Registering for

FIRST SEMESTER

Fall 2020
The reward for all your hard work is about to have its formal beginning as you prepare to register for your first semester of classes. We cannot wait for your presence in the classroom and community conversations. There is so much ahead for you!

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, follow along, and you should have a successful first registration!

Where do I start?

Review the requirements for the Master of Divinity (MDiv) degree in the Programs of Study section of the 2020-2021 Academic Bulletin. Also check out the sample course schedule starting on page 5 of this guide!

Courses in the School of Divinity 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 incoming students range from 9 credit hours to a maximum of 14 credit hours. To keep on track with your degree, you need to average at least 13 credit hours per semester. All incoming students will be limited to 13 credit hours during online registration. After pre-registration you can discuss course loads with your faculty advisor when you meet during New Student Orientation on Thursday, August 20.

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 coursework in the same foreign language on your college transcript. Did you study a language in college?
   - What language?
   - How many semesters?

   If not, plan to enroll in a foreign language at some point during the MDiv degree.
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 Virtual Campus in WIN. Included in these services are: tracking how each of your credits is applied to your degree (DegreeWorks), 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 and/or I will be taking Greek.
  Note: Sequential biblical languages are offered both fall and spring terms.

- I would like to take a foreign language in the college.
  Note: There is a process and form to register for these courses that will be explained during New Student Orientation.

4. Art of Ministry I is a course that is only offered in the fall semester at 11:00am on Mondays and is required in your first year.

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 an Orientation session.

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 the Wake Div website.

Advice from the Deac:

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
Registration

You will be able to register for classes:

July 22-24

Beginning at 9:00 a.m. on Wednesday, July 22 you will have access to register for courses. You are encouraged to complete registration by 7:00 p.m. on Friday, July 24.

A couple of notes:

In future semesters you will need a PIN to register for courses (which will be provided during advising 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 registration period.

After you register, look to see if a list of required texts is available for each of your courses. In WIN, under Virtual Campus select “Purchase Course Materials” under “Your Course Materials” to order books directly from the bookstore. 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 mean that there is a restriction on the course that you do not meet (e.g., prerequisites, POI - permission of instructor, or full). If the course is POI, email Dr. Joshua Canzona, Assistant Dean of Academic Affairs, for more information.

If a course is full, email Dr. Canzona and you will be put on a waitlist that will start after the registration week is complete. See waitlist instructions on page 13 of this guide.
Balancing Your Schedule
Fall 2020

Block 1
BIB 521      Old Testament Interpretation I
OR           one 3-credit elective course

Block 2
BIB 541      Introduction to New Testament
OR           one 3-credit elective course

Full Term
3 credit hour
HIS 501      History of Christianity

2 credit hour
MIN 501      Art of Ministry I: Introduction to the Life and Work of Ministry

1 credit hour
CDS 512      Introduction to Research and Writing

TOTAL = MINIMUM OF 9 CREDIT HOURS FOR FULL-TIME STATUS
12 HOURS IS THE RECOMMENDED FOR FALL 2020 SEMSTER
## Sample Course Schedule
### Fall 2020

**Divinity Deac (STUDENT NO. #1999)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Days</th>
<th>Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN 501</td>
<td>Art of Ministry</td>
<td>W</td>
<td>3:30 - 4:45 p.m.</td>
<td>2h (Full Term)</td>
</tr>
<tr>
<td>BIB 521</td>
<td>Old Testament Interpretation I</td>
<td>T/Th</td>
<td>9:30 - 10:45 a.m.</td>
<td>3h (Block 1)</td>
</tr>
<tr>
<td>HIS 501</td>
<td>History of Christianity I</td>
<td>Sat*</td>
<td>8:30 a.m. - 4:30 p.m.</td>
<td>3h (Full Term)</td>
</tr>
<tr>
<td>HIS 673</td>
<td>Evangelism in North America</td>
<td>T/Th</td>
<td>12:30 p.m. - 1:45 p.m.</td>
<td>3h (Block 2)</td>
</tr>
<tr>
<td>CDS 512</td>
<td>Introduction to Research and Writing</td>
<td>F</td>
<td>11:00 a.m. - 12:30 p.m.</td>
<td>1h (Full Term)</td>
</tr>
</tbody>
</table>

**TOTAL: 12h**

*Course meets on five Saturdays: September 5 and 19; October 10 and 24; November 7*
Instructions

NAVIGATING THE REGISTRATION PORTAL

1. Navigate to your WFU email account at google.wfu.edu and click on the 9 dots to open the Google Apps menu:

2. Lots of helpful links in here! Scroll down to the WIN App icon (purple circle) and click:
3. You could also navigate to this page directly at win.wfu.edu. Click on Virtual Campus in the top right-hand corner:

4. Scroll down to Class Registration and Schedule and click on Registration Portal:

Class Registration and Schedule

• Permission of Instructor Entry Page
• Registration Portal

USING THE REGISTRATION PORTAL: CHECK YOUR REGISTRATION STATUS

1. Click on Prepare for Registration

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

2. Select the correct term (Fall 2020) and click continue:

Terms Open for Registration

<table>
<thead>
<tr>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
</tr>
</tbody>
</table>

Continue

Advice from the Deac:  Can’t access WIN or having other technical

CONTACT THE HELP DESK and get your questions answered: (336) 758-HELP
3. Here you will be able to see if there are any holds on your account.

Registration Status

Term: Fall 2020

☑️ Your Student Status permits registration.

USING THE REGISTRATION PORTAL: CREATING A REGISTRATION PLAN

1. Navigate back to the main screen by clicking on Registration at the top:

Student • Registration • Select a Term • Prepare for Registration

2. Click on Plan Ahead on the main screen:

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

3. Select the appropriate term:

Select a Term

Terms Open for Planning

Fall 2020

Continue

list your holds here and your plan of action to take care of them:
4. Click on the button to Create a New Plan:

**Plans you have created for this term: 0**

Term: Fall 2020

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

Create a New Plan

5. Here you can search for courses using School of Divinity subjects (Biblical Studies, Historical Studies, Ministerial Studies, Theological Studies, and Spirituality) alone or with course numbers:

Advice from the Deac:

Remember...

PLAN TO REGISTER during your assigned time (Wednesday, July 22 beginning at 9:00 a.m. through Friday, July 24 at 7:00 p.m.). You can make changes during Orientation on Thursday, August 20.
6. Click on View Sections to when the course is being offered in the registration term:

7. Click on the Add button to move a course section onto your plan, which will appear in the bottom right-hand corner:

8. To search for more classes to add to your plan, click on the Catalog Search Results button and then the green Search Again button:

9. When you are ready, click on Save Plan in the bottom-right corner and name your plan:
10. Once saved, the courses you selected will appear on a schedule to the left and the frame on the right will show your total planned hours. You can register for 14 hours.

**USING THE REGISTRATION PORTAL: REGISTERING FOR CLASSES**

1. You will be able to register for classes from 9am on July 22 – 7pm on July 24. From the main screen of the Registration Portal, click on Register for Classes:

   ![Register for Classes](image)

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

2. Select the appropriate term:

   ![Terms Open for Registration](image)

   **Terms Open for Registration**
   Fall 2020

   ![Continue Button](image)

   ![Continue Button](image)

3. Select the Plans tab:
4. Select your plan and click the Add All button:

5. The planned courses will then appear in a summary panel below and you will need to click the submit button:

6. Successful registrations will be marked registered in the status column:

7. If you encounter any registration errors or have any other questions, please reach out to the Office of Academic Affairs.

Advice from the Deac: Do not...email a professor asking to get into her/his course!
WHAT’S NEXT?

Thursday, August 20
You will meet with a faculty advisor during New Student Orientation and have the opportunity to make changes to your schedule.

Wednesday, August 26
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.

Wednesday, September 1
Last day to add Block One classes

Wednesday, September 9
Last day to add full-term class

Wednesday, September 11
Last day to drop Block One classes

Wednesday, September 30
Last day to drop full-term class

Thursday, October 22
Last day to add Block Two classes

Tuesday, November 3
Last day to drop Block Two classes

THE OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is available to assist you with registration, degree requirements, and best practices for a successful start to your academic journey.

If you have questions about credit hours, wait lists, registering for a course in another School at Wake Forest, transfer credit, language requirements, or any other academic concern, please reach out to our office at any time: acadiv@wfu.edu, 336.758.4157

Joshua Canzona, PhD, Assistant Dean of Academic Affairs

Advice from the Deac:

Course Dates...
are important! Some start late, some are on weekends. Double check your course dates!