

# 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.

[Additional Waitlisting Information](#)

### 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

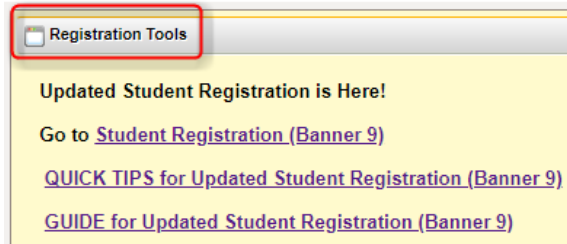
- Go to <http://www.wichita.edu/mywsu>
- Log in using your *myWSU ID* and password.

## Step 3: Register for Classes

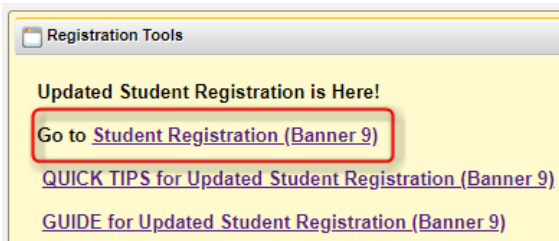
- Click the **myClasses** tab:



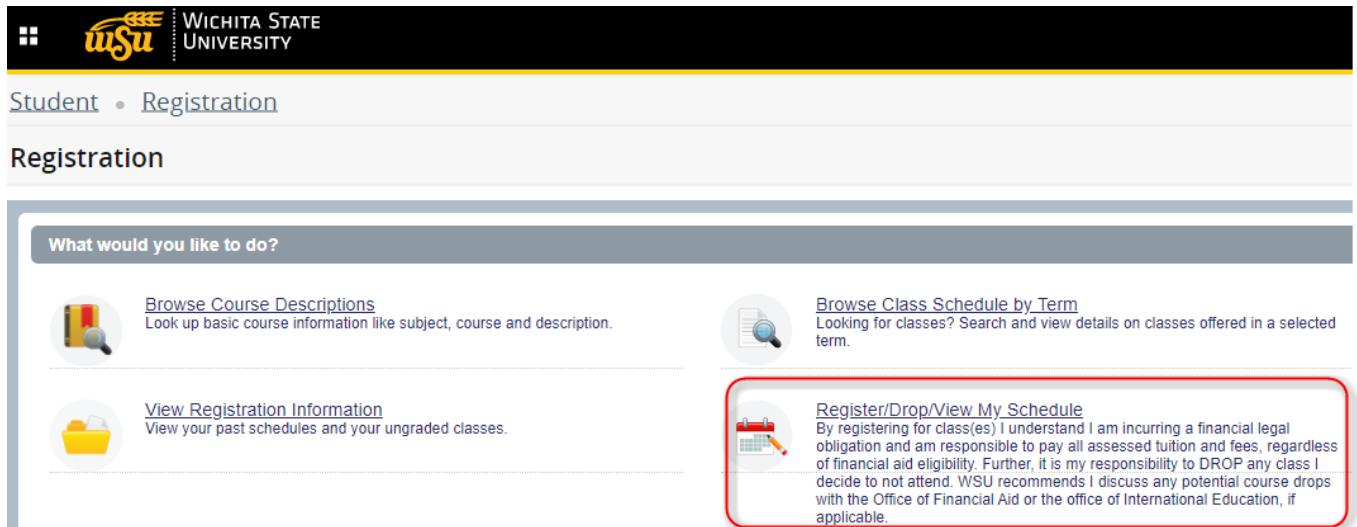
- Locate the **Registration Tools** section:



- Click the **Student Registration (Banner 9)** link:



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



WICHITA STATE UNIVERSITY

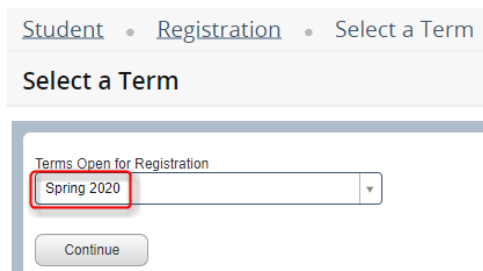
Student • Registration

### Registration

What would you like to do?

- Browse Course Descriptions**  
Look up basic course information like subject, course and description.
- Browse Class Schedule by 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/Drop/View My Schedule**  
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.

- Select the appropriate term and click **Continue**:



Student • Registration • Select a Term

### Select a Term

Terms Open for Registration

Spring 2020

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**

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**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

[Advanced 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**

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**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

- Using the **Search Results**, navigate to the class you'd like to register for and click the **Add** button:

Student • Registration • Select a Term • Register for Classes

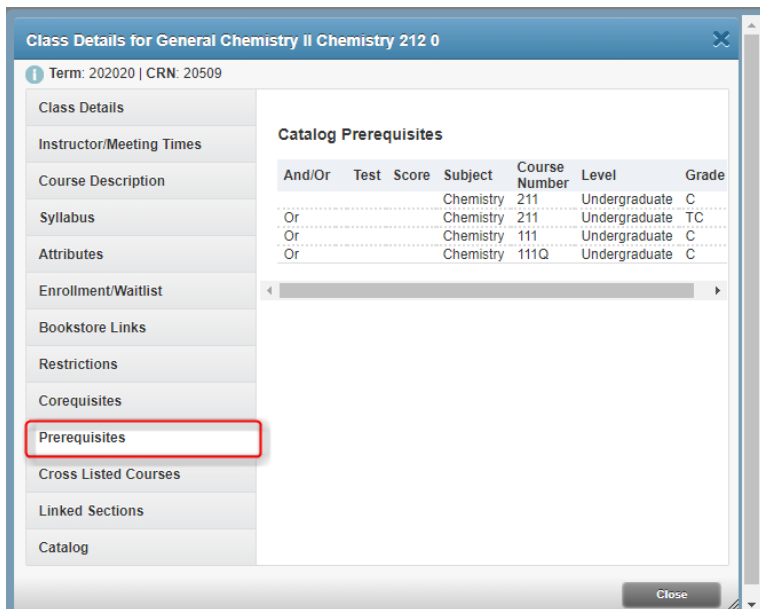
**Register for Classes**

Find Classes | Enter CRNs | Plans | Schedule and Options

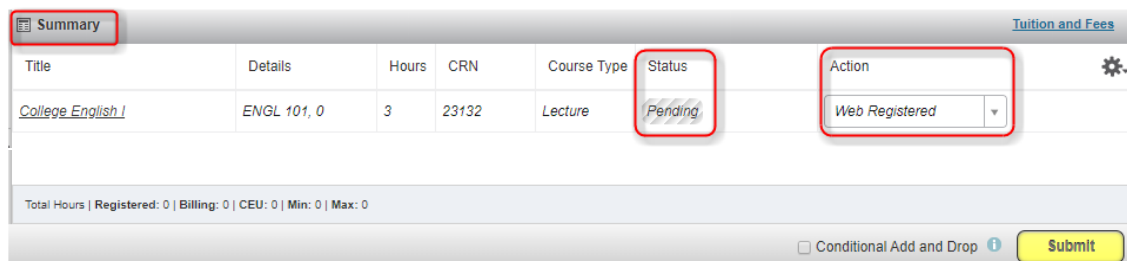
**Search Results — 15 Classes**  
Term: Spring 2020 Subject: English Course Number: 101

Title	Subject	Course Number	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
College English Lecture	ENGL	101	3	23132	Spring ...	Shannon, Natalie (Primary)	S   M   T   W   T   F   S - Type: Class Building: ONLINE Room: No	Off-ca...	4 of 25 seats remain. 10 of 10 waitlist seat...	Human+FineArts-Non GE GEN ED: Foundations Course Courses Equiv not Crosslisted Off Campus Course Fee Course from 4-YR School Waitlisted	<input type="button" value="Add"/>

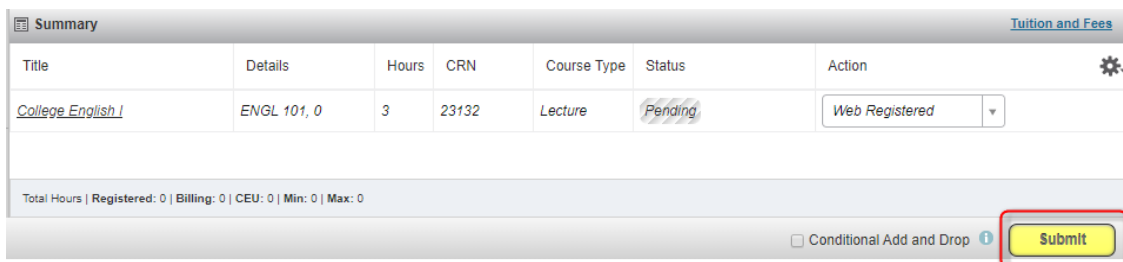
- **Helpful Hint:** While in the **Search Results** screen, you can view additional information for each class by clicking the **Title** of the class. A new window pops up with buttons along the left-hand side for information such as *Bookstore Links*, *Corequisites*, *Prerequisites*, *Cross-listed Courses*, etc.



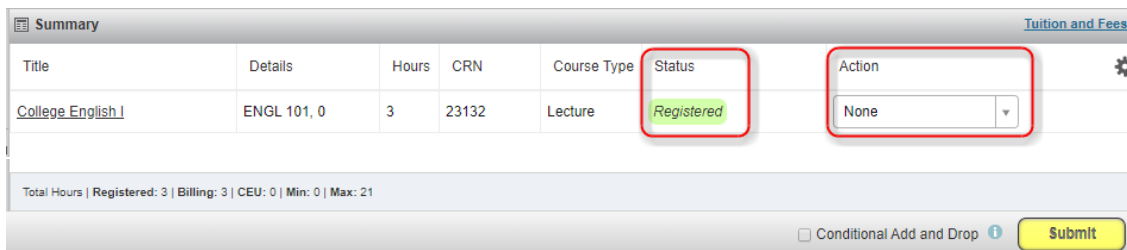
- Once you click the **Add** button for class, it will appear in the **Summary** section with a **Status=Pending** and an **Action=Web Registered**:



- Click the **Submit** button:



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



## 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](mailto:helpdesk@wichita.edu) or (316) 978-HELP.

## Step 4: Pay for Classes

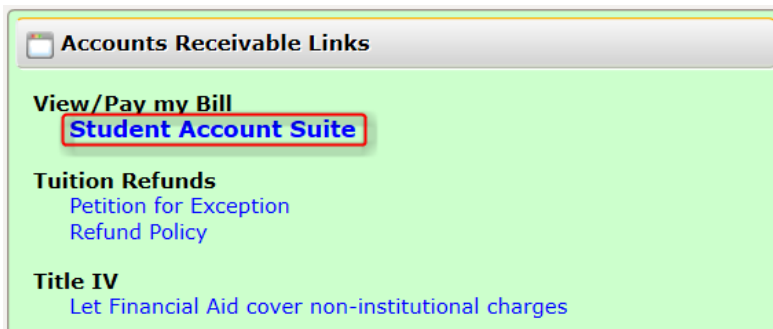
Students must make payment arrangements by the deadline set by Financial Operations shown on the [semester calendar](#). **Bills will NOT be mailed.** Holds are placed on accounts without payment arrangements.

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 the Registrar](#) (316) 978-6099

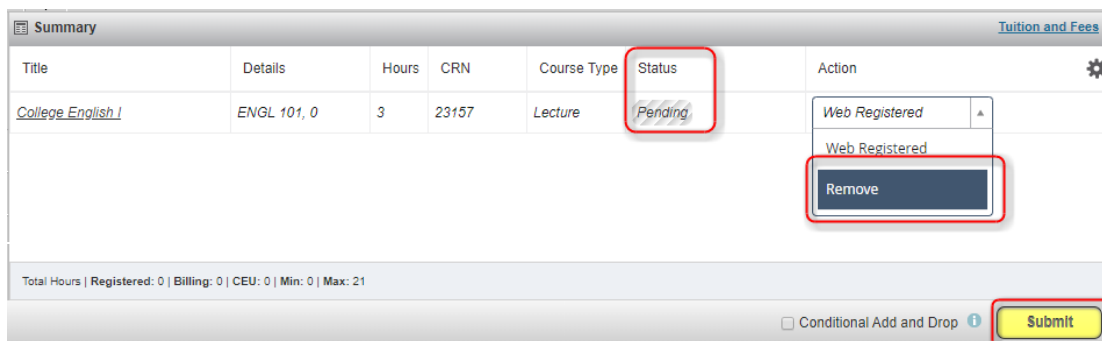
[Office of Financial Aid](#) (316) 978-3430

[Accounts Receivable Office](#) (316) 978-3333

[Technology Help Desk](#) (316) 978-HELP

## 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:

The screenshot shows a table with columns: Title, Details, Hours, CRN, Course Type, Status, and Action. The first row is for 'College English I' with details ENGL 101, 0, 3 hours, CRN 23157, and Course Type Lecture. The Status is 'Registered' and the Action dropdown is set to 'Web Drop'. A 'Submit' button is visible at the bottom right.

Title	Details	Hours	CRN	Course Type	Status	Action
College English I	ENGL 101, 0	3	23157	Lecture	Registered	Web Drop

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 21

Conditional Add and Drop **Submit**

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

The screenshot shows the same table as above, but the Status is now 'Deleted' and the Action dropdown is set to 'None'.

Title	Details	Hours	CRN	Course Type	Status	Action
College English I	ENGL 101, 0	0	23157	Lecture	Deleted	None

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

The screenshot shows a table with three rows of classes. All three have a Status of 'Pending' and an Action of 'Web Registered'. The classes are 'College Algebra', 'Public Speaking', and 'College English I'.

Title	Details	Hours	CRN	Course Type	Status	Action
College Algebra	MATH 111, 0	3	20927	Lecture	Pending	Web Registered
Public Speaking	COMM 111, 0	3	21069	Lecture	Pending	Web Registered
College English I	ENGL 101, 0	3	23132	Lecture	Pending	Web Registered

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 21

Conditional Add and Drop **Submit**

- 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:

The screenshot shows the 'Find Classes' search results. The search criteria are Term: Spring 2020, Subject: English, Campus: Main. The results table shows one class: 'Syntax, Logic and Organization' with CRN 23090.

Title	Subject	Course Number	Hours	CRN	Term
Syntax, Logic and Organization Lecture	ENGL	011	3	23090	Spring 2020

- If you know the CRN (Course Reference Number) of the class you want to register for, you can simply:
  - If you are not already logged into [myWSU](#), do so now.
  - Click the MyClasses tab
  - Locate the **Registration Tools** section and click the **Student Registration (Banner 9)** link
  - Click the **Register/Drop/View Schedule** link
  - Select the appropriate Term
  - Click the **Enter CRNs** tab
  - Enter each CRN and click **Add to Summary**
  - 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:

The screenshot shows the Banner 9 Student Schedule interface. At the top, there are navigation tabs: 'Find Classes', 'Enter CRNs', 'Plans', and 'Schedule and Options' (which is highlighted with a red box). Below the tabs, the 'Summary' section is displayed for the term 'Spring 2020'. A red box highlights the 'Summary' label. In the top right corner of the summary section, there is a printer icon, also highlighted with a red box. Below the printer icon is a table with the following columns: Title, Details, CRN, Hours, Course Type, Grade Mode, Level, Date, Status, and Message. The table contains one record: 'Terminal Project' with details 'LASI 885, 0', CRN '20870', and '1' hour. Below the table, it says 'Records: 1'. At the bottom of the summary section, there is a summary bar: 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 999,999,999'.

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