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.

REGISTRATION WALK-THROUGH

➔ 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.

⬅ 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.

⬅ 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.

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.