



YOUR COMPLETE GUIDE TO

# REGISTRATION

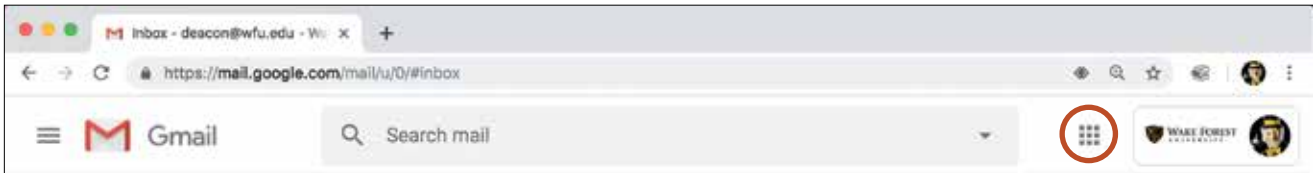
# 1

## ACCESS WAKE INFORMATION NETWORK (WIN)

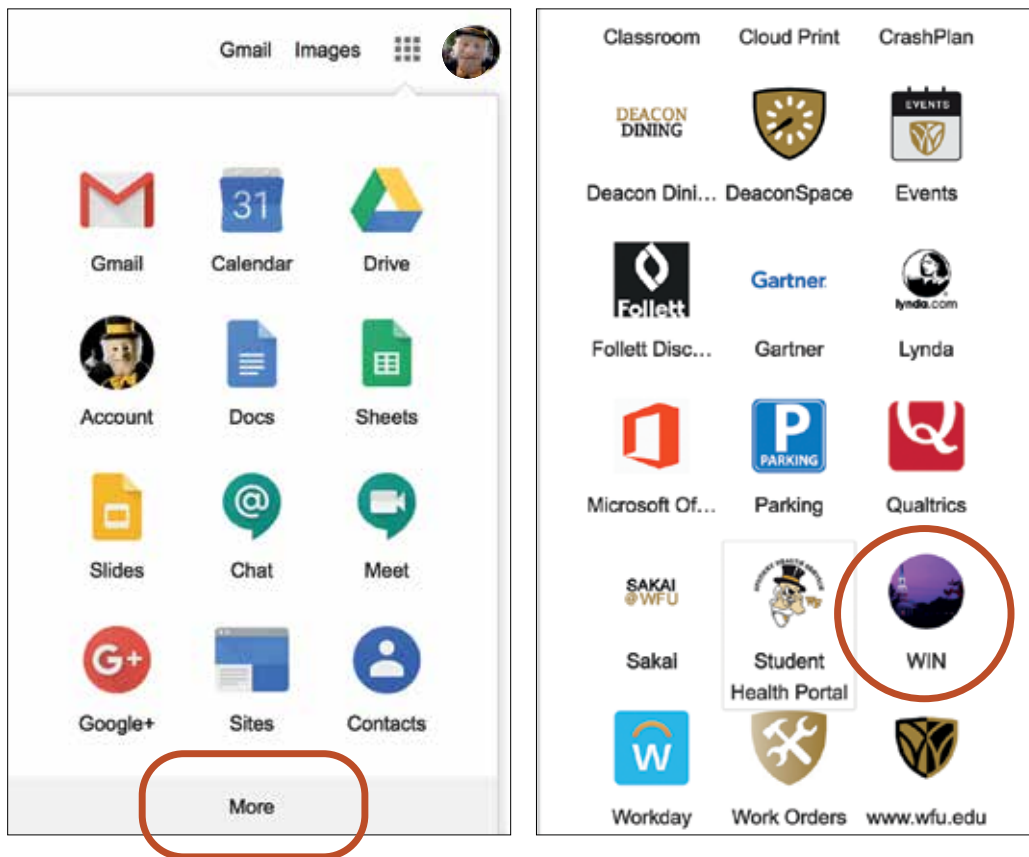
Let's start by logging into your Wake Forest Gmail account.

### 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

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

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

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**
  - [Permission of Instructor Entry Page](#)
  - Registration Portal**
- Your Student Records**
  - [Academic Transcript](#)
  - [Apply for Graduation](#)
  - [DegreeWorks](#)
  - [Enrollment Verification](#)
  - [Final Grades](#)
  - [Grade Detail](#)

# 3

## 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

Terms Open for Registration

Fall 2020

Continue

### 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 09:00 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

# 4

## 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

Fall 2020

Spring 2020

Fall 2019

### C CLICK CONTINUE

Terms Open for Planning ?

Fall 2020

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](#)

# 5

## SEARCH FOR CLASSES

### A USE THE SEARCH OPTIONS

Use the basic search options

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

Or advanced search options are available

Subject and Course Number

Title

Level

Credit Hour Range  to  hours

Departments

Once search criteria have been entered, **click the Search button**

Subject

Course Number

Keyword

[Clear](#) [▶ Advanced Search](#)

**B**

IN THE SEARCH RESULTS, CLICK THE VIEW SECTIONS BUTTON TO SEE DETAILED INFORMATION ON INDIVIDUAL OFFERINGS

Search Results — 1 Courses  
Term: Fall 2019 Subject: First Year Seminar Course Number: 100

Title	Subject Description
First Year Seminar	First Year Seminar

View Sections Add Course

Page 1 of 1 10 Per Page Records: 1

**C**

CLICK THE TITLE OF A SECTION TO SEE CLASS DETAILS

Catalog Search Results Search Results — 47 Classes  
Term: Fall 2019 Subject and Course Number: FYS100 First Year Seminar

Title	Instructor	Meeting Times	Status
Tragic Love Stories: Ancient and Modern - Living Learning Community (LLC)	Warren, Brian	S M T W T F S 11:00 AM - 12:15 PM	2 of 16 seats remain. Restriction!
The World's Most Influential People Using S...	Marcosko, Jed	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!
Sports, Culture, and Geography	Friedman, Ada	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!
Children of Divorce - First Year Advising Group	Nielsen, Linda	S M T W T F S 02:00 PM - 03:15 PM	4 of 16 seats remain.

Class Details for Tragic Love Stories: Ancient and Modern - Living Learning Communit... X

Term: 201980 | CRN: 96039

Class Details	Associated Term: Fall 2019
Bookstore Links	CRN: 96039
Course Description	Campus: Reynolda Campus (UG)
Attributes	Schedule Type: Lecture
Restrictions	Instructional Method: Traditional
Instructor/Meeting Times	Section Number: A
Enrollment/Waitlist	Subject: First Year Seminar
Corequisites	Course Number: 100
Prerequisites	Title: Tragic Love Stories: Ancient and Modern - Living Learning Community (LLC)
Linked Sections	Credit Hours: 3
Fees	Grade Mode: S
Mutual Exclusion	

Close

Click any tab on the left to see relevant information

# 6

## ADD CLASSES TO YOUR PLAN

**A** CLICK THE ADD BUTTON TO ADD THE DESIRED SECTION TO YOUR PLAN

Catalog Search Results **Search Results — 47 Classes**  
Term: Fall 2019 Subject and Course Number: FYS100 First Year Seminar

Title	Instructor	Meeting Times	Status	
<a href="#">Tragic Love Stories: Ancient and Modern - L...</a>	Warren, Brian ...	S M T W T F S 11:00 AM - 12:15 PM	2 of 16 seats remain. Restriction!	Add
<a href="#">The World's Most Influential People Using S...</a>	Macosko, Jed ...	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!	Add
<a href="#">Sports, Culture, and Geography</a>	Friedman, Ade ...	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!	Add
<a href="#">Children of Divorce - First Year Advising Group</a>	Nielsen, Linda ...	S M T W T F S 02:00 PM - 03:15 PM	4 of 16 seats remain.	Add

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

Fall 2019Untitled Plan +

Title	Details	Hour	CRN	Schedule	Note	Status	Action
<a href="#">Tragic Love Stories: A...</a>	FYS 100, A	3	96039	Lecture	+	Pending	Add

Total Planned Hours: 0

**B** TO SEARCH FOR ADDITIONAL CLASSES TO ADD TO YOUR PLAN, CLICK THE CATALOG SEARCH RESULTS BUTTON

Catalog Search Results **Search Results — 47 Classes**  
Term: Fall 2019 Subject and Course Number: FYS100 First Year Seminar

Title	Instructor	Meeting Times	Status	
<a href="#">Tragic Love Stories: Ancient and Modern - L...</a>	Warren, Brian ...	S M T W T F S 11:00 AM - 12:15 PM	2 of 16 seats remain. Restriction!	Add
<a href="#">The World's Most Influential People Using S...</a>	Macosko, Jed ...	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!	Add
<a href="#">Sports, Culture, and Geography</a>	Friedman, Ade ...	S M T W T F S 11:00 AM - 12:15 PM	FULL: 0 of 16 seats remain. Restriction!	Add
<a href="#">Children of Divorce - First Year Advising Group</a>	Nielsen, Linda ...	S M T W T F S 02:00 PM - 03:15 PM	4 of 16 seats remain.	Add



**C** THEN CLICK THE SEARCH AGAIN BUTTON



Continue to add sections, up to eight Total Planned Hours. This is the maximum number of hours you can register for in Round I

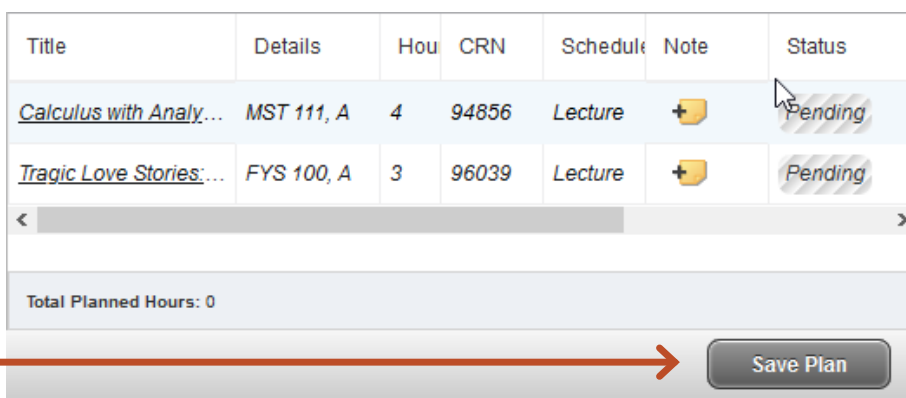
Title	Details	Hours	CRN	Schedule Typ	Note	Status	Action
Calculus with Analytic Geomet...	MST 111, A	4	94856	Lecture	+	Pending	Add ▾
Tragic Love Stories: Ancient a...	FYS 100, A	3	96039	Lecture	+	Pending	Add ▾

Total Planned Hours: 0

**7** *SAVE YOUR PLAN*

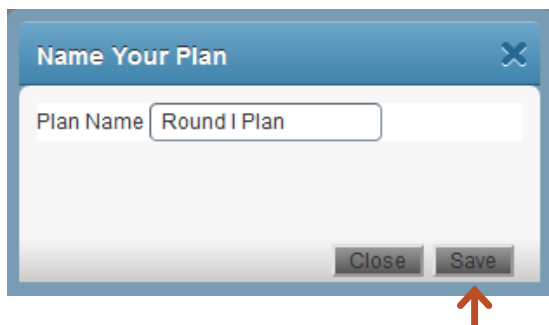
You can plan up to eight Total Planned Hours. This is the maximum number of hours you can register for in Round I.

**A** SAVE THE ADDED SECTION(S) BY CLICKING THE SAVE PLAN BUTTON ON THE LOWER RIGHT



B

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**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
9am							
10am							
11am			✓ FYS100 (Planned)		✓ FYS100 (Planned)		
12pm							
1pm							
2pm			✓ MST111 (Planned)	✓ MST111 (Planned)	✓ MST111 (Planned)	✓ MST111 (Planned)	
3pm							
4pm							

# 8

## 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

[Student](#) • [Registration](#) • [Select a Term](#) • [Select A Plan](#) • [Plan Ahead](#)

B CLICK THE CREATE A NEW PLAN BUTTON TO BEGIN CREATING YOUR ROUND II PLAN




### Plans you have created for this term: 1

Term: Fall 2019

You are allowed a maximum of 5 plans for this term.

[+ Create a New 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.

Round II Plan 						
Title	Details	Hou	CRN	Schedule	Note	Status
<a href="#">Elementary Spanish I</a>	SPA 111, A	3	91357	Lectur...		<span>Planned</span>
<a href="#">Europe and the Wo...</a>	HST 102, B	3	96749	Lecture		<span>Planned</span>

Total Planned Hours: 6

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

# 9

## REGISTER!

Register for the classes on your plan.

### A CLICK THE REGISTER FOR CLASSES LINK



#### [Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.

### B SELECT THE APPROPRIATE REGISTRATION TERM (THERE MAY BE MULTIPLE TERMS LISTED)

Terms Open for Registration

Then click the **Continue** button

Terms Open for Registration

Continue

### C CLICK THE PLANS TAB

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Spring 2020

Subject

Course Number

Instructor

Keyword

Search Clear + Advanced Search

**D** SELECT THE PLAN THAT CORRESPONDS WITH THE ROUND YOU ARE REGISTERING FOR

Title	Details	Hours	CRN	Grade Mode	
▶ <a href="#">Calculus with Analytic Geom</a>	MST 111, A	4	94856	Standard Letter	<input type="button" value="View Sections"/> <input type="button" value="Add"/>
▶ <a href="#">Tragic Love Stories: Ancient</a>	FYS 100, A	3	96039	Standard Letter	<input type="button" value="View Sections"/> <input type="button" value="Add"/>

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

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

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Tragic Love Stories: Ancient and...</a>	FYS 100, A	3	96039	Lecture	Pending	**Web Registered**
<a href="#">Calculus with Analytic Geometry I</a>	MST 111, A	4	94856	Lecture	Pending	**Web Registered**

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

Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Tragic Love Stories: Ancient and...</a>	FYS 100, A	3	96039	Lecture	Registered	None
<a href="#">Calculus with Analytic Geometry I</a>	MST 111, A	4	94856	Lecture	Registered	None

# 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

Find Classes Enter CRNs **Plans** Schedule and Options

Round II Plan Created by: You Add All

Title	Details	Hours	CRN	Grade Mode	
▶ Elementary Spanish I	SPA 111, A	3	91357	Standard Letter	View Sections Add
▶ Europe and the World in the...	HST 102, B	3	96749	Standard Letter	View Sections Add

Records: 2

**C** IF THERE IS A SECTION THAT WORKS WITH YOUR SCHEDULE, CLICK THE ADD BUTTON FOR THAT SECTION

Find Classes Enter CRNs **Plans** Schedule and Options

Return to Plan Search Results — 10 Classes Term: Fall 2019 Subject and Course Number: HST102 Search

Title	Instructor	Meeting Times	Status	
Europe and the World in th...	Susan Russo (Primary)	S M T W T F S 09:00 AM - 09:50 AM Type: Class	4 of 16 seats re...	Add
Europe and the World in th...	Mike Hughes (Primary)	S M T W T F S 09:30 AM - 10:45 AM Type: Class	FULL: 0 of 20 3 of 3 waitlist...	Add
Europe and the World in th...	Charles Thomas (Prim...	S M T W T F S 09:30 AM - 10:45 AM Type: Class	1 of 23 seats re...	Add

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

	Definition	What Do I Do?
<b>Class Restriction</b>	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 <i>Undergraduate Bulletin</i> .
<b>Corequisite</b>	Course has corequisite; you must be registered for both courses simultaneously.	Corequisites are listed in the course description in the <i>Undergraduate Bulletin</i> (as indicated with a "C"). Select both corequisites simultaneously and register for them at the same time.
<b>Missing Prerequisite and/or Test Score</b>	Prerequisite or placement test score is missing or insufficient to register for the course.	Prerequisites are listed in the course description in the <i>Undergraduate Bulletin</i> (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.
<b>Time Conflict</b>	Course conflicts with another registered class.	Find another class that meets at a different time.
<b>Duplicate Course</b>	Course is the same as another registered course.	Register for a different course.
<b>Maximum Hours Exceeded</b>	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.
<b>Instructor Signature (POI)</b>	Permission of instructor (POI) is required to register for class.	Seek permission of instructor. Contact department for more information.
<b>Closed Section</b>	Section is at maximum capacity.	Register for another course.
<b>Reserved Closed</b>	Reserved seating for entry term is at maximum capacity.	Register for another course.

**D** TO DROP A SECTION YOU PREVIOUSLY REGISTERED FOR, SELECT DROP VIA WEB FROM THE ACTION DROPDOWN



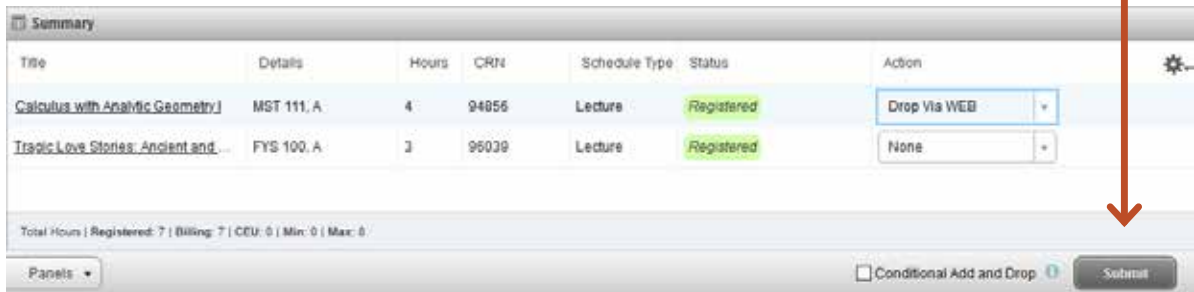
The screenshot shows a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The first row is highlighted in light blue. The 'Action' dropdown menu is open, showing 'None' and 'Drop Via WEB' (highlighted in blue). A red arrow points from the text above to the 'Drop Via WEB' option.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus with Analytic Geometry I	MST 111, A	4	94856	Lecture	Registered	None Drop Via WEB
Tragic Love Stories: Ancient and...	FYS 100, A	3	96039	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 0

Submit

Then click the **Submit** button



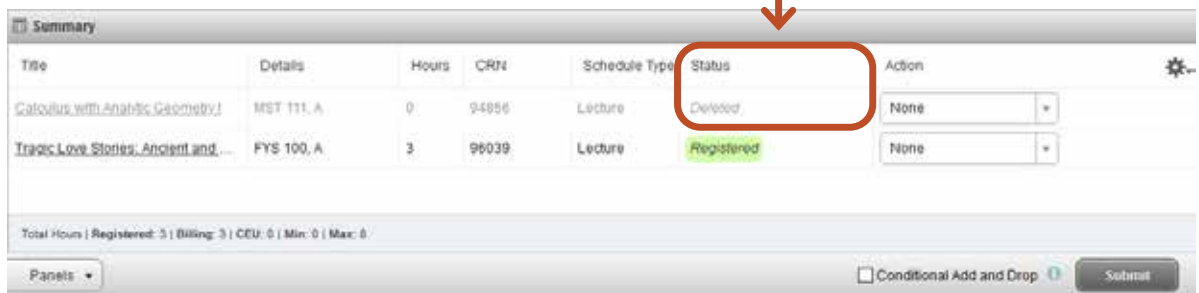
The screenshot shows the same table as the previous image. The 'Drop Via WEB' option is now selected in the dropdown menu. A red arrow points from the text above to the 'Submit' button at the bottom right.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus with Analytic Geometry I	MST 111, A	4	94856	Lecture	Registered	Drop Via WEB
Tragic Love Stories: Ancient and...	FYS 100, A	3	96039	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 0

Submit

The class section will have Deleted as the Status



The screenshot shows the same table. The status of the first section is now 'Deleted'. A red arrow points from the text above to the 'Deleted' status cell.

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus with Analytic Geometry I	MST 111, A	0	94856	Lecture	Deleted	None
Tragic Love Stories: Ancient and...	FYS 100, A	3	96039	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 0

Submit



11

## *VIEW YOUR REGISTRATION*

Check to make sure your schedule is correct

A

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.***