Step-by-Step Guide to Registration

Step 1: Prepare for Registration

- Make sure you meet the eligibility requirements for enrolling.

- Check the Registration Timeline to ensure registration is open.

- Note the following:

  **Registration and Payments**
  All registration and payments must be done online using the steps below. Plan Ahead:
  - Some advising offices are open for appointments only on Monday and Tuesdays after 5:00 pm.
  - Offices are closed on major holidays.
  - You will need your Shocker ID Card or other photo identification to do business in-person.

  **Foundation Courses / 48 Hour Requirement**
  The University’s General Education Program requires undergraduates enrolled in a Wichita State University bachelor’s degree program to complete the following four courses with a grade of “C-” or better within the first 48 credits earned toward their degree:
  - ENGL 101 and 102
  - COMM 111
  - MATH 111, 112, 131, 211 or equivalent

  **Corequisites and Linked Classes**
  Some courses have a corequisite course (another course that must be taken during the same semester). Corequisites and Linked classes must be registered for at the same time as the accompanying course.

  **Prerequisites**
  Many courses have a prerequisite (another course or courses that must be completed before that course can be taken). To determine if a course you want has a prerequisite, access the desired course in the online schedule, click on the Title of that course then the Prerequisites button. You will be allowed to enroll in the course you want in the semester following the semester you complete the prerequisite(s). Only the department offering the course may electronically waive the required prerequisite(s).

  **Waitlisting**
  Some classes offer a waitlist option when they fill up. Being on a waitlist does NOT guarantee that you will get into that class. You cannot be on the waitlist for a section of a course if you are already enrolled in a different section of that same course.

  **Audit Credit**
  Students are permitted in credit courses on a non-credit basis with appropriate approval under an auditor classification. To be enrolled as an auditor, students must enroll in-person and pay the same fees as for credit courses at the university. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of AU. Enrolling for AUDIT credit can only be done in person at the Registration Window, 102 Jardine Hall.

Step 2: Log in to myWSU

- Go to [http://www.wichita.edu/mywsu](http://www.wichita.edu/mywsu)

- Log in using your myWSU ID and password.
Step 3: Register for Classes

- Click the myClasses tab:

- Locate the Registration Tools section:

- Click the Student Registration (Banner 9) link:

- Click the Register/Drop/View My Schedule link:

- Select the appropriate term and click Continue:

If you have a hold, a message will appear in the upper right-hand corner and you won’t be able to proceed with registration until it is resolved. The contact for each type of hold varies. Contact the department listed within the error message to resolve.
• To see a list of all classes offered for the term, simply press Search:

Browse Classes

Enter Your Search Criteria
Term: Spring 2020

Subject
Course Number
Title
Subject and Course Number
Keyword
Campus
Open Sections Only
Attribute (Gen Ed, SI, etc.)
Instructor
Part Of Term

Search

• To narrow your search, fill in one or multiple fields of your choice. Click the Advanced Search to see additional fields. Click Search to see a list of classes matching your criteria:

Browse Classes

Enter Your Search Criteria
Term: Spring 2020

Subject
Course Number
Title
Subject and Course Number
Keyword
Campus
Open Sections Only
Attribute (Gen Ed, SI, etc.)
Instructor
Part Of Term

Search

Advanced Search

• Using the Search Results, navigate to the class you’d like to register for and click the Add button:
• **Helpful Hint:** While in the **Search Results** screen, you can view additional information for each class by clicking the **Title** of the class. A new window pops up with buttons along the left-hand side for information such as **Bookstore Links, Corequisites, Prerequisites, Cross-listed Courses**, etc.

![Prerequisites](image)

• Once you click the **Add** button for class, it will appear in the **Summary** section with a **Status=Pending** and an **Action=Web Registered**:

![Summary](image)

• Click the **Submit** button:

![Submit](image)

• Now the **Status=Registered** and the **Action=None** confirming that you are successfully registered in the class:

![Registered](image)
**Receive an Error?**

Follow the instructions within the error message(s) or on the Registration Add Errors Glossary. For additional assistance, contact the Help Desk at helpdesk@wichita.edu or (316) 978-HELP.

**Step 4: Pay for Classes**

Students must make payment arrangements by the deadline set by Financial Operations shown on the semester calendar. Bills will NOT be mailed. Holds are placed on accounts without payment arrangements.

To access your online account:

- If you are not already logged into myWSU, do so now.

- Click the myFinances tab:

- Locate the Accounts Receivable Links section and click Student Account Suite:

- **Payment Questions?** (316) 978-3333

**Helpful Contact Information:**

For additional help, please contact the appropriate office:

- **Academic Advising** (advisor-specific)  
- **Office of Financial Aid** (316) 978-3430  
- **Office of the Registrar** (316) 978-6099  
- **Technology Help Desk** (316) 978-HELP
- Accounts Receivable Office (316) 978-3333

**More Helpful Hints:**

- If you change your mind and don’t want to register for a class that is showing in the Summary section with a Status=Pending, change the Action for that class to Remove then press the Submit button:

The class will then disappear from the Summary section.
• If you want to drop a class that is listed in the **Summary** section with a **Status=Registered**, change the **Action** for that class to **Web Drop** then press the **Submit** button:

![Web Drop Action](image)

Now, you’ll see the **Status=Deleted** and the **Action=None**:

![Deleted Status](image)

• You can **Add** multiple classes to the **Summary** section before clicking **Submit** to register for all of the classes at once:

![Multiple Additions](image)

• Once you determine which classes you want to take, write down each corresponding CRN (Course Reference Number – a five digit number assigned to a class). You can enter this CRN into the **Search** screen at any time to quickly access the class information again:

![Search CRN](image)

• If you know the CRN (Course Reference Number) of the class you want to register for, you can simply:
  o If you are not already logged into **myWSU**, do so now.
  o Click the MyClasses tab
  o Locate the **Registration Tools** section and click the **Student Registration (Banner 9)** link
  o Click the **Register/Drop/View Schedule** link
  o Select the appropriate Term
  o Click the **Enter CRNs** tab
  o Enter each CRN and click **Add to Summary**
  o Locate the **Summary** section and click **Submit**
To print your schedule:
- If you are not already logged into myWSU, do so now.
- Click the MyClasses tab
- Locate the View My Schedule section
- Click the Banner 9 Student Schedule link
- Click Register/Drop/View My Schedule link
- Select the appropriate Term
- Click the Schedule and Options tab
- In the Summary section, click the printer icon along the right side of section:

- A new window appears with your schedule in print-ready format. Use your browser’s print function to print.