Sharpen your e-pencils and prepare to register for your first semester of classes. Wait, recommence breathing. The pages that follow will introduce you to the process of registration and guide you through the steps of registering for fall classes. Read carefully and here’s to successful registration!

Where do I start?

Review the requirements for the Master of Divinity (MDiv) degree in the Programs of Study section of the 2015-2016 Academic Bulletin.

Courses in the divinity school often have heavy reading and writing workloads. Course descriptions in the bulletin or on the Academic Resources web page of our website can help you plan your tentative course schedule. As you prepare a list of courses to take in the fall, have a number of course options to sign up for since courses tend to fill up quickly. Credit hours per semester for full-time students range from 9 credit hours to a maximum of 16 credit hours. To keep on track with your degree you need to average at least 14 credit hours per semester. After pre-registration you can discuss course loads with your academic adviser when you meet during New Student Orientation.

What should I think about when planning my schedule?

1. What restrictions do you have on your weekly schedule in the following areas:
   - Work commitments off-campus?
   - Commuting to Winston-Salem? How far? Parking on or off-campus?

2. Our language requirement states that you need to have two semesters, 6 credit hours, of a foreign language on your college transcript. Did you study a language in college?
   - What language?
   - How many semesters?

WIN The Wake Information Network (WIN) is your one-stop source for accessing Wake online services and resources. Most of your academic services are under VirtualCampus in WIN. Included in these services are: tracking how each of your credits are applied to your degree, viewing your final grades, viewing the Schedule of Classes each term, registering for classes and viewing your class schedule.
3. Will you be taking either a biblical language or foreign language for your MDiv or for Ordination?
   - I will be taking Hebrew.
   - I will be taking Greek.
   - I will be taking a foreign language in the college (e.g., German). If so, which one?
   Note: Biblical languages are offered both fall and spring terms.

4. Art of Ministry I is a course that is offered in the fall semester at 8:00am on Mondays and is required in your first year. Please plan to take this course in Fall 2016.

5. Look for a balance in your first semester schedule. Think about the courses you are interested in and ones that are required.

Questions Prior to Registration

What courses are available to take this fall? You can find links to our fall course schedule and elective course descriptions on the Academic Resources web page of our website.

1. In WIN under Virtual Campus you are able to search our courses to see how many seats are available by clicking “Register for Classes Using Class Search.” Our courses are listed under the following headings:
   Biblical Studies • Historical Studies • Ministerial Studies
   Spirituality • Theological Studies

2. Please note: Since you are in the School of Divinity you cannot register for courses that are offered in the college through registration in WIN. There is a process and form to register for these courses that will be explained during New Student Orientation.

3. CRNs (Course Reference Numbers) are the numbers you use during registration. Please have a list of all CRNs ready to go when registration opens. Have alternative courses on your list in case your first choice is already full. CRNs are listed on each semester’s Course Offerings on the Academic Resources web page of School of Divinity website.

Registration

You will be able to register for classes: DEC. 14 - 16 OR JAN. 4 - 8

Beginning at 8:00am on Monday, December 14 you will have access to register for courses. The registration period will close at 5:00 p.m. on Wednesday, December 16. You can also register for courses Monday, January 4 beginning at 8:00 a.m. until 5:00 p.m. on Friday, January 8 (day of Spring Orientation).

A couple of notes:

- In future semesters you will need a PIN to register for courses (which will be provided by during advisement sessions). During this registration week, only incoming divinity students will be able to register so a PIN is unnecessary. You will also be able to add and drop courses throughout the week.

- After you register, look to see if a list of required texts are available for your courses. In WIN, under Virtual Campus select “Purchase Course Materials” under “Your Course Materials” to order books directly from the book store. You can also search for books on The Wake Forest University Bookstore website by inputting the required information for each course you have registered for. Comparison tools for pricing are also available.

- Watch for registration errors which usually means that there is a restriction on the course that you do not meet (e.g., prerequisites, POI - permission of instructor, or full).

- If a course is full, email Susan Robinson, Administrative Coordinator for Academic Affairs, and you will be put on a wait list that will start after the registration week is complete.

Before the Week of Registration:

Login to your WIN account and get comfortable with the site. Go through the links at the top. Virtual Campus is the link where all things related to your degree are found. Check to see if you have any holds.

Virtual Campus >> Check Your Holds and Registration Status

Questions? Email admissions: Divinity@wfu.edu
**STEP 1**

**HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)**

You can access WIN from the School of Divinity homepage: [divinity.wfu.edu](http://divinity.wfu.edu)

You can also access WIN directly at [win.wfu.edu](http://win.wfu.edu)

Enter your Wake Forest username and password to log in.

**STEP 2**

**HOW TO ACCESS THE REGISTRATION SYSTEM**

You can access *Virtual Campus* using the link on the top right-hand corner on your WIN home screen.

**HAVING TROUBLE ACCESSING WIN OR OTHER TECHNICAL PROBLEMS?**

Please contact THE HELP DESK AT (336) 758-4357
STEP 3

IN VIRTUAL CAMPUS, YOU WILL FIND A SECTION TITLED “CLASS REGISTRATION AND SCHEDULE”

SELECT “CHECK YOUR HOLDS & REGISTRATION STATUS”

Make sure you do not have any holds on your student account.

LIST YOUR HOLDS HERE AND YOUR PLAN OF ACTION TO TAKE CARE OF THEM:

<table>
<thead>
<tr>
<th>Hold 1</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 4

HOW TO SEARCH FOR CLASSES

Under Class Registration and Schedule, select the link “Register for Classes Using Class Search.” Please select the appropriate term (Spring 2016) to search for classes offered by Using the drop-down menu under “Search by Term.”

QUESTIONS?

CONTACT SUSAN ROBINSON, ROBINSSR@WFU.EDU
THERE ARE TWO WAYS TO SEARCH FOR COURSES:

1. 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.

2. Selecting Advanced Search from this screen will allow you to search for courses using a variety of parameters/filters. Using Advanced Search is recommended.

Under Advanced Search, you will be able to select subject (Biblical Studies, Historical Studies, etc.), course number (if you know what specific course you are looking for), term, instructor, etc.

For example, selecting the appropriate subject under Subject, “Divinity” under Course Level, and “All” under Part of Term and clicking Section Search at the bottom of the page will produce a full listing of all courses offered in that academic subject.

You can also search for half-semester under Advanced Search by selecting either “First Part of Term” or “Second Part of Term.” Part-of-term courses are noted on the Course Offering Lists that are posted on the Academic Resources web page.
# WHAT DO ALL OF THESE ABBREVIATIONS MEAN?

*The CRN number for each course will be in blue text. This is the number you will need in order to register for your courses during the registration process. They are also noted on the Course Listings provided on the Academic Resources web page on the School of Divinity website.*

*Once the seats available for your specific class are full you will not be able to register for the class. Seats remaining are under the "Rem" column for each course.*

*A wait-list will be kept for classes that are full. To be placed on a wait-list for a class, email your name, student ID number, and desired class(es) to Susan Robinson, Administrative Coordinator for Academic Affairs.*

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<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>CRN</th>
<th>CRSE</th>
<th>Sec</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Instructor</th>
<th>Date</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>001363</td>
<td>502</td>
<td>AO</td>
<td>ID</td>
<td>2.000 Elementary Hebrew I</td>
<td>MWF</td>
<td>10:00 am-12:00 pm</td>
<td>38</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Ben Wernick</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>001375</td>
<td>313</td>
<td>AO</td>
<td>ID</td>
<td>3.000 Intro to Basic Theology 3</td>
<td>MWF</td>
<td>10:00 am-12:00 pm</td>
<td>30</td>
<td>14</td>
<td>0</td>
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<td>0</td>
<td>John Meister</td>
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</tr>
<tr>
<td>001389</td>
<td>522</td>
<td>AO</td>
<td>ID</td>
<td>2.000 Old Testament Interpretation II</td>
<td>TR</td>
<td>10:45 am-11:45 am</td>
<td>18</td>
<td>35</td>
<td>0</td>
<td>0</td>
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<td>John Meister</td>
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</tr>
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<td>AO</td>
<td>ID</td>
<td>2.000 Interpretation New Testament Letters</td>
<td>TR</td>
<td>10:45 am-11:45 am</td>
<td>18</td>
<td>35</td>
<td>0</td>
<td>0</td>
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<td>John Meister</td>
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<tr>
<td>214670</td>
<td>543</td>
<td>AO</td>
<td>ID</td>
<td>3.000 Interpretation New Testament Gospel</td>
<td>TR</td>
<td>10:45 am-11:45 am</td>
<td>18</td>
<td>35</td>
<td>0</td>
<td>0</td>
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<td>John Meister</td>
<td></td>
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</tr>
<tr>
<td>216490</td>
<td>511</td>
<td>AO</td>
<td>ID</td>
<td>1.000 Intermediate Readings in Greek Documents: Gospel of Mark</td>
<td>Th</td>
<td>10:00 am-12:00 pm</td>
<td>39</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>John Meister</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 5

HOW TO REGISTER FOR A CLASSES

Under Virtual Campus select "Register for Classes using Course Reference Numbers (CRN)" under Class Registration and Schedule.

LIST THE COURSE REFERENCE NUMBERS FOR THE COURSES YOU PLAN TO REGISTER FOR BELOW:

Near the bottom of the page, you will find the Add Classes Worksheet which contains several text boxes beneath it.

Enter one CRN per box.

When you have entered all CRNs for all classes click Submit Changes.
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 classes for which you are registered are the ones that you intended.

WHAT THE $&%$#@!?

Why are some courses already full? Our continuing students registered for spring courses during the fall 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. Follow the wait-list instructions earlier in this guide if you wish to be placed on one for a class.

HOW TO MAKE CHANGES

If you happened to register for a class by mistake, you change your mind, or you find something else you would like to add instead, you can drop the class from this screen as well.

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

CLASSES I MIGHT BE INTERESTED IN TAKING IN THE FUTURE:

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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.

<table>
<thead>
<tr>
<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, second-year, third-year).</td>
</tr>
<tr>
<td><strong>Missing Prerequisite and/or Test Score</strong></td>
<td>Prerequisite is missing or insufficient to register for the course.</td>
</tr>
<tr>
<td><strong>Time Conflict</strong></td>
<td>Course conflicts with another registered class.</td>
</tr>
<tr>
<td><strong>Duplicate Course</strong></td>
<td>Course is the same as another registered 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>
</tr>
<tr>
<td><strong>Instructor Signature</strong></td>
<td>Permission of instructor is required to register for class.</td>
</tr>
<tr>
<td><strong>Closed Section</strong></td>
<td>Section is at maximum capacity.</td>
</tr>
</tbody>
</table>
CONFIRM REGISTRATION

Finally, confirm that you are registered for the classes that you intended.
For a list of your registered classes:
1) Select Virtual Campus.
2) Look under Class Registration and Schedule.
3) Select Student Detail Schedule (see below).

WHAT’S NEXT?

January 8
You will meet with a faculty adviser during New Student Orientation and have the opportunity to make changes to your schedule.

January 12
The drop/add period begins on the first day of class. You will be able to make changes to your schedule by using add and drop forms, available on the Forms web page under Academic Resources or in the Office of Academic Affairs.