EVERYTHING YOU NEED TO KNOW ABOUT

Forestry 101

EVERYTHING YOU NEED TO KNOW

C/O 2023

WFU   1834

EDITION 7

YOUR COMPLETE GUIDE TO

REGISTRATION
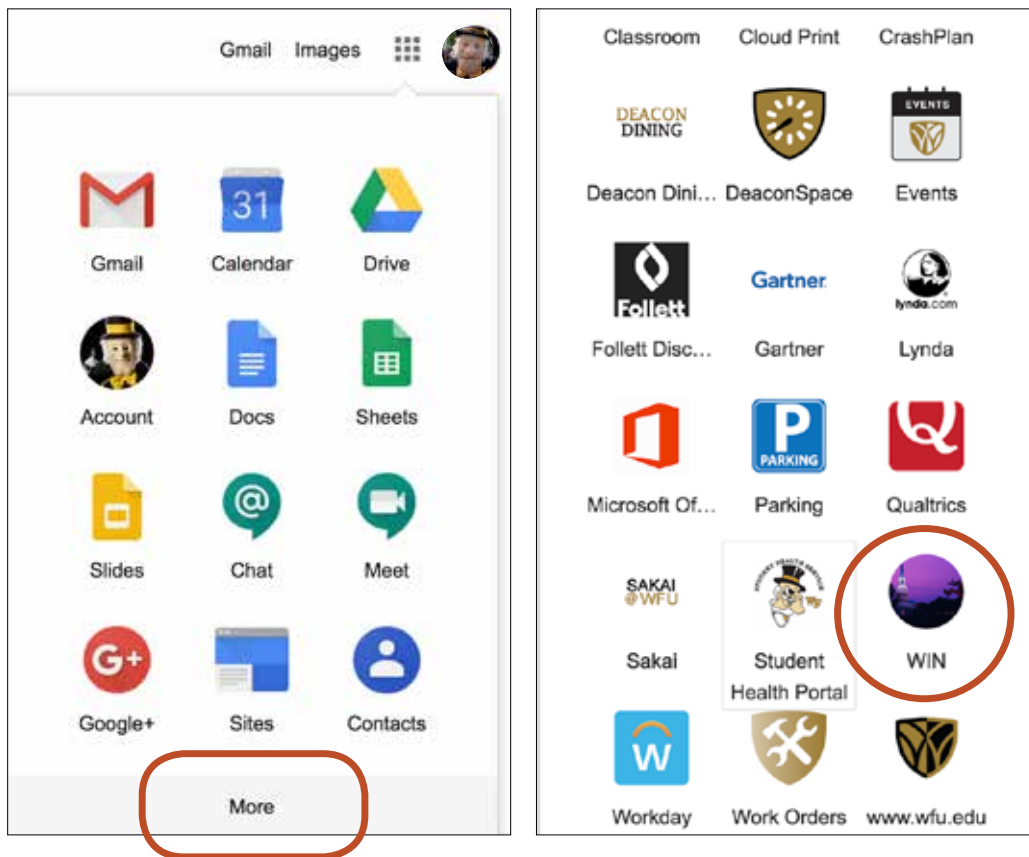
1 ACCESS WAKE INFORMATION NETWORK (WIN)

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.

2 ACCESS THE REGISTRATION SYSTEM

Select "check your holds & registration status" to determine the start date and time of your Round I registration.

A ACCESS VIRTUALCAMPUS

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

Wake Information Network

Today   Personal   InfoCentral   VirtualCampus   Directories

Today

Hello, Deacon

Announcements

Current Weather Conditions

Temperature: 50°F
Conditions: Clear
Visibility: 10 Miles

B LOCATE "CLASS REGISTRATION AND SCHEDULE"

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

Wake Information Network

Today   Personal   InfoCentral   VirtualCampus   Directories

VirtualCampus

Selection Criteria
- Change Term

Your Financial Aid
- Financial Aid Status
- Glossary of Financial Aid Terms
- Useful Financial Aid Links

Your Course Materials
- Purchase Course Materials

Class Registration and Schedule
- Change Class Options
- Check Your Holds & Registration Status
- Dynamic Catalog
- Permission of Instructor Entry Page
- Register for Classes using Class Search
- Register for Classes using Course Reference Numbers (CRN)
- Student Detail Schedule
- Student Schedule by Day & Time

Your Student Records
- Academic Transcript

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 19 at 11:59 p.m. EDT.

A   FIND A CLASS

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

Please select the appropriate term (Fall 2019) to search for classes offered by using the drop-down menu under **"Search by Term."**

Select Term or Date Range

Search by Term:

Fall 2019

Submit   Reset

B   THERE ARE TWO WAYS TO SEARCH FOR CLASSES. USING ADVANCED SEARCH IS RECOMMENDED.

1   Course 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.

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

Under **Advanced Search,** you will be able to select department, course number (if you know which 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 and LIB 100.

CLASSES I AM INTERESTED IN:

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Results of searching for full-semester undergraduate courses in the religion department are shown below:

Seating Availability Category

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

Entry Term Fall 2018: Seats are reserved for those who entered WFU in Fall 2018.

Entry Term Fall 2019: Seats are reserved for those who enter WFU in Fall 2019.

* Please note that you will not be able to wait-list any classes during this registration period for Fall 2019 courses. It is important that all incoming students are in classes for the fall.

4 — REGISTER FOR CLASSES

Find a course, check the box and register!

A — SELECT THE COURSE

Select by clicking the far-left box.

Look-Up Classes to Add:

Mar

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)	Location	Attr
☑	96664	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)	08/26-12/14	WING 306	Divi and
							Seating Availablity 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 2019		Y	11	0	11	0	0	0				
☐	96665	REL	101	C	RC	3.000	Introduction to	TR	12:30 pm-	28	0	28	0	0	0	Leann C. Pace (P)	08/26-	WING	Divi

B — REGISTER

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

							General Seating		N	6	1	5	0	0	0			
							Entry Term Fall 2018		Y	11	0	11	0	0	0			
							Entry Term Fall 2019		Y	11	0	11	0	0	0			
☐	96665	REL	101	C	RC	3.000	Introduction to Religion	TR	12:30 pm-01:45 pm	28	0	28	0	0	0	Leann C. Pace (P)	08/26-12/14	WI 30(
							Seating Availablity 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 2019		Y	11	0	11	0	0	0			
☐	96666	REL	101	D	RC	3.000	Introduction to Religion	WF	12:30 pm-01:45 pm	28	0	28	0	0	0	Tanisha Ramachandran (P)	08/26-12/14	WI 20!
							Seating Availablity 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 2019		Y	11	0	11	0	0	0			

Register   Add to WorkSheet   New Search

[Student Schedule by Day & Time | Student Detail Schedule]

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

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 abbreviations mean?

(UNDERSTANDING EACH COLUMN, LEFT-TO-RIGHT)

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.
POI	Permission of instructor is required to register for the course

5 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 syste 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 07, 2019	✓ None / Drop Via WEB	96664	REL	101	B	Undergraduate	3.000	Standard Letter	Introduction to Religion

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 999999.999
Date: Mar 07, 2019 02:16 pm

Add Classes Worksheet

CRNs

A DROP THE CLASS

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**."

B SUBMIT CHANGES

Make sure to scroll to the bottom of the page and click **Submit Changes**.

6. COMMON 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.

The example above shows a registration add error.

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 section letter and times 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.

7 *CONFIRM REGISTRATION*

Finally, confirm that you are registered for the classes that you intended. Check the list of your registered classes.

A SELECT VIRTUALCAMPUS

B LOOK UNDER CLASS REGISTRATION AND SCHEDULE

C SELECT STUDENT DETAIL SCHEDULE (SEE BELOW)

Student Detail Schedule:

Total Credit Hours: 7.000

Biology and the Human Condition - BIO 101 - A
Associated Term:	Fall 2019
CRN:	96338
Status:	**Web Registered** on Mar 07, 2019
Assigned Instructor:	Regina J. Cordy

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	10:00 am - 10:50 am	MWF	Winston Hall 125	Aug 26, 2019 - Dec 14, 2019	Lecture	Regina Joice Cordy (P)

Biology and the Human Condition-Lab - BIO 101L - A
Associated Term:	Fall 2019
CRN:	96339
Status:	**Web Registered** on Mar 07, 2019
Assigned Instructor:	Regina J. Cordy

Grade Mode:	No Credit
Credits:	0.000
Level:	Undergraduate
Campus:	Reynolda Campus (UG)

AND YOU'RE DONE!