicts.
3. Students will not be allowed to register online for more than 20 credits. An Overload Approval Form is required for all credit loads over 18.
4. Students with Financial Holds on their accounts will not be allowed to register.
5. Students need clearance from their advisor of record to register. Make sure this is done prior to trying to register.

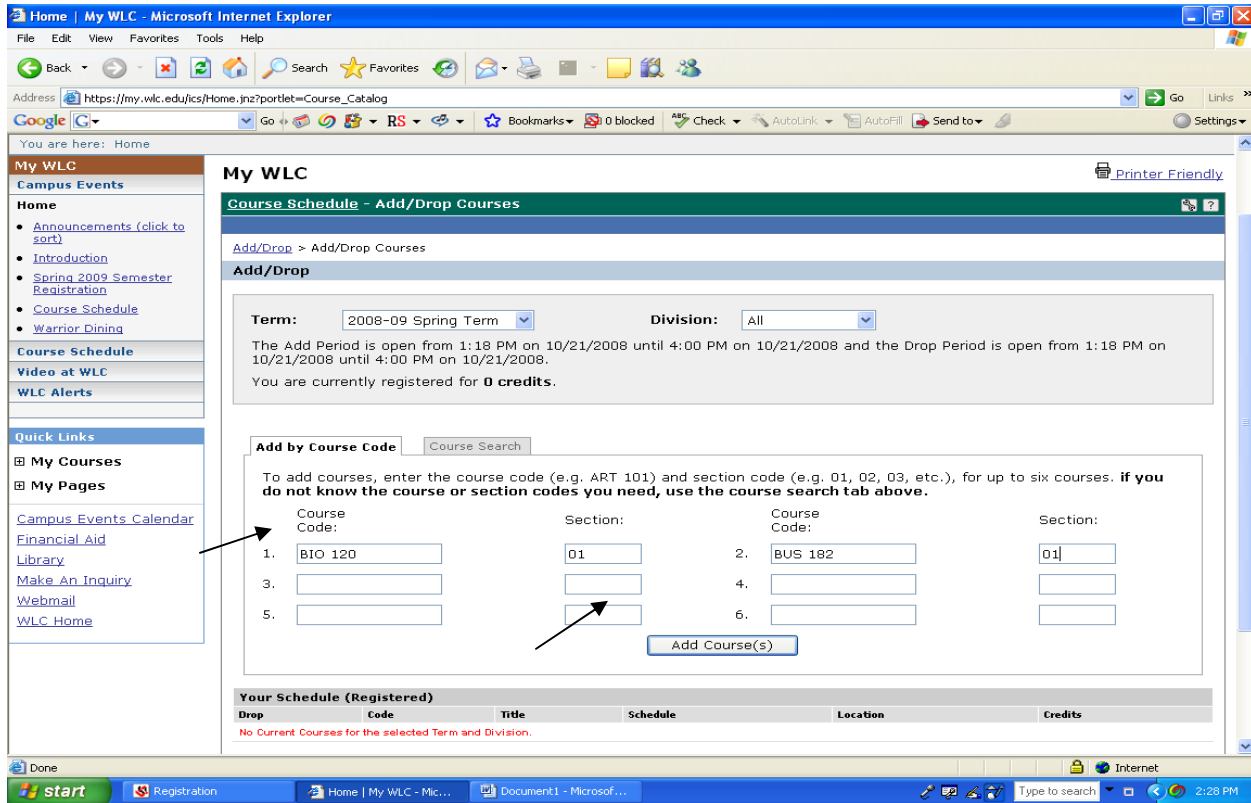
## 1 MyWLC Home Page – Select Add/Drop Courses

The screenshot shows the MyWLC Home Page in Microsoft Internet Explorer. The browser's address bar displays <https://my.wlc.edu/ics/>. The page content is organized into several sections:

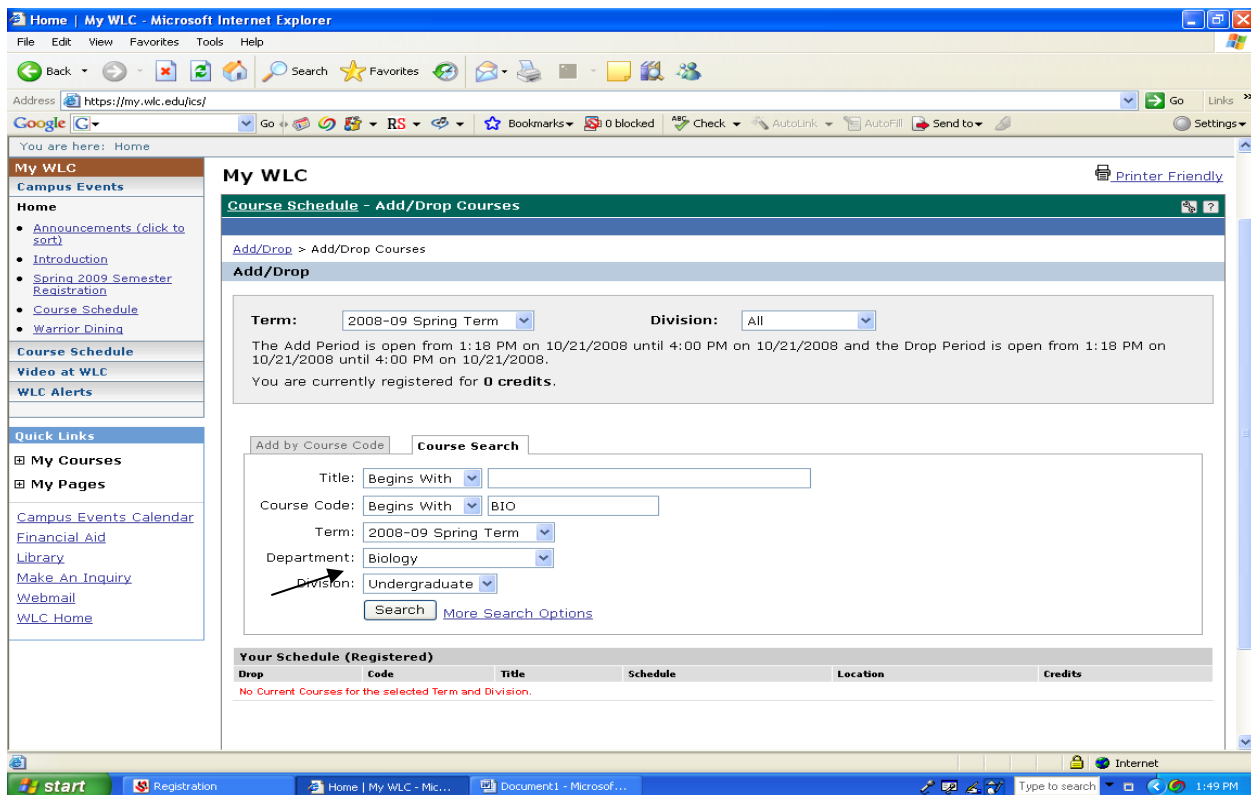
- Left Sidebar:** Contains navigation links such as [Campus Events Calendar](#), [Financial Aid](#), [Library](#), [Make An Inquiry](#), [Webmail](#), and [WLC Home](#).
- Main Content Area:** A list of announcements with dates and authors, including:
  - [10/7/08](#) (from Amber A Hammond)
  - [Free Blood Pressure Screening](#) (from Erika A Laete)
  - [\\$\\$ Opportunity for WLC for Study Abroad Grants](#) (from Carol Koelpin)
  - [Sign up for Free Datebook EventLink System](#) (from Eva M McMillivray)
  - [Mid-Term Grades](#) (from Brett M Valerio)
  - [Need a tutor?](#) (from Jennifer Baker)
  - [Spring Registration](#) (from Brett M Valerio)
  - [Final Exam Schedule](#) (from Brett M Valerio)
  - [Off Campus Employment Opportunity - Pizza Hut](#) (from Barbara Wellnitz)
  - [Student Nurse Ass'n: Inaugural Meeting](#) (from Erika A Laete)
  - [10.20 - 10.22.08 - Variety Show Auditions](#) (from Barbara Wellnitz)
  - [Class Cancellations](#) (from Karen Fischer)
  - [Application for Graduation](#) (from Brett M Valerio)
  - [10.22.08 - Fall Carnival in the WU @ 7.30 pm](#) (from Barbara Wellnitz)
  - [Fall Alumni and Student Networking Event](#) (from Barbara Wellnitz)
- Right Column:** Contains registration information and a **Course Schedule** section. The registration text states:
  - Juniors and Seniors can register online anytime between 11/3/08 at 7:00am and 11/11/08 at 11:00pm.
  - Sophomores are to turn their Registration Forms on either 11/11/08 or 11/12/08.
  - Freshman are to turn in their Registration Forms on either 11/13/08 or 11/14/08.
  - Any Registrations Forms received after these dates will be given second priority.
  - Students with financial holds due to unpaid tuition balances will not be allowed to register.**
- Course Schedule Section:** Includes an **Add/Drop** sub-section with the following details:
  - Current Term:** 2008-09 Spring Term
  - Add Period Open / Drop Period Open
  - Buttons for [Add/Drop Courses](#) and [Course Search](#).
- Warrior Dining Section:** Includes **Courtyard Cafe Hours of Operation** with a **WEEKDAYS:** banner and the following hours:
  - Breakfast:** 7:15am to 8:30am - (continental stays open to 9:00am)
  - Lunch:** 10:45am to 1:45pm

A black arrow points from the 'Add/Drop' section of the Course Schedule to the 'Add/Drop Courses' button.

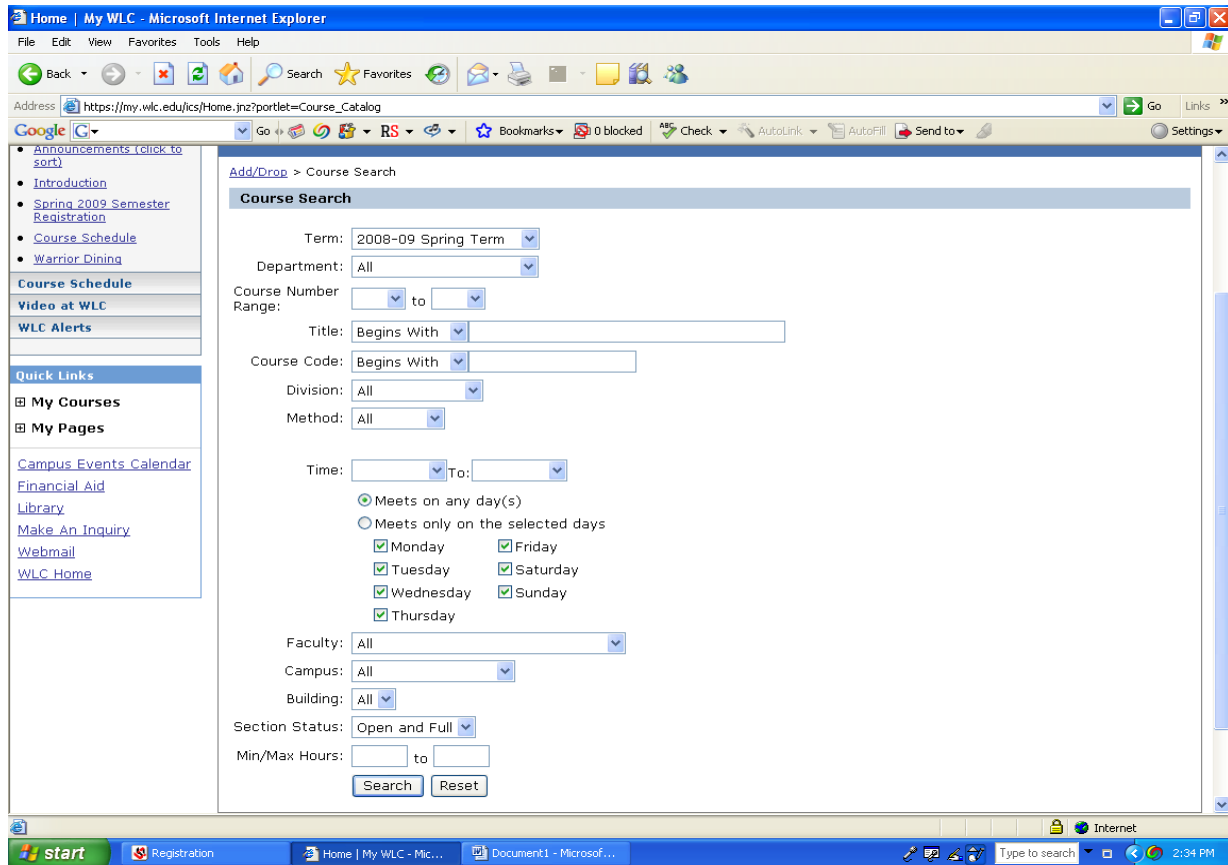
**2 To add courses using the course code, type in the code and section. Then select Add Course(s).**



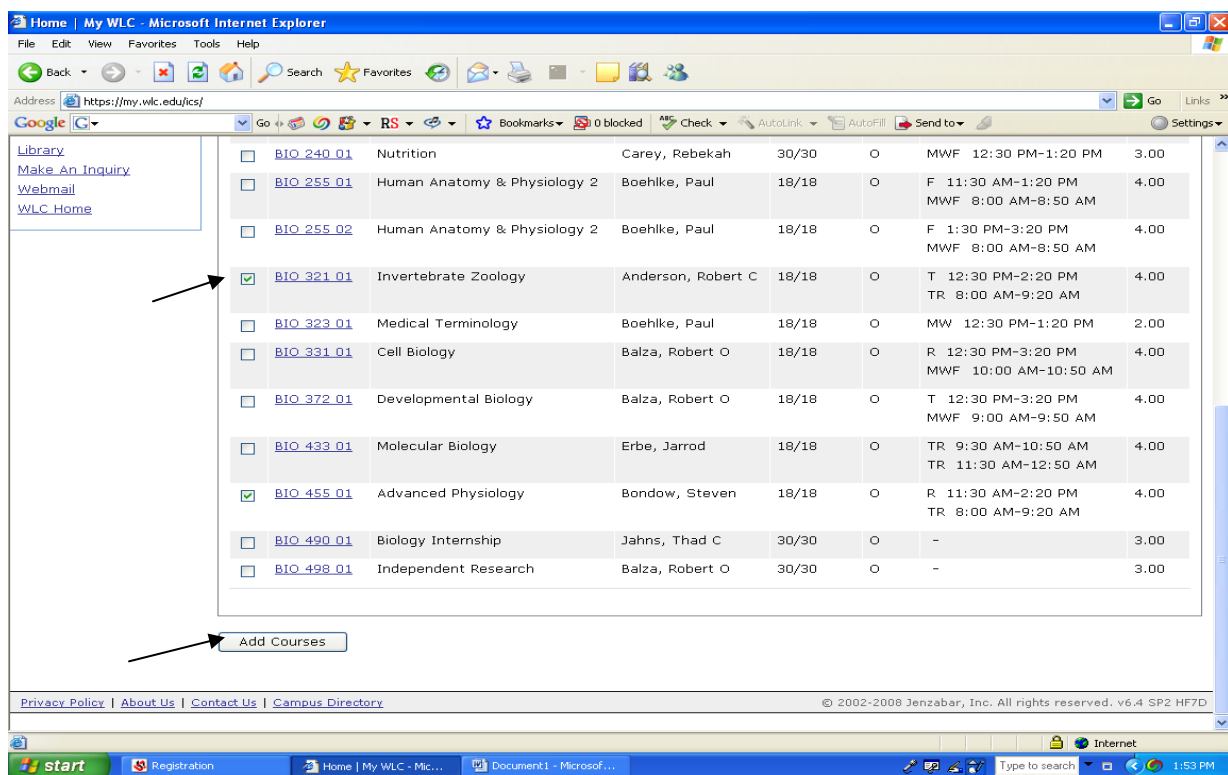
**3 If you do not know the course code, you may use the Course Search tab. Fill in the appropriate information and select Search.**



#### 4 You may also select More Search Options for a more detailed search.



#### 5 Searching with the Course Search tab will then bring up a list of results to choose from. Check the course(s) you wish to add and select Add Course(s).



6 After selecting Add Course(s), the following screen appears. You can see the amount of credits you are registered for on the top, as well as the courses themselves under Your Schedule (Registered). This page will also notify you as to whether or not the registration was successful.

The Add Period is open from 1:18 PM on 10/21/2008 until 4:00 PM on 10/21/2008 and the Drop Period is open from 1:18 PM on 10/21/2008 until 4:00 PM on 10/21/2008.  
 You are currently registered for **6 credits**.

**Messages**  
 BIO 120 01 - Successfully added to registration record.  
 BUS 182 01 - Successfully added to registration record.

**Add by Course Code**

To add courses, enter the course code (e.g. ART 101) and section code (e.g. 01, 02, 03, etc.), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

Course Code:	Section:	Course Code:	Section:
1. <input type="text"/>	<input type="text"/>	2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	6. <input type="text"/>	<input type="text"/>

**Your Schedule (Registered)**

Drop	Code	Title	Schedule	Location	Credits
<input type="checkbox"/>	<a href="#">BIO 120 01</a>	Life Science	TR 8:00 - 9:20 AM		3.00
<input type="checkbox"/>	<a href="#">BUS 182 01</a>	Principles of Macroeconomics	TR 12:30 PM - 1:50		3.00

[My Account Info](#)