

How and when do I register for a course?

The deadlines to register/drop/withdraw for each semester are posted on the Semester and Academic Calendars at https://www.wichita.edu/services/registrar/academic_calendar.php.

If you need assistance with registration, please contact your academic advisor. Otherwise follow the instructions below on how to register for classes.

Unknown CRNs (Course Registration Numbers)

If you do not know the CRN for your course(s), you will need to look up classes by following these steps:

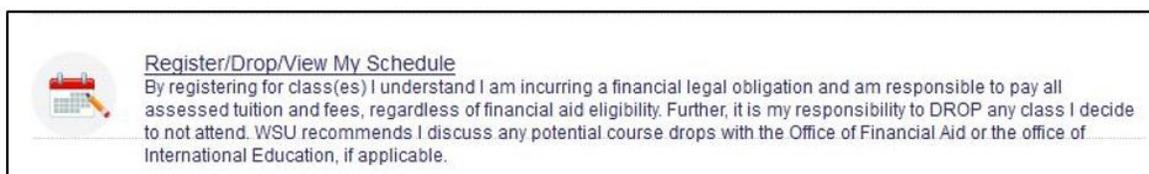
1. Log in to your [myWSU](#)
2. Go to the **myClasses** tab
3. Click on the **Student Registration (Banner 9)** tab located in the **Registration Tools** box (for additional questions, you can click on the QUICK TIPS or GUIDE links shown below)

(Image of Registration Tools)



4. Click on Register/Drop/View My Schedule

(Image of Register/Drop/View My Schedule)



5. Select **Term** and click **Continue**
6. Use the **Find Classes** tab to search for classes

(Image of Register for Classes Find Classes)

Register for Classes

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Fall 2017

Subject

Course Number

Title

Subject and Course Number

Keyword

Campus

Open Sections Only

Attribute (Gen Ed, SI, etc.)

Instructor

Part Of Term

[▶ Advanced Search](#)

7. Click in whichever box you wish to use to search for classes and use the drop-down menu to choose search criteria (i.e. subject, course number, campus, instructor, etc.)

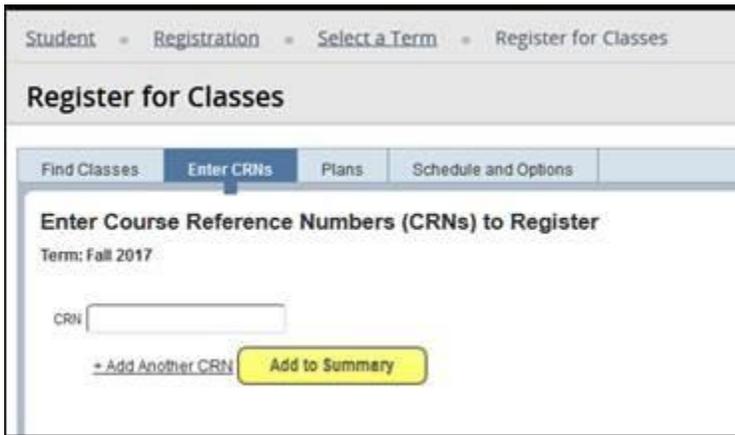
Note: You can use the Advanced Search option to include additional search criteria such as days of the week, times, credit hours, instructional method, etc.

KNOW CRNs

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:

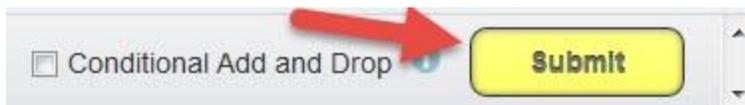
8. Click on the **Enter CRNs** tab and enter your CRNs

(Image of Register for Classes using CRN)



9. To add additional CRNs, click on +Add Another CRN
10. Once all CRNs have been entered, click Add to Summary
11. Review your course selections and click Submit to complete registration

(Image of Submit button to complete registration)



(Helpful hint: Linked classes and classes with co-requisites must be added at the same time)

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, see [How do I get into a closed class \(waitlist\)](#) for more information.

Unable to register

If you are unable to register, see [Why can't I register or enroll for a class](#) for common registration issues.

After the Deadline

If the course you wish to enroll in has already started and it is past the last day to add a class (usually one week or full term class), adding a class can no longer be done electronically. You will need to obtain a signature of approval from the instructor of the class you wish to add. Add slips can be obtained from your advising office, OneStop or the Registrar's Office. If you wish to drop and add a class, this needs to be done at the same time to avoid financial penalty.

International Students

After you arrive in Wichita and have checked in with the Office of International Education, you will be given instructions on how to register for classes.

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 The Office of International Education and your academic advisor prior to dropping courses.

(Registration > Register / Add / Drop / Withdraw)