



YOUR COMPLETE GUIDE TO

REGISTRATION

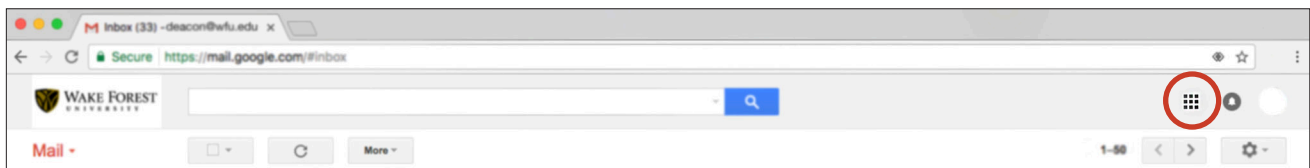


ACCESS WAKE INFORMATION NETWORK (WIN)

ACCESS WAKE INFORMATION NETWORK (WIN)

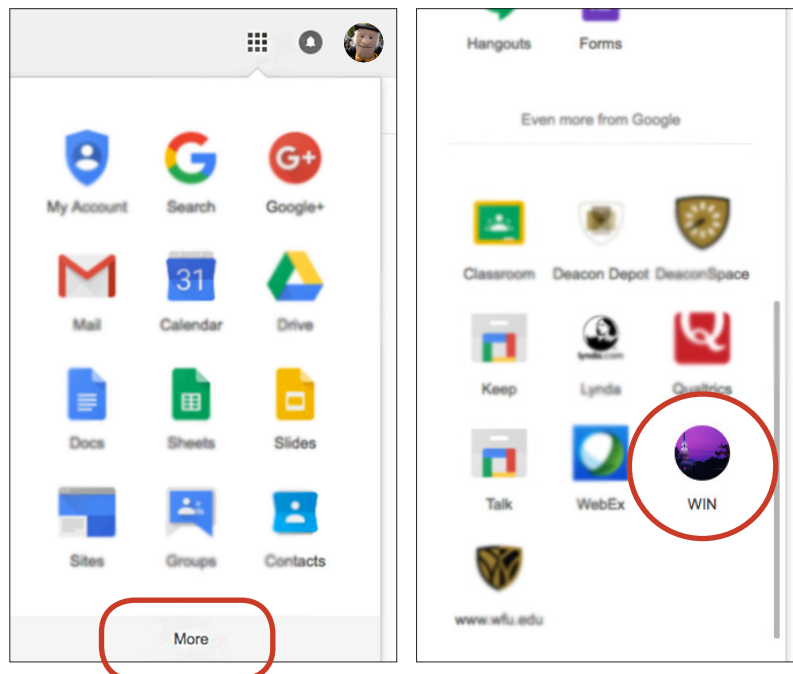
Let's start by logging into your Wake Forest Gmail account.

A FIND YOUR GOOGLE APPS MENU



Google apps houses many helpful apps, including WIN.

B LOCATE THE WIN APP.



You may have to click "more" and scroll to find the WIN app.



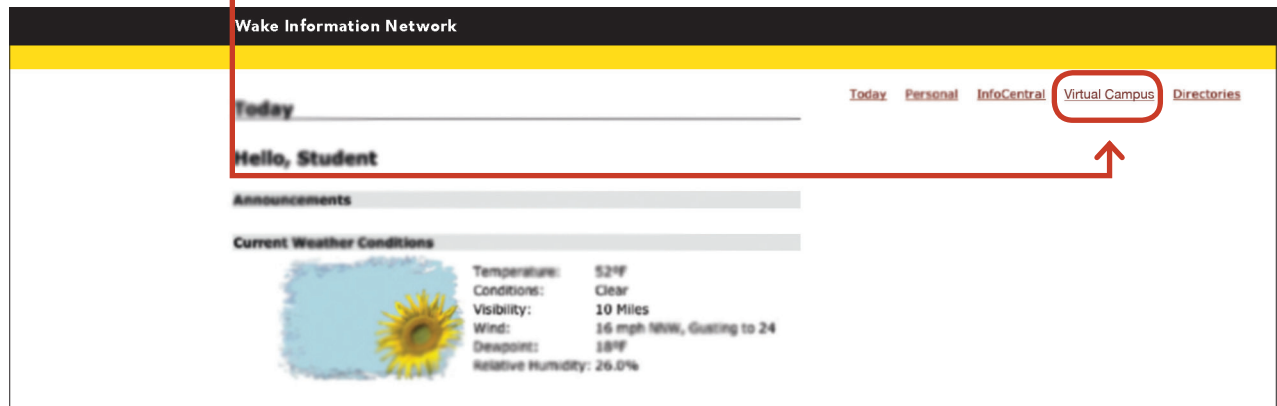
ACCESS THE REGISTRATION SYSTEM

*SELECT "CHECK YOUR HOLDS & REGISTRATION STATUS" TO DETERMINE
THE START DATE AND TIME OF YOUR ROUND 1 REGISTRATION.*

ACCESS THE REGISTRATION SYSTEM

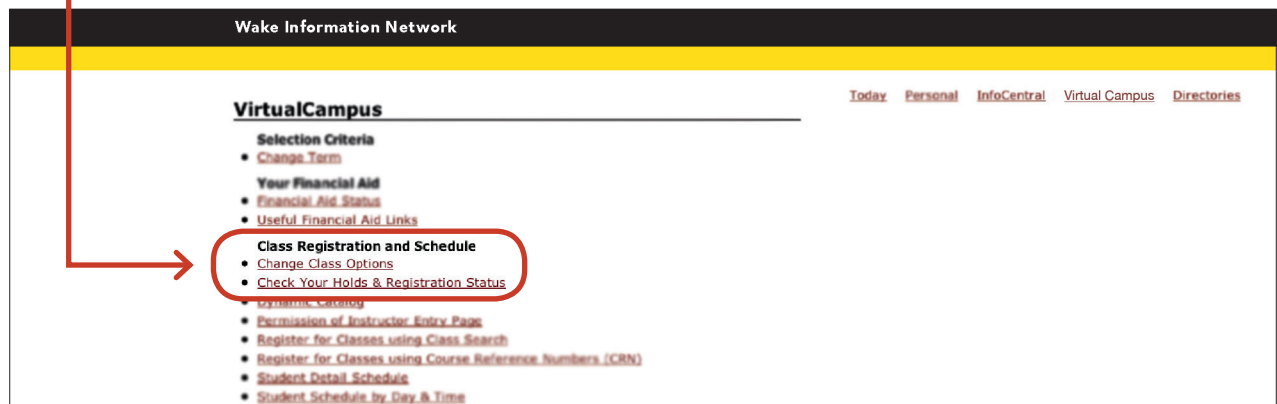
You will need to access VirtualCampus.

A ACCESS VIRTUALCAMPUS



Once you are logged in to WIN, you can access VirtualCampus by using the link located in the top right- corner of your WIN home screen.

B LOCATE "CLASS REGISTRATION AND SCHEDULE"



In VirtualCampus, you will find a section titled "Class Registration and Schedule".



3

SEARCH FOR YOUR CLASSES

*YOU CAN REGISTER BEGINNING AT YOUR ASSIGNED TIME, AND
YOU WILL BE PERMITTED TO MAKE CHANGES UNTIL THE END OF
SELF-REGISTRATION —JULY 20 AT 11:59 P.M. EDT*

SEARCH FOR YOUR CLASSES

It's about to get real.

A FIND A CLASS

Select Term or Date Range

Search by Term:

Fall 2018

Submit Reset

Under Class Registration and Schedule, **select the link “Register for Classes Using Class Search.”**

Please select the appropriate term (Fall 2018) to search for classes offered by using the drop-down menu under **“Search by Term.”**

CLASSES I AM INTERESTED IN:

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SEARCH FOR YOUR CLASSES

There are two ways to search for classes. Using advanced search is recommended

A COURSE SEARCH

Look-Up Classes to Add:

You must select at least ONE Subject

Subject: Academic Competition Prep
Accountancy
Anthropology
Arabic
Art
Biblical Studies
Biochemistry
Biochemistry&MolecularBiology
Bioethics
Biology

Course Search Advanced Search

Selecting a department and clicking Course Search will produce a list of all courses offered in that department. Select the specific course to see all of the sections offered.

B ADVANCED SEARCH

Advanced Search

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search, but you must select at least one Subject. Select Section Search when your selection is complete.

Subject: Academic Competition Prep
Accountancy
Anthropology
Arabic
Art
Biblical Studies
Biochemistry
Biochemistry&MolecularBiology
Bioethics
Biology

Course Number:

Title:

Instructional Method: All
Blended
Non-traditional
Online

Campus: All
Bahamas (UG)
Benin, W. Africa (UG)
Bethabara, NC (UG)

Course Level: All
Divinity
Graduate

Under **Advanced Search**, you will be able to select department, course number (if you know what specific course you are looking for), term, instructor, etc.

For example, selecting the department under **Subject**, “Undergraduate” under **Course Level**, “Full Term” under **Part of Term** and clicking **Section Search** at the bottom of the page will produce a full listing of **full-semester courses** offered by that academic department.

You can also search for half-semester courses under **Advanced Search** by selecting either “First Part of Term” or “Second Part of Term.” Common examples of half-semester courses include HES 100, HES 101, LIB 100, etc.

SEARCH FOR YOUR CLASSES

Results of searching for full-semester undergraduate courses in the religion department below.

Look-Up Classes to Add:

To Register, check the box in front of the CRN (**C identifies a closed class**) and click **Register** or **Add to Worksheet**.

Column Headings Legend:

Cap	Capacity	WL	Wait List
Act	Actual Seats taken	Cmp	Campus Code
Rem	Open Seats Remaining	Attribute	Course Fulfills

Overflow: If remaining seats is 0 for a non-general category, and overflow is Y, then general seating is open regardless of student category.

Sections Found

Religion

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Locat
NR	95543	REL	101	A	RC	3.000	Introduction to Religion	TR	12:30 pm-01:45 pm	28	0	28	0	0	0	Leann C. Pace (P)	08/27-12/15	WING 209
									Seating Availability Category	Overflow	Cap	Act	Rem	WL Cap	WL Act	WL Rem		
									General Seating	N	6	0	6	0	0	0		
									Entry Term Fall 2018	Y	11	0	11	0	0	0		
									Entry Term Fall 2017	Y	11	0	11	0	0	0		
NR	95544	REL	101	B	RC	3.000	Introduction to Religion	TR	09:30 am-10:45 am	28	0	28	0	0	0	Leann C. Pace (P)	08/27-12/15	WING 210
									Seating Availability Category	Overflow	Cap	Act	Rem	WL Cap	WL Act	WL Rem		
									General Seating	N	6	0	6	0	0	0		
									Entry Term Fall 2018	Y	11	0	11	0	0	0		

→ SEATING AVAILABILITY CATEGORY

General Seating: seats are open to those who do not fall into any reserved seating category

Entry Term Fall 2017: seats reserved for those who entered WFU in Fall 2017

Entry Term Fall 2018: seats reserved for those who enter WFU in Fall 2018

* Please note that you will not be able to wait-list any classes during this registration period for Fall 2018 courses. It is important that all incoming students are in classes for the fall.



4

REGISTER FOR YOUR CLASSES

REGISTER FOR CLASSES

Find a course, check the box and register!

A STEP 1

Look-Up Classes to Add: 00360366 Religion Mar 27, 2018

To Register, check the box in front of the CRN (C identifies a closed class) and click **Register** or **Add to Worksheet**.

Column Headings Legend:

Cap	Capacity	WL	Wait List
Act	Actual Seats taken	Cmp	Campus Code
Rem	Open Seats Remaining	Attribute	Course Fulfills

Overflow: If remaining seats is 0 for a non-general category, and overflow is Y, then general seating is open regardless of student category.

Sections Found

Religion

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date (MM/DD)	Location	Attribute
										Cap	Act	Rem	Cap	Act	Rem				
<input checked="" type="checkbox"/>	95543	REL	101	A	RC	3.000	Introduction to Religion	TR	12:30 pm-01:45 pm	28	0	28	0	0	0	Leann C. Pace (P)	08/27-12/15	WING 209	DivREL and REL and REL
							Seating Availability Category		Overflow	Cap	Act	Rem	WL	WL	WL				
							General Seating	N		6	0	6	0	0	0				
							Entry Term Fall 2018	Y		11	0	11	0	0	0				
							Entry Term Fall 2017	Y		11	0	11	0	0	0				
<input type="checkbox"/>	95544	REL	101	B	RC	3.000	Introduction to Religion	TR	09:30 am-10:45 am	28	0	28	0	0	0	Leann C. Pace (P)	08/27-12/15	WING 210	DivREL and REL and REL
							Seating Availability Category		Overflow	Cap	Act	Rem	WL	WL	WL				
							General Seating	N		6	0	6	0	0	0				

1. Select the course you would like by clicking the far left box.

B STEP 2

<input type="checkbox"/>	95551	REL	101	F	RC	3.000	Introduction to Religion	TR	11:00 am-12:15 pm	28	0	28	0	0	0	Tanisha Ramachandran (P)	08/27-12/15	WING 314	DivREL and Div I REL and REL elect
							Seating Availability Category		Overflow	Cap	Act	Rem	WL	WL	WL				
							General Seating	N		0	0	0	0	0	0				
							Entry Term Fall 2018	Y		14	0	14	0	0	0				
							Entry Term Fall 2017	Y		14	0	14	0	0	0				
<input type="checkbox"/>	95563	REL	101	G	RC	3.000	Introduction to Religion	WF	11:00 am-12:15 pm	28	0	28	0	0	0	Lynn S. Neal (P)	08/27-12/15	WING 210	DivREL and Div I REL and REL elect
							Seating Availability Category		Overflow	Cap	Act	Rem	WL	WL	WL				
							General Seating	N		0	0	0	0	0	0				
							Entry Term Fall 2018	Y		14	0	14	0	0	0				
							Entry Term Fall 2017	Y		14	0	14	0	0	0				

[Register](#) [Add to Worksheet](#) [New Search](#)

[[Student Schedule by Day & Time](#) | [Student Detail Schedule](#)]

1. Scroll to the bottom of the page and click **Register**.

REGISTER FOR CLASSES

If you were able to register successfully for the class, you will see the following screen:

Wake Information Network

Register for Classes:

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

No more than three waitlisted classes can appear on an UNDERGRADUATE student's schedule at any one time. Although the registration system will accept more than three, any above three will be automatically purged each night during the registration period.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered	on Mar 27, 2018	95543	REL	101	A	Undergraduate	3.000	Standard Letter	Introduction to Religion

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 12.000
Maximum Hours: 17.000
Date: Mar 27, 2018 09:52 am

Add Classes Worksheet

CRNs

Under Current Schedule, it will say “**Web Registered,**” and the details of the course you registered for will follow to the right. Make sure to confirm that the class for which you are registered is the one that you intended.

WHY ARE SOME COURSES ALREADY FULL? OUR CONTINUING STUDENTS REGISTERED FOR FALL COURSES DURING THE SPRING SEMESTER. IF A COURSE YOU WANT IS FULL, THERE MIGHT BE OPENINGS DURING THE DROP/ADD PERIOD, AND IF NOT, MOST CLASSES WILL BE OFFERED AGAIN IN FUTURE SEMESTERS.

WHAT DO ALL OF THESE ALL OF THESE ABBREVIATIONS MEAN?

Open Box	Class is potentially open for you to register
C	Class is closed
CRN	Course Reference Number (Each class has its own unique number.)
Subj	Academic department
CRSE	Course number
Sec	Courses, like ECN 150, have multiple sections
Cred	Credit hours
Title	Name of course
Days	Days the class meets (For example, TR means a Tuesday & Thursday class)
Time	Time the class meets
Cap	Total capacity of the class
Act	Number of seats already taken
Rem	Number of seats remaining
WL Cap	Total capacity of the waiting list for the class
WL Act	Total number of seats taken on the waiting list
WL Rem	Total number of seats remaining on the waiting list
Instructor	Name of instructor
Date	Beginning and ending dates of the class
Location	Building and room number
Attribute	List course attributes (This column will indicate whether the course fulfills certain requirements or if it counts toward certain programs.)



MAKING CHANGES

MAKING CHANGES

If you happened to register for a class by mistake, or if you change your mind or find something else you would like to add instead, you can drop the class from this screen as well. This screen is accessible in VirtualCampus > Register for Classes using Course Reference Number (CRN).

Wake Information Network

Register for Classes:

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

No more than three waitlisted classes can appear on an UNDERGRADUATE student's schedule at any one time. Although the registration system will accept more than three, any above three will be automatically purged each night during the registration period.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Mar 27, 201	None Drop Via WEB	95543	REL	101	A	Undergraduate	3.000	Standard Letter	Introduction to Religion	

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 12.000
Maximum Hours: 17.000
Date: Mar 27, 2018 09:53 am

Add Classes Worksheet

CRNs

[Input fields for CRNs]

1. Go to the drop-down menu in the **Action** column on the line of the class you would like to drop.
2. Select "**Drop Via WEB**."
3. Make sure to scroll to the bottom of the page and click **Submit Changes**.



COMMON REGISTRATION ERRORS

REGISTRATION ERRORS

As you attempt to register for classes, you might receive messages that are called "Registration Add Errors." Registration Add Errors will appear at the bottom of the screen.

Wake Information Network

Register for Classes:

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

No more than three waitlisted classes can appear on an UNDERGRADUATE student's schedule at any one time. Although the registration system will accept more than three, any above three will be automatically dropped.

Registration Add Errors

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
	Corequisite BIO 113L	required	81207	BIO	113	A		Undergraduate	4.000 Standard Letter Evolutionary and Ecological Biology

Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

[View Holds | Student Schedule by Day & Time | Student Detail Schedule | Change Term | Order Textbooks]

The example above shows a registration error.

Wake Information Network

To Register, check the box in front of the CRN (**C identifies a closed class**) and click **Register** or **Add to Worksheet**.

Column Headings Legend:

Cap	Capacity	WL	Wait List
Act	Actual Seats taken	Cmp	Campus Code
Rem	Open Seats Remaining	Attribute	Course Fulfills

Overflow: If remaining seats is 0 for a non-general category, and overflow is Y, then general seating is open regardless of student category.

Sections Found

Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	Cap	WL	Act	WL	Instructor	Date (MM/DD)	Location
<input checked="" type="checkbox"/>	81207	BIO	113	A	RC	4.000	Evolutionary and Ecological Biology	TR	09:30 am-10:45 am	54	0	54	0	0	0	0	0	David John Anderson (P), Miles Ross Silman	08/27-12/15	WINS 125
<input type="checkbox"/>	81208	BIO	113	B	RC	4.000	Evolutionary and Ecological Biology	TR	12:30 pm-01:45 pm	54	0	54	0	0	0	0	0	David John Anderson (P), Miles Ross Silman	08/27-12/15	WINS 125
<input checked="" type="checkbox"/>	81210	BIO	113L	A	RC	0.000	Evolutionary and Ecological Biology Lab	M	12:30 pm-03:15 pm	18	0	18	0	0	0	0	0	David John Anderson (P)	08/27-12/15	WINS 128
<input type="checkbox"/>	87112	BIO	113L	B	RC	0.000	Evolutionary and Ecological Biology Lab	T	02:00 pm-04:45 pm	18	0	18	0	0	0	0	0	David John Anderson (P)	08/27-12/15	WINS 128

Many of our science courses require the lecture and the lab to be taken in the same semester (corequisite). **To avoid this common registration error when registering for science courses, make sure to select the check boxes next to the desired lecture section and desired lab section before clicking "Register."**

(Note: the sections for lectures and labs do not need to match.)

HERE ARE SOME COMMON REGISTRATION ADD ERRORS.

	Definition	What Do I Do?
Class Restriction	Course or section is restricted to students in a particular classification (e.g., first-year, sophomore, junior).	Your classification level must be the same as the course at the time you take it. Restrictions are listed following the course description in the Undergraduate Bulletin.
Corequisite	Course has corequisite; you must be registered for both courses simultaneously.	Corequisites are listed in the course description in the Undergraduate Bulletin (as indicated with a "C"). Select both corequisites simultaneously, and register for them at the same time.
Missing Prerequisite and/or Test Score	Prerequisite or placement test score is missing or insufficient to register for the course.	Prerequisites are listed in the course description in the Undergraduate Bulletin (as indicated with a "P"). Make sure all AP/IB and prior college credits have been received by WFU and are visible on your academic transcript.
Time Conflict	Course conflicts with another registered class.	Find another class that meets at a different time.
Duplicate Course	Course is the same as another registered course.	Register for a different course.
Maximum Hours Exceeded	Maximum hours for that registration round will be exceeded with addition of the class.	Make adjustments to schedule. Cannot exceed the limit established for the registration round.
Instructor Signature (POI)	Permission of instructor (POI) is required to register for class.	Seek permission of instructor. Contact department for more information.
Closed Section	Section is at maximum capacity.	Register for another course.
Reserved Closed	Reserved seating for entry term is at maximum capacity	Register for another course.



CONFIRM REGISTRATION



CONFIRM REGISTRATION

You did it!

Wake Information Network



Student Detail Schedule:

Total Credit Hours: 7.000

Evolutionary and Ecological Biology - BIO 113 - A
Associated Term: Fall 2018
CRN: 81207
Status: **Web Registered** on Mar 27, 2018
Assigned Instructor: David J. Anderson , Miles R. Silman 

Grade Mode: Standard Letter
Credits: 4.000
Level: Undergraduate
Campus: Reynolda Campus (UG)

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	Winston Hall	125 Aug 27, 2018 - Dec 15, 2018	Lecture	David John Anderson (P)  , Miles Ross Silman 

Finally, confirm that you are registered for the classes that you intended.

For a list of your registered classes:

1. Select VirtualCampus.
2. Look under Class Registration and Schedule.
3. Select Student Detail Schedule (see above).