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.
Access the Registration System

Utilize the Registration portal for all things registration, including checking your start date and time for Round I of registration.

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.

Locate Registration Portal

In VirtualCampus, you will find a section titled “Registration Portal.”
**Prepare for Registration**

You can register beginning at your assigned time, and you will be permitted to make changes until the end of self-registration — July 17 at 11:59 p.m. EDT.

**A** Click the Prepare for Registration link

*Prepare for Registration*
View registration status, update student term data, and complete pre-registration requirements.

**B** Select the Fall 2020 term from the dropdown, then click the continue button

**C** Check your student status and holds to ensure they are green. *Note that your Time Ticket will be red until it is your time to register.*

### Registration Status

**Term: Fall 2019**

- Your Student Status permits registration.
- You have no holds which prevent registration.
- Time tickets do not allow registration at this time. Please register within these times:
  - 07/15/2019 08:00 AM - 07/16/2019 11:59 PM
  - 08/23/2019 05:00 PM - 11/01/2019 11:59 PM
  - 07/17/2019 12:50 PM - 07/19/2019 11:59 PM
  - 08/23/2019 08:00 AM - 08/23/2019 01:30 PM
Create a Plan

You can plan your classes before registration opens so that you have time to consider your options.

A. CLICK THE PLAN AHEAD LINK

Plan Ahead
Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

B. SELECT THE TERM BEING PLANNED FOR FROM THE DROPDOWN (THERE MAY BE OTHER TERMS LISTED)

Terms Open for Planning

- Fall 2020
- Spring 2020
- Fall 2019

C. CLICK CONTINUE

D. CLICK THE CREATE A NEW PLAN BUTTON

Multiple plans may be created, e.g., a plan for Round 1 and a plan for Round 2

Plans you have created for this term: 0

Term: Fall 2019
You are allowed a maximum of 5 plans for this term.

Create a New Plan
**Search for Classes**

**A Use the Search Options**

Use the basic search options

**Subject**

**Course Number**

**Keyword**

[Search] [Clear] [Advanced Search]

Or advanced search options are available

**Subject and Course Number**

**Title**

**Level**

**Credit Hour Range**

**Departments**

Once search criteria have been entered, [click the Search button](#)
IN THE SEARCH RESULTS, CLICK THE VIEW SECTIONS BUTTON TO SEE DETAILED INFORMATION ON INDIVIDUAL OFFERINGS

CLICK THE TITLE OF A SECTION TO SEE CLASS DETAILS

Click any tab on the left to see relevant information
**Add classes to your plan**

**A**
Click the Add button to add the desired section to your plan.

The added section will appear in the plan summary panel on the lower right.

**B**
To search for additional classes to add to your plan, click the Catalog Search Results button.
You can plan up to eight Total Planned Hours. This is the maximum number of hours you can register for in Round I.

Save your plan

You can plan up to eight Total Planned Hours. This is the maximum number of hours you can register for in Round I.

Save the added section(s) by clicking the Save Plan button on the lower right.
A popup will appear to name your plan. Enter “Round I Plan” as the plan name and then click the save button.

In the summary panel, the Status of the added sections will change from Pending to Planned once saved.

Note that only classes with a Status of Planned count toward the Total Planned Hours in the lower left.

Pay attention to the Status of added classes to ensure they are saved to your plan.

The Schedule panel on the left shows a calendar view of your planned classes.
Create your Round II plan

Create a Round II registration plan that will result in full-time status after registering in Round I and Round II.

A. Click the select a plan link at the top of the page

B. Click the create a new plan button to begin creating your Round II plan

C. Repeat previous steps to create a Round II registration plan that will result in full-time status after registering in Round I and Round II. For example, if you planned for seven hours in Round I, plan for at least five hours in Round II to be registered for 12 hours in total.

Note: Planning for sections does not guarantee you will be able to register for those sections.
Register!

Register for the classes on your plan.

A. Click the Register for Classes Link

B. Select the appropriate registration term (there may be multiple terms listed)

Then click the Continue button

C. Click the Plans Tab
**D** SELECT THE PLAN THAT CORRESPONDS WITH THE ROUND YOU ARE REGISTERING FOR

Click the **Add All** button for the plan you are registering for.

**E** THE PLANNED CLASS SECTIONS WILL APPEAR IN THE SUMMARY PANEL BELOW

You are not yet registered until you click the **Submit** button in the lower right to attempt to register for the class sections.

**F** SUCCESSFUL REGISTRATION WILL SHOW REGISTERED IN THE STATUS COLUMN
10 Resolve any registration errors
Fix anything that’s gone wrong with your plan.

A If you receive a registration error, refer to the chart on the next page

B If the class section you planned for is full, click the View Sections button in the Plan panel to see other options

C If there is a section that works with your schedule, click the Add button for that section

The course will be added to the Summary panel. Remember to click the Submit button to attempt to register for the section.
Here are some common registration add errors

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Restriction</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 Undergraduate Bulletin.</td>
</tr>
<tr>
<td>Corequisite</td>
<td>Course has corequisite; you must be registered for both courses simultaneously.</td>
<td>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.</td>
</tr>
<tr>
<td>Missing Prerequisite and/or Test Score</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 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.</td>
</tr>
<tr>
<td>Time Conflict</td>
<td>Course conflicts with another registered class.</td>
<td>Find another class that meets at a different time.</td>
</tr>
<tr>
<td>Duplicate Course</td>
<td>Course is the same as another registered course.</td>
<td>Register for a different course.</td>
</tr>
<tr>
<td>Maximum Hours Exceeded</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>Instructor Signature (POI)</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>Closed Section</td>
<td>Section is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
<tr>
<td>Reserved Closed</td>
<td>Reserved seating for entry term is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
</tbody>
</table>
TO DROP A SECTION YOU PREVIOUSLY REGISTERED FOR, SELECT DROP VIA WEB FROM THE ACTION DROPDOWN

Then click the Submit button

The class section will have Deleted as the Status
**View your registration**

Check to make sure your schedule is correct

**CLICK THE VIEW REGISTRATION INFORMATION LINK**

[View Registration Information]

View your past schedules and your ungraded classes.

*You’ve reached the end. Which means it’s finally time for your beginning to begin.*