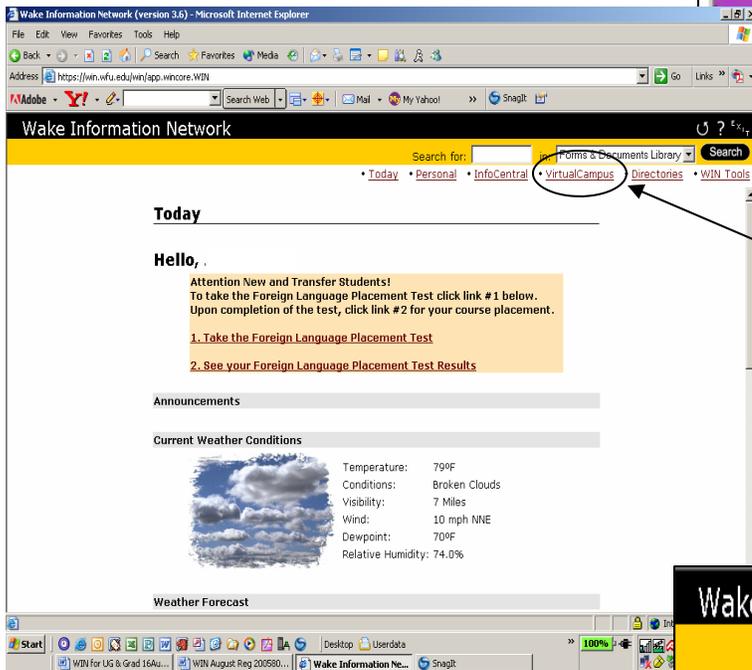


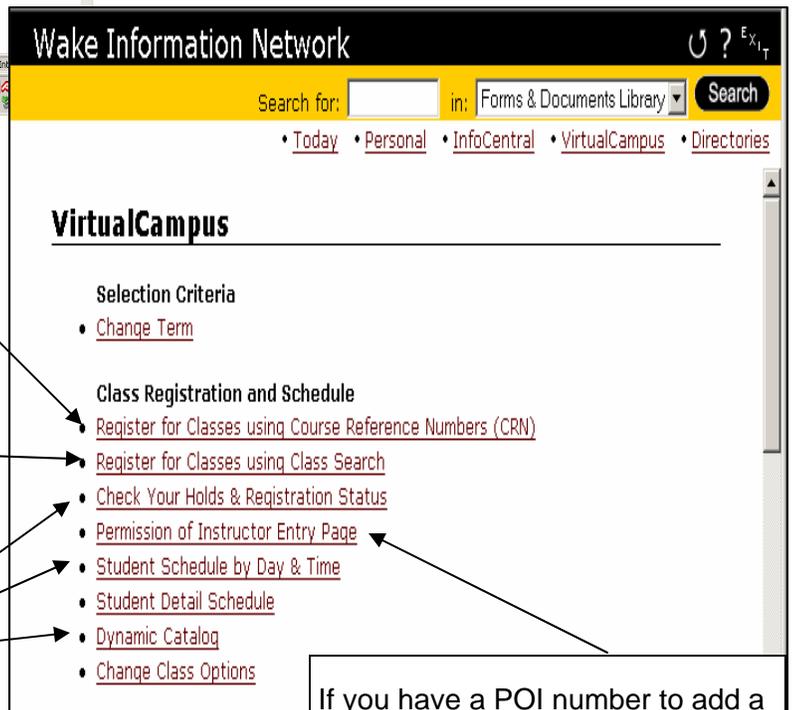
# WIN Registration Guide

To begin, access WIN at <https://win.wfu.edu/>

Enter your user name and password and click 'log in' to continue.



Click on the Virtual Campus link to access on-line registration.



If CRN is known, choose "Register for Classes using Course Reference Number".

To search for classes by subject, course level, etc., choose "Register for classes using Class Search".

You may also follow links to check your holds, view your schedule, etc.

If you have a POI number to add a course, click here. (Instructions on following pages.)

## Registering for Classes Using Course Reference Numbers

Wake Forest University

RETURN TO MENU HELP EXIT

[ Student Services | Faculty Services ]

Register for Classes: Fall 2005  
Mar 07, 2005 02:18 pm

To add a class, enter the **Course Reference Number (CRN)** in the Add Classes Worksheet section. To drop a class, use the options available in the Action pull-down list located beside the class you wish to drop in the Current Schedule section. If you are unsure of which classes to add, click the 'Class Search' button to review the class schedule. Click the 'Submit Changes' button to add or drop classes to your Current Schedule.

Any registration errors, such as time conflicts or missing prerequisites, will show up above the Add Classes Worksheet section and will be visible with a red stop sign picture beside it.

**Add Classes Worksheet**

CRNs

--	--	--	--	--	--	--	--	--	--

Submit Changes Class Search Reset

To register by Course Reference Number (CRN), enter up to 10 CRNs and click "Submit Changes".

You may switch to registering using class search from here.

## Registering for Classes Using Class Search

Click one subject or hold the control key to click a number of subjects. You must choose at least one subject.

The remaining criteria may be used to further narrow your search, but are not required. The "Reset" button clears your selections.

You must select at least ONE Subject

Subject:

Course Number:

Title:

Credit Range:  hours to  hours

Course Level:

Part of Term:   
Non-date based classes only

Instructor:

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Class Search Reset

When you have entered your selections, click on "Class Search" and a list of classes that match your criteria will be displayed.

If you are registering for classes for the first time you will be prompted to enter your PIN which you receive from your adviser. If you are making changes to an existing schedule, no PIN will be needed.

Wake Forest University

RETURN TO MENU HELP EXIT

[ Student Services | Faculty Services ]

Look-Up Classes to Add: Fall 2005  
Mar 03, 2005 04:49 pm

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.

**Sections Found**

Economics

Select	CRN	Subj	Crse	Sec	Comp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	Instructor	Date	Location	Attribute
													Cap	Act	Rem		(MM/DD)		
<input type="checkbox"/>	80887	ECN	150	A	RC	3.000	Introduction to Economics	TR	12:00 pm-01:15 pm	25	0	25	10	0	10	Staff	08/23-12/11	CARS 101	Divisional Economic
<input type="checkbox"/>	82316	ECN	150	B	RC	3.000	Introduction to Economics	MWF	01:00 pm-01:50 pm	25	0	25	10	0	10	Staff	08/23-12/11	CARS 101	Divisional Economic
<input type="checkbox"/>	80660	ECN	150	C	RC	3.000	Introduction to Economics	MWF	10:00 am-	25	1	24	10	0	10	Robert M. Whaples	08/23-12/11	CARS 019	Divisional Economic

Register Add to Worksheet Class Search

A check-box to the left of the course indicates that there are spaces available. "C" to the left of the course indicates that the course is closed.

Waitlist information is displayed in the "WL" columns. To add a course with a waitlist requires permission of the instructor, even if there are openings. (See next page for more on waitlisted courses.)

Click the check-box to the left of the CRN to select classes and then click on the "Register" button.

You may build a worksheet of courses by clicking on the "Add to Worksheet" button.

Continue searching for classes by clicking on the "Class Search" button.

[ Student Schedule by Day & Time | Student Detail Schedule | View Fee Assessment ]

Wake Information Network

Search for:

• Today • Personal • InfoCentral

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and c  
Classes in the **Current Schedule** below are in the University database and are final unless you drop the c

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode
Wait Listed on Aug 18, 2005	None	82170	ANT	114	A	Undergraduate	0.000	Standard Lette

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Maximum Hours: 16.000  
Date: Aug 18, 2005 12:27 pm

**Add Classes Worksheet**

CRNs

Submit Changes Class Search Reset

**To drop a course:**  
click the down arrow in the "Action" column.

## Need to Wait List for a Class?

Sections Found															
Master of Arts Liberal Studies															
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem
C	82520	MLS	703	AG	RG	3.000	Seeing Ourselves as Others	M	06:30 pm-09:00 pm	1	1	0	1	0	1

Courses that are closed are indicated by a "C" in the "Select" column.

If course has a wait list, it will be displayed in the "WL" columns.

### Add Classes Worksheet

CRNs

82520															
-------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

To wait list a course, note the CRN, return to the "Add Classes Worksheet". Enter the CRN and click "Submit Changes".

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Mar 08, 2005	None	81479	WGS	621	AG	Graduate	3.000	Standard Letter	Sem. Women and Reproduction
Total Credit Hours: 3.000 Billing Hours: 3.000 Maximum Hours: 99.990 Date: Mar 08, 2005 09:43 am									
<span style="color: red;">✘</span> <b>Registration Add Errors</b>									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
CLOSED-000 WAITLISTED	Wait Listed	82520	MLS	703	AG	Graduate	3.000	Standard Letter	Seeing Ourselves as Others

### Add Classes Worksheet

CRNs

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The course will be displayed under "Registration Add Errors" on your schedule.

To confirm that you wish to be added to the wait list, click "Submit Changes".

**If you do not click "Submit Changes", you will NOT be added to the Wait List.**

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Mar 08, 2005	None	81479	WGS	621	AG	Graduate	3.000	Standard Letter	Sem. Women and Reproduction
Wait Listed on Mar 08, 2005	None	82520	MLS	703	AG	Graduate	0.000	Standard Letter	Seeing Ourselves as Others

Your schedule will be re-displayed with the wait listed course included.

## Using the "Permission of Instructor Entry Page"

Wake Information Network 🔄 ? E\_x\_I\_T

Search for:  in: Forms & Documents Library

• [Today](#) • [Personal](#) • [InfoCentral](#) • [VirtualCampus](#) • [Directories](#)

### Add POI (Permission of Instructor) codes

**POIs**

POI Add

Enter the six-digit POI number(s)...  
and....  
...click "Submit"

If you make a mistake, click the "Reset" button.

Wake Information Network 🔄 ? E\_x\_I\_T

Search for:  in: Forms & Documents Library

• [Today](#) • [Personal](#) • [InfoCentral](#) • [VirtualCampus](#) • [Directories](#) • [WIN Tools](#)

### POI Submission Results

---

*CRN - ## POI - #####*  
**POI Successfully added for the CRN - 82812 Subject - FYS Course - 100. Please go to the Registration page to Register for this course.**

---

[ [Add/Drop Courses](#) | [Class Schedule](#) | [Look up classes to Add](#) | [Class Detail Schedule](#) ]

You will receive a message that you have successfully added the POI. Click on "[Add/Drop Courses](#)" to access the "Add Classes Worksheet" and add the course.

#### IMPORTANT:

Entering a POI number does NOT register you for the course. You must continue with "[Add/Drop Courses](#)"

Once you have entered the POI number, you must **drop** the waitlist **BEFORE** you **add** the class.

Wake Information Network

Search for:  in: Forms & Documents Library Search

• Today • Personal • InfoCentral • VirtualCampus • Directories • WIN Tools

To Register, enter your desired Course Reference Numbers (CRNs) in the **Add Classes Worksheet** and click **Submit Changes**.

Classes in the **Current Schedule** below are in the University database and are final unless you drop the class from your schedule.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Wait Listed on Aug 18, 2005	None None Drop Via WEB	82170	ANT	114	A	Undergraduate	0.000	Standard Letter	Introduction to Cultural Anthropology

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Maximum Hours: 16.000  
Date: Aug 18, 2005 12:27 pm

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Click the drop down next to the wait listed course and select "Drop Via WEB" ...

...then click "Submit Changes" button. The course will be removed from your schedule.

Now enter the CRN in the "Add Classes Worksheet"...

...and click "Submit Changes" again.

### Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Aug 18, 2005	None	82170	ANT	114	A	Undergraduate	3.000	Standard Letter	Introduction to Cultural Anthropology

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Maximum Hours: 16.000  
Date: Aug 18, 2005 12:36 pm

### Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

After you have clicked "Submit Changes", the course will show on your schedule with a Status of "Web Registered".

[ View Holds | Student Schedule by Day & Time | Student Detail Schedule | Change Term ]