Registration for your fall classes will take place in two rounds over the summer. You will need to check your WFU email from the Office of the University Registrar regarding the date and time that your Round I registration period starts. 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 in to WIN and access the registration system. In Round I, you will be permitted to register for up to (and including) eight credit hours of classes. Access to the registration system will be available to you throughout Round I of registration. After the completion of Round I, your access to registration will be closed for the remainder of the summer. The professional advising staff will conduct Round II of registration and will work to 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 August 13. You will not be permitted to make any adjustments until the first day of class.
ROUND I OF REGISTRATION | JULY 8 (8AM) - JULY 12 (5PM)

Class Schedule available for you to view on WIN

Drop / Add Period Begins

August 13
August 27
HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)

You can access WIN from the Wake Forest University homepage: \textit{wfu.edu}

You can also access WIN directly at \textit{win.wfu.edu}

Enter your Wake Forest username and password to login.
HOW TO ACCESS THE REGISTRATION SYSTEM

You can access Virtual Campus using the link on the top right hand corner on 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

To find the assigned date and time that your Round I registration time starts, select “Check Your Holds & Registration Status.”

MY REGISTRATION DATE & TIME:
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 2013) to search for classes offered by using the dropdown menu under Search by Term.

REMEMBER, your registration process begins at your assigned time and you will be permitted to make changes until the end of Round 1 (July 12 at 5 P.M.)
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.
HERE ARE WHAT THE OPTIONS LOOK LIKE UNDER ADVANCED SEARCH

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.

HERE ARE THE RESULTS OF SEARCHING FOR FULL SEMESTER, UNDERGRADUATE COURSES IN THE ECONOMICS DEPARTMENT
HOW TO SEARCH FOR HALF-SEMESTER COURSES

If you are looking for half-semester courses, under Advanced Search select 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’S HOW TO SEARCH FOR HALF-SEMESTER LIBRARY SCIENCE COURSES

![Image of search interface]

HERE ARE THE SEARCH RESULTS

![Image of search results interface]
WHAT DO ALL OF THESE ABBREVIATIONS MEAN? (Understanding each column, left to right)

<table>
<thead>
<tr>
<th>Open Box</th>
<th>Class is potentially open for you to register</th>
</tr>
</thead>
<tbody>
<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. Ex: MWF (Mon, Wed, Fri)</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 list if the course fulfills certain requirements or if it counts towards certain programs.</td>
</tr>
</tbody>
</table>
TYPICALLY, ONCE A CLASS HAS FILLED and a waitlist has opened, even if the Rem column shows seats remaining, those seats will be offered to the students on the waitlist.

If there are students on the waitlist but there are seats remaining in the class, there is a possibility that you may be able to register for it. It never hurts to try because some seats are held for the incoming class.

You will not be permitted to waitlist a class during Round I of registration for your fall class. It is important that incoming students are in actual classes after Round I of registration.
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.
IF YOU WERE ABLE TO REGISTER SUCCESSFULLY FOR THE CLASS, YOU WILL SEE THE FOLLOWING SCREEN

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, be patient; most classes will be offered again.
HOW TO MAKE CHANGES
If you happened to register for a class by mistake, you change your mind, or you find something else you would like to add instead, you can drop the class from this screen as well.

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

CLASSES I MIGHT BE INTERESTED IN TAKING IN THE FUTURE:
COMMON REGISTRATION ERRORS

As you attempt to register for classes, you might receive messages that are called registration errors. Registration Add Errors will appear at the bottom of this screen.

The example above shows a corequisite 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>Definition</th>
<th>What Now? What Do I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course or section is restricted to students in a particular classification (e.g. freshman, 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>

| **Corequisite** | Course has corequisite — must be registered simultaneously. | 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. |

| **Missing Prerequisite and/or Test Score** | Prerequisite or placement test score is missing or insufficient to register for the course. | 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. |

| **Time Conflict** | Course conflicts with another registered class. | Find another class that meets at a different time. |

| **Duplicate Course** | Course is the same course as another registered course. | Already registered for the course. Cannot register for multiple sections of the same course. |

| **Maximum Hours Exceeded** | Maximum hours for that registration round will be exceeded with addition of the class. | Cannot exceed the limit established for the registration round. Make adjustments to schedule. |

| **Instructor Signature** | Permission of Instructor is required to register for class. | Will need to seek permission of instructor. Contact department for more information. |

| **Closed Section** | Section is at maximum capacity. | Class cannot accommodate any more students. |
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)
1. WHEN DO I REGISTER FOR CLASSES?
Round I of registration is July 8-July 12. You will register for up to and including 8 hours starting at your designated registration date and time. The professional advising staff will use your responses to the Course Preference Survey to craft the remainder of your fall course schedule.

Your future registration for Spring 2014 courses occurs in October/November of 2013. Registration for Summer and Fall 2014 courses starts in March/April 2014.

2. HOW IS MY REGISTRATION DATE AND TIME DETERMINED?
The assignment of registration time is random. Typically, if you have an earlier registration time one semester, you will have a later registration time the following semester.

The assignment of registration dates are based on classification year. Normally, seniors register the first day of the registration period, juniors the second day, sophomores the third day and freshmen the fourth day.

3. 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. Also, remember that your listed registration time is the time your access to registration begins and will remain open until July 12 at 5 p.m., so you can register for classes at a time more convenient to you. If you will be unavailable the entire week of Round I registration, please contact OAA prior to July 8.

4. WHY IS REGISTRATION CONDUCTED IN TWO ROUNDS?
Undergraduate registration in two rounds allows students to register for the two or three courses most important to them in Round I before anyone completes their entire schedule, to ensure fairness. In Round II, the remainder of the class schedule can be completed.

5. ARE MY FIRST 8 HOURS THAT I REGISTER FOR SET IN STONE?
No. While the professional advising staff will work hard to honor your selections from Round I, in some cases your first 8 hours of registration may need to be adjusted to make certain you can be registered in other courses that fit your needs.
6. HOW IS THE REMAINDER OF MY FALL SCHEDULE CRAFTED FOR ME?
Your responses to the Course Preference Survey will help the professional advising staff ensure that you are registered for courses that align with your academic goals and aspirations, and that you are enrolled in courses that meet your needs. In addition, the Office of Academic Advising, the Office of the University Registrar, and the Office of the Dean of the College can work with various academic departments to try to accommodate enrollment needs for the incoming class.

7. WHEN WILL I KNOW MY SCHEDULE?
Your course schedule will be available on WIN starting August 13. You can view your course schedule by going to Virtual Campus > Class Registration > Schedule/Student Detail Schedule.

8. CAN 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.

9. HOW DO I ADD A CLASS?
The last day to add classes for Fall 2013 is September 10. The Office of the University Registrar will provide you with the detailed instructions for adding classes.

10. HOW DO I DROP A CLASS?
You are allowed to drop classes on WIN (provided you stay above 12 hours) until September 10. After this date, you may request permission to drop from your instructor and adviser.

11. CAN I WAITLIST A CLASS?
No, not for this fall semester. In future registration periods, waitlisting will be available to you.

12. 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. If you are receiving AP/IB credit in foreign language and still see this error, the Office of the University Registrar has not received your AP/IB scores. Please ensure that you send these as soon as possible.

13. I KNOW I WILL BE RECEIVING AP/IB OR PRIOR COLLEGE CREDIT. 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.

14. WHAT ABOUT THE DIRECTED SELF PLACEMENT FOR MY FIRST WRITING COURSE?
The Directed Self Placement helps you to be better informed when making decisions about which writing course you should enroll in first.