Registration for fall classes will take place over the summer. The Office of the University Registrar will notify you via WFU Google Mail regarding your self-registration date and time. You will also be able to find this information in WIN under Virtual Campus > Check Your Holds and Registration Status. This section will introduce you to the process of registration and guide you through the steps of registering for your fall classes. At your designated registration time, you will be permitted to log into WIN and access registration. You will be permitted to register for up to (and including) eight credit hours of classes. Access to registration will be available to you from July 13 through July 16. Beginning July 17, your access to registration will be closed for the remainder of the summer. The professional advising staff will craft the remainder of your fall class schedule based on your responses to the Course Preference Survey. You will be able to view your fall class schedule beginning August 17. You will not be permitted to make any adjustments until the first day of class.

Important Dates

- June: Notification email from the Office of the University Registrar
- July 13 - 16: Round I (self-registration)
- August 17: Schedule viewable on WIN
- August 25: Drop/add begins
The Wake Information Network (WIN) is your one-stop source for accessing Wake online services and resources. Most of your academic services are under VirtualCampus in WIN. You can use WIN to track how each of your credits is applied to your degree, to view your mid-term and final grades, to view the schedule of classes each term, to register for class and to view your class schedule.
**STEP 1**

**HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)**

You can access WIN from the Wake Forest University homepage: wfu.edu

You can also access WIN directly at win.wfu.edu

Enter your DeacNetID (username) and password to log in.
STEP 2

HOW TO ACCESS THE REGISTRATION SYSTEM

You can access Virtual Campus using the link on the top right-hand corner of your WIN home screen.

HAVING TROUBLE ACCESSING WIN OR OTHER TECHNICAL PROBLEMS?

Please contact INFORMATION SYSTEMS (IS) AT (336) 758-4357
STEP 3

IN VIRTUAL CAMPUS, YOU WILL FIND A SECTION TITLED “CLASS REGISTRATION AND SCHEDULE”

HOW TO FIND YOUR REGISTRATION DATE AND TIME

Select “Check Your Holds & Registration Status” to determine the start date and time of your Round I registration.
STEP 4

HOW TO SEARCH FOR CLASSES

Under Class Registration and Schedule, select the link “Register for Classes Using Class Search.”

Please select the appropriate term (Fall 2015) to search for classes offered by using the drop-down menu under “Search by Term.”

REMEmBER, you can register beginning at your assigned time, and you will be permitted to make changes until the end of Round I (July 16 at 11:59 p.m. EDT).
THERE ARE TWO WAYS TO SEARCH FOR COURSES:

1. Selecting a department and clicking *Course Search* will produce a list of all courses offered in that department. Select the specific course to see all of the sections offered.

2. Selecting *Advanced Search* from this screen will allow you to search for courses using a variety of parameters/filters. Using Advanced Search is recommended.
THE OPTIONS UNDER ADVANCED SEARCH LOOK LIKE THIS:

Under *Advanced Search*, you will be able to select department, course number (if you know what specific course you are looking for), term, instructor, etc.

For example, selecting the department under *Subject*, “Undergraduate” under *Course Level*, and Full Term under *Part of Term* and clicking *Section Search* at the bottom of the page will produce a full listing of *full-semester courses* offered by that academic department.

You can also search for half-semester courses under *Advanced Search* by selecting either “First Part of Term” or “Second Part of Term.” Common examples of half-semester courses include: HES 100, HES 101, LIB 100, etc.
HERE ARE THE RESULTS OF SEARCHING FOR FULL-SEMESTER UNDERGRADUATE COURSES IN THE ECONOMICS DEPARTMENT:

**General Seating:** seats are open to those who do not fall in any reserved seating category

**Entry Term Fall 2014:** seats reserved for those who entered WFU in Fall 2014

**Entry Term Fall 2015:** seats reserved specifically for your class (entering Fall 2015)

* Please note that you will not be able to wait-list any classes during this registration period for Fall 2015 courses. It is important that all incoming students are in classes for the fall.
**WHAT DO ALL OF THESE ABBREVIATIONS MEAN?**

*(understanding each column, left to right)*

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Box</td>
<td>Class is potentially open for you to register</td>
</tr>
<tr>
<td>“C”</td>
<td>Class is closed</td>
</tr>
<tr>
<td>CRN</td>
<td>Course Reference Number (Each class has its own unique number.)</td>
</tr>
<tr>
<td>Subj</td>
<td>Academic department</td>
</tr>
<tr>
<td>CRSE</td>
<td>Course number</td>
</tr>
<tr>
<td>Sec</td>
<td>Courses, like ECN 150, have multiple sections</td>
</tr>
<tr>
<td>Cred</td>
<td>Credit hours</td>
</tr>
<tr>
<td>Title</td>
<td>Name of course</td>
</tr>
<tr>
<td>Days</td>
<td>Days the class meets (for example, TR, or Tues, Thurs)</td>
</tr>
<tr>
<td>Time</td>
<td>Time the class meets</td>
</tr>
<tr>
<td>Cap</td>
<td>Total capacity of the class</td>
</tr>
<tr>
<td>Act</td>
<td>Number of seats already taken</td>
</tr>
<tr>
<td>Rem</td>
<td>Number of seats remaining</td>
</tr>
<tr>
<td>WL Cap</td>
<td>Total capacity of the waitlist for the class</td>
</tr>
<tr>
<td>WL Act</td>
<td>Total number of seats taken on the waitlist</td>
</tr>
<tr>
<td>WL Rem</td>
<td>Total number of seats remaining on the waitlist</td>
</tr>
<tr>
<td>Instructor</td>
<td>Name of instructor</td>
</tr>
<tr>
<td>Date</td>
<td>Beginning and ending dates of the class</td>
</tr>
<tr>
<td>Location</td>
<td>Building and room number</td>
</tr>
<tr>
<td>Attribute</td>
<td>List course attributes (This column will indicate whether the course fulfills certain requirements or if it counts toward certain programs.)</td>
</tr>
</tbody>
</table>
STEP 5

HOW TO REGISTER FOR A CLASS

Select the open box to the far left.

Scroll to the bottom of the page and select Register.

CLASSES I AM INTERESTED IN:
Under Current Schedule, it will say “Web Registered,” and the details of the course you registered for will follow to the right. Make sure to confirm that the class for which you are registered is the one that you intended.

**WHAT THE $&%$#@!?**

Why are some courses already full? Our continuing students registered for fall courses during the spring semester. If a course you want is full, there might be openings during the drop/add period, and if not, most classes will be offered again in future semesters.
HOW TO MAKE CHANGES
If you happened to register for a class by mistake, or if you change your mind or find something else you would like to add instead, you can drop the class from this screen as well. This screen is accessible in Virtual Campus > Register for Classes using Course Reference Number (CRN).

1) Go to the drop-down menu in the Action column on the line of the class you would like to drop.
2) Select “Drop Via WEB.”
3) Make sure to scroll to the bottom of the page and click Submit Changes.
COMMON REGISTRATION ERRORS
As you attempt to register for classes, you might receive messages that are called “Registration Add Errors.” Registration Add Errors will appear at the bottom of the screen.

The example above shows a registration error.

Many of our science courses require the lecture and the lab to be taken in the same semester (corequisite). To avoid this common registration error when registering for science courses, make sure to select the check boxes next to the desired lecture section and desired lab section before clicking Register. (Note: the sections for lectures and labs do not need to match.) See below.
HERE ARE SOME OTHER COMMON REGISTRATION ADD ERRORS.
<table>
<thead>
<tr>
<th><strong>Class Restriction</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course or section is restricted to students in a particular classification (e.g., first-year, sophomore, junior).</td>
<td>Your classification level must be the same as the course at the time you take it. Restrictions are listed following the course description in the Undergraduate Bulletin.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Corequisite</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course has corequisite; you must be registered for both courses simultaneously.</td>
<td>Corequisites are listed in the course description in the Undergraduate Bulletin (as indicated with a “C”). Select both corequisites simultaneously, and register for them at the same time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Missing Prerequisite and/or Test Score</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prerequisite or placement test score is missing or insufficient to register for the course.</td>
<td>Prerequisites are listed in the course description in the Undergraduate Bulletin (as indicated with a “P”). Make sure all AP/IB and prior college credits have been received by WFU and are visible on your academic transcript.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Time Conflict</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course conflicts with another registered class.</td>
<td>Find another class that meets at a different time.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Duplicate Course</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course is the same as another registered course.</td>
<td>Register for a different course.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Maximum Hours Exceeded</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maximum hours for that registration round will be exceeded with addition of the class.</td>
<td>Make adjustments to schedule. Cannot exceed the limit established for the registration round.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Instructor Signature</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Permission of instructor is required to register for class.</td>
<td>Seek permission of instructor. Contact department for more information.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Closed Section</strong></th>
<th><strong>Definition</strong></th>
<th><strong>What Do I Do?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Section is at maximum capacity.</td>
<td>Register for another course.</td>
</tr>
</tbody>
</table>
CONFIRM REGISTRATION

Finally, confirm that you are registered for the classes that you intended. For a list of your registered classes:

1) Select Virtual Campus.
2) Look under Class Registration and Schedule.
3) Select Student Detail Schedule (see below).

WHAT’S NEXT?

August 17
Your completed fall schedule will be available for you to view in WIN.

August 25
The drop/add period begins on the first day of class. You will be able to make changes to your schedule after you have met with your lower division adviser.
HOW ARE MY REGISTRATION DATES AND TIMES DETERMINED?
The assignment of registration dates is based on classification year. Normally, seniors register the first day of the registration period, juniors the second day, sophomores the third day and first-year students the fourth day. The assignment of registration time is random within each classification year.

WHAT DO I DO IF I AM TRAVELING OR HAVE A CONFLICT WHEN MY REGISTRATION PERIOD STARTS?
Your registration can be accomplished using any device with Internet access. Your access to registration begins at the assigned time and ends July 16 at 11:59 p.m. EDT, so you can register for classes at any time that is most convenient for you after your registration time. If you will be unavailable the entire week of Round I registration, please contact the Office of Academic Advising prior to July 10.

HOW DO I BEGIN TO DECIDE WHAT COURSES TO REGISTER FOR DURING ROUND I?
There are many resources available to help you think about course selection (see page 71). What you decide to prioritize for Round I registration will depend largely on your academic interests. The CPS will help you reflect upon those interests and will also guide you through making decisions about courses to fulfill basic, divisional or preprofessional requirements.

A typical first-semester schedule should include a writing-intensive course, as determined by your DSP (unless you received AP/IB credit for WRI 111, in which case you may wait to take a FYS in the spring). Some students choose to begin working on their foreign language requirement along with other divisional requirements, while others choose to delve right into areas of academic interest or electives. Rest assured, there is no right or wrong answer!

HOW MANY CREDIT HOURS SHOULD I HAVE EACH SEMESTER?
Your credit hours each semester will be somewhere between 12 and 17 hours; 12 hours is the minimum required to be considered a full-time student. Exceeding 17 hours requires special permission; 15 hours is the average course load per semester.

We typically recommend having 12 to 15 hours for your first semester at Wake Forest. A strong first semester is always better than an overly ambitious plan.
WHAT SHOULD I REGISTER FOR IF I AM INTERESTED IN MEDICINE, DENTISTRY, VETERINARY MEDICINE OR AN ALLIED HEALTH FIELD, SUCH AS PHYSICIAN’S ASSISTANT, NURSING, PHARMACY, ETC.?
Consult the Pre-Health Professions and Pre-Allied Health Program website:

college.wfu.edu/prehealth

WHAT SHOULD I REGISTER FOR IF I AM INTERESTED IN PRE-BUSINESS?
If there is availability you may register for ECN 150 or MTH 111, but these do not need to be completed until fall of sophomore year.

WHAT SHOULD I REGISTER FOR IF I AM INTERESTED IN LAW SCHOOL OR GRADUATE SCHOOL?
There are no specific requirements. You are encouraged to take courses that challenge you to think critically and creatively, and prepare you to read, write and communicate well. For more information, see college.wfu.edu/prelaw or career.opcd.wfu.edu/explore-graduate-school

CAN I WAIT-LIST A CLASS?
No, not for your first fall semester. It is important that you are registered in classes instead of being wait-listed for classes where seats may never become available. In future registration periods, waitlisting will be available to you.

WHAT IS THE RELEVANCE OF THE DIRECTED SELF-PLACEMENT FOR MY FIRST WRITING COURSE?
The Directed Self-Placement helps you to be better informed when making decisions about the writing course in which you should enroll first. go.wfu.edu/f101dsp

WHY AM I GETTING A PREREQUISITE ERROR WHEN I TRY TO REGISTER FOR A FOREIGN LANGUAGE COURSE?
The results of your Foreign Language Placement test will determine your placement for your first foreign language course. You must register for the course level indicated on your placement test or determined by your AP/IB score. If you are receiving AP/IB credit for a foreign language and still see this error, the Office of the University Registrar has not received your official AP/IB score. Please see pages 73-74 for more information on AP/IB score submission.

I KNOW I WILL BE RECEIVING AP/IB OR PRIOR COLLEGE CREDIT, BUT THIS CREDIT IS NOT YET IN THE WFU SYSTEM. THEREFORE, I AM HAVING DIFFICULTY REGISTERING FOR A HIGHER LEVEL CLASS. WHAT SHOULD I DO?
Please contact the Office of the University Registrar at registrar@wfu.edu or (336) 758-5207.
WHAT DO I DO IF CLASSES THAT I NEED OR WANT ARE CLOSED?
We understand that it can be frustrating not to get your first-choice classes, but please do not get discouraged. It is not uncommon for first-year students to find that some classes are already full. Some closed classes might open up during the add/drop period, and if not, most classes will be offered again in the future. You have many classes to take, and thus many options, as a new student!

IS IT POSSIBLE I MIGHT BE REGISTERED FOR A COURSE THAT I DID NOT LIST ON MY CPS?
We try hard to prioritize the courses you list on your CPS. However, there are several reasons why you might find yourself with a course you did not list: 1) You listed a class that is not offered during the fall semester. Remember that the Undergraduate Bulletin lists all classes offered at WFU, so you need to check Fall 2015 course offerings in WIN to see which courses are being offered this fall; 2) You stated an interest in pre-health but did not list a course that is highly advised for that pre-professional track; 3) Sometimes there are irreconcilable time conflicts between classes, or classes might already be full.

In the event that we are unable to honor your stated preferences, we will register you for another course that meets a basic or divisional requirement (often within the same division as a course you requested) and that provides balance to the rest of your schedule. Remember, there is great value in exploring broadly within the liberal arts.

ARE MY FIRST EIGHT HOURS THAT I REGISTER FOR SET IN STONE?
No. Although the professional advising staff will work hard to honor your selections from Round I, in some cases, your first eight hours of registration might need to be adjusted. Our advisers work hard to make sure that you have a balanced schedule that fits your needs. In most cases, if we have to make a change in a Round I class during Round II, or if we feel a Round I choice was ill-advised, we will contact you.

MAY I MAKE ADJUSTMENTS TO MY SCHEDULE?
You will be permitted to make adjustments to your schedule starting the first day of classes, after meeting with your lower division adviser.

WHEN DO I ADD A CLASS?
You can add classes between August 25 and September 8 for the Fall 2015 semester. The Office of the University Registrar will provide you with detailed instructions for adding classes.
WHEN CAN I DROP A CLASS?
You are allowed to drop classes in WIN, provided you stay above 12 hours of registration, between August 25 and September 29 for the Fall 2015 semester.

HOW/WHERE CAN I BUY TEXTBOOKS?
You will have the opportunity to purchase textbooks at the textbook store, located beneath the Bookstore in Taylor House, once you arrive on campus. With your schedule in hand after August 17, you can also shop online at wfuscstores.com, or through Virtual Campus > Your Course Materials > Purchase Course Materials.