Registration Procedures
Bowman Gray Campus

<table>
<thead>
<tr>
<th>Summer 2018 Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Registration</strong></td>
</tr>
<tr>
<td><strong>First Day of Class</strong></td>
</tr>
<tr>
<td><strong>Late Registration</strong></td>
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<tr>
<td><strong>Last Day to Add/Drop</strong></td>
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</tbody>
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*Students who do not complete registration by the first day of class will be charged a late registration fee of $40.

**BEFORE REGISTERING:**

- **Meet with your advisor.** Your advisor can help you plan your spring schedule accordingly to ensure you are on track for meeting degree requirements.

- **Check Course Permissions**
  - *Reynolda Campus* courses require permission from the instructor. You may obtain permission via email. Forward your permission granted email to GradStudentRecords@wakehealth.edu.
  - *CPTS Courses* - Requires the completion of a survey. Link provided in registration email from the Registrar’s office prior to registration.

- **Thesis Only**
  Permission required from the Director of the Graduate School, Erik Brady, PhD. You may obtain permission via email. Forward your permission granted email to GradStudentRecords@wakehealth.edu

- **Audit**
  Permission required from the instructor. You may obtain permission via email. Forward your permission granted email to GradStudentRecords@wakehealth.edu.

- **Review your student account.** Student Center

- Students with past due balances cannot register for classes.

**ON-LINE REGISTRATION PROCESS:**

1. Log in to PeopleSoft (Student Center)
2. Click on Self Service
3. Click on Student Center
4. Click Add A Class
5. Select the Term Summer 2018
6. Enter the Class number from the Course Schedule
7. Select the Class
8. Enter Enrollment Preferences (i.e. audit, number of research hours)
9. Click *Proceed to Step 2* to Confirm Classes
10. Click *Finish Enrolling*

**Training Documents:**
1. [Adding a Course by Class Number](#)
2. [Adding a Course Using the Search Functionality](#)
3. [Dropping a Course](#)

**NOTES:**
- Students who drop courses during drop period do so without academic penalty.
- Permission is required from the Course Director and Dean of the Graduate school to drop a course after June 4, 2018.
- Need help? Contact [GradStudentRecords@wakehealth.edu](mailto:GradStudentRecords@wakehealth.edu) or Call 336-716-4263.