



WAKE FOREST

UNIVERSITY

11 October 2022

Dear Undergraduate Student,

Advising and major/minor registration for Spring 2023 starts next week - Monday, October 17. Self-service registration for Spring 2023 begins Monday, October 31.

Important Dates

- **October 14:** Spring 2023 course schedule and time tickets available
- **October 17 - October 28:** Advising and major/minor registration
- **October 31 - November 4:** Self-service registration (up to and including 15 hours)
- **November 7 - 10:** Self service registration continues (up to and including 17 hours)
- **November 14:** Requests to Overload/Exceed 17 hours can be submitted to OAA for review

Plan Ahead

You should have plans to meet with your adviser(s) for advising, discuss courses for Spring 2023, and obtain your advising PIN. ***You must meet with your adviser to obtain your registration PIN. Without your PIN, you will be unable to register for Spring 2023 courses.*** The Office of the University Registrar cannot provide you with your PIN and the Office of Academic Advising will not release your PIN without the permission of your adviser.

Use the Plan Ahead tool in the [Registration Portal](#) to craft potential schedules and scenarios with different courses. When your registration time ticket opens, you can load courses directly from your desired plan. More detailed instructions on creating plans can be found [here](#).

Time Tickets

Registration [time tickets](#) will be available October 14 and are based on earned hours (excluding AP/IB/pre-college credit). You may register at, or after, your assigned date(s) and time(s) based on your earned hours through the first part-of-term of Fall 2022:

Phase I (registering up to and including 15 hours):

- Monday, October 31: Seniors (students who have earned 87+ hours)
- Tuesday, November 1: Juniors (students who have earned 55-86 hours)
- Wednesday, November 2: Sophomores (students who have earned 25-54 hours)
- Thursday, November 3: First-years (students who have earned up to 24 hours)

Phase II (registering up to and including 17 hours):

- Monday, November 7: Seniors (students who have earned 87+ hours)
- Tuesday, November 8: Juniors (students who have earned 55-86 hours)
- Wednesday, November 9: Sophomores (students who have earned 25-54 hours)
- Thursday, November 10: First-years (students who have earned up to 24 hours)

You can view your registration time ticket in the [Registration Portal](#) > Prepare for Registration > Select Spring 2023. Check your student status for any holds to ensure they display checkmarks. If you have any holds, make sure to resolve them with the office that placed your hold prior to registration. Please note that your time ticket will display an exclamation mark until it is your time to register.

Office of the University Registrar staff will be available via [Google Chat](#) between 4 pm - 8 pm on Monday, October 31 - Thursday, November 3, and Monday, November 7 - Thursday, November 10. Google Chat is the most efficient way to contact us for assistance during self-service registration.

Overload/Exceed 17 Hours Requests

Beginning November 14, you may seek permission to exceed 17 hours by following the [steps](#) outlined by the Office of Academic Advising.

Waitlists

If a course has closed and a seat is available on the waitlist, you will be able to add yourself to the waitlist (see "[Join a Waitlist](#)"). If a seat in the course becomes available, you will receive a waitlist notification in your WFU email account. Please make sure you are checking your WFU email regularly during the self-service registration period and through holiday breaks, as you will have *48 hours* from the time of notification to register for the open seat. If you fail to act within the 48-hour window, the available seat will go to the next student on the waitlist.

Next Steps

- Create registration plans using [Plan Ahead](#).
- Resolve any holds with the office that placed the hold.
- Confirm you have your registration PIN and time ticket information.
- Watch the [Registration Portal video](#) to reorient yourself with self-service registration.
- (Re)familiarize yourself with the registration [how-to](#) page, [registration errors and FAQ](#) page, and [Chat Assistance](#) page.

If you have any questions, please contact the Office of the University Registrar (336.758.5207; registrar@wfu.edu) or reach us during self-service registration via [Google Chat](#).

Sincerely,

Office of the University Registrar