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

In VirtualCampus, you can access the registration system by selecting “check your holds & registration status” to determine the start date and time of your Round I registration.
**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.

**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.”

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

**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.
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:**
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.
**Register for classes**

Find a course, check the box and register!

**SELECT THE COURSE**

Select by clicking the far-left box.

**REGISTER**

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

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

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.”

Submit Changes

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

<table>
<thead>
<tr>
<th></th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class Restriction</strong></td>
<td>Course or section is restricted to students in a particular classification (e.g., first-year, sophomore, junior).</td>
<td>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 <em>Undergraduate Bulletin</em>.</td>
</tr>
<tr>
<td><strong>Corequisite</strong></td>
<td>Course has corequisite; you must be registered for both courses simultaneously.</td>
<td>Corequisites are listed in the course description in the <em>Undergraduate Bulletin</em> (as indicated with a “C”). Select both corequisites simultaneously and register for them at the same time.</td>
</tr>
<tr>
<td><strong>Missing Prerequisite and/or Test Score</strong></td>
<td>Prerequisite or placement test score is missing or insufficient to register for the course.</td>
<td>Prerequisites are listed in the course description in the <em>Undergraduate Bulletin</em> (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.</td>
</tr>
<tr>
<td><strong>Time Conflict</strong></td>
<td>Course conflicts with another registered class.</td>
<td>Find another class that meets at a different time.</td>
</tr>
<tr>
<td><strong>Duplicate Course</strong></td>
<td>Course is the same as another registered course.</td>
<td>Register for a different course.</td>
</tr>
<tr>
<td><strong>Maximum Hours Exceeded</strong></td>
<td>Maximum hours for that registration round will be exceeded with addition of the class.</td>
<td>Make adjustments to schedule. Cannot exceed the limit established for the registration round.</td>
</tr>
<tr>
<td><strong>Instructor Signature (POI)</strong></td>
<td>Permission of instructor (POI) is required to register for class.</td>
<td>Seek permission of instructor. Contact department for more information.</td>
</tr>
<tr>
<td><strong>Closed Section</strong></td>
<td>Section is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
<tr>
<td><strong>Reserved Closed</strong></td>
<td>Reserved seating for entry term is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
</tbody>
</table>
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: Reynolds 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 Jole Cordy

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: Reynolds Campus (UG)

AND YOU'RE DONE!