

How do I register for classes?

If you need assistance with registration, please contact Dr. Jim Granada (jim.granada@wichita.edu).

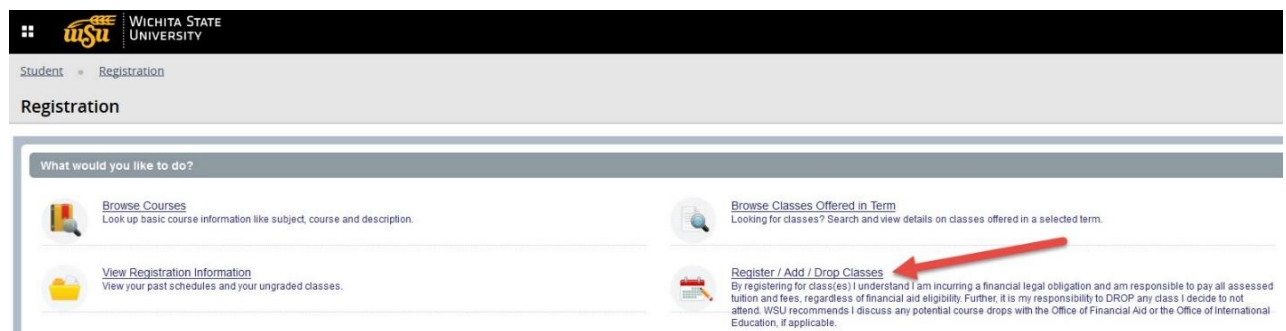
Otherwise follow the instructions below on how to register for classes.

1. Log in to your [myWSU](#) portal
2. Go to the **myClasses** tab
3. Click on the **Student Registration (Banner 9)** tab located in the **Registration Tools** box (for additional questions, you can click on the QUICK TIPS or GUIDE links shown below)



The screenshot shows a banner titled "Registration Tools" with a sub-header "Updated Student Registration is Here!". Below this, there is a "NEW" icon followed by the text "Student Registration (Banner 9)", which is underlined and has a red arrow pointing to it. Underneath, it states: "A new and improved Registration site is available for class search and enrollment (Spring enrollment begins Nov. 13)." There are two links: "QUICK TIPS for Updated Student Registration (Banner 9)" and "GUIDE for Updated Student Registration (Banner 9)". At the bottom, it says "Banner 8 registration is still available but will be sundowned at a future date." and provides a link for "Banner 8 Registration".

4. Click on **Register / Add / Drop Classes**



The screenshot shows the myWSU Registration page. The header includes the WSU logo and "WICHITA STATE UNIVERSITY". Below the header, there is a navigation menu with "Student" and "Registration". The main content area is titled "Registration" and has a sub-header "What would you like to do?". There are four options listed in a grid:

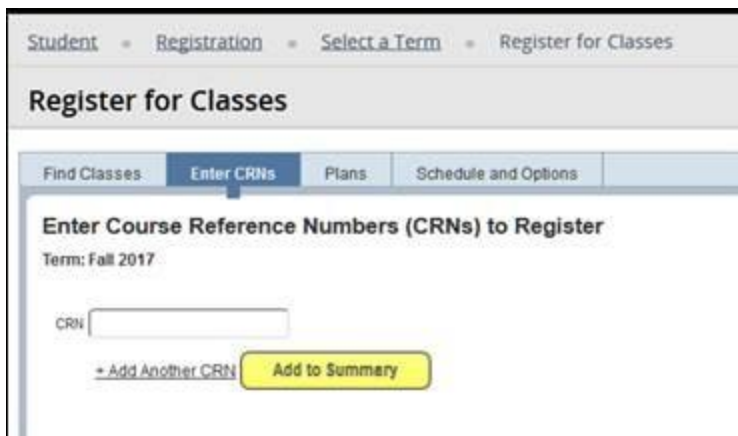
- Browse Courses**: Look up basic course information like subject, course and description.
- Browse Classes Offered in Term**: Looking for classes? Search and view details on classes offered in a selected term.
- View Registration Information**: View your past schedules and your ungraded classes.
- Register / Add / Drop Classes**: By registering for class(es) I understand I am incurring a financial legal obligation and am responsible to pay all assessed tuition and fees, regardless of financial aid eligibility. Further, it is my responsibility to DROP any class I decide to not attend. WSU recommends I discuss any potential course drops with the Office of Financial Aid or the Office of International Education, if applicable. (A red arrow points to this option.)

5. Select **Term** and click **Continue**

KNOW CRNs: The CRN for the fall intersession course CI 709AI AP Institute Special Topics is 16687

You can add classes online prior to and during the first week of the semester for full-term courses. If you already know the CRN for the course(s) you want to register for, follow steps 1-5 above and then:

6. Click on the **Enter CRNs** tab and enter your CRNs

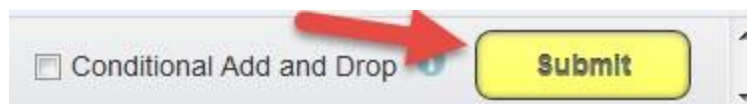


The screenshot shows a web interface for registering for classes. At the top, there are navigation links: Student, Registration, Select a Term, and Register for Classes. Below this is a header for 'Register for Classes'. A sub-header contains four tabs: Find Classes, Enter CRNs (which is highlighted), Plans, and Schedule and Options. The main content area is titled 'Enter Course Reference Numbers (CRNs) to Register' and specifies 'Term: Fall 2017'. There is a text input field labeled 'CRN'. Below the input field, there is a link that says '+ Add Another CRN' and a yellow button labeled 'Add to Summary'.

7. To add additional CRNs, click on **+Add Another CRN**

8. Once all CRNs have been entered, click **Add to Summary**

9. Review your course selections and click **Submit** to complete registration



This image is a close-up of the bottom right portion of the registration form. It shows a checkbox labeled 'Conditional Add and Drop' with a blue circular icon to its right. A red arrow points from the left towards the 'Submit' button, which is a yellow rounded rectangle with the word 'Submit' in black text.

Holds

If you have holds or get a Registration Error, these messages will appear in the upper right hand corner of the screen. You may need to contact your academic advisor for assistance

Waitlisting

If the class you are wanting to register for is full (closed) and has a waitlist option, click [here](#) for instructions on how to add yourself to the waitlist.

Unable to register

If you are unable to register, please click [here](#) for common registration issues.

Important note for all students: After the period to add courses online has ended, all drop and add transactions must be submitted together to [avoid financial penalty](#). Any withdrawal from a course(s) may have an impact on your financial aid and/or visa status. You are strongly urged to consult with financial aid and your academic advisor prior to dropping and/or adding a class or classes.