

~ FAQs for Registration ~

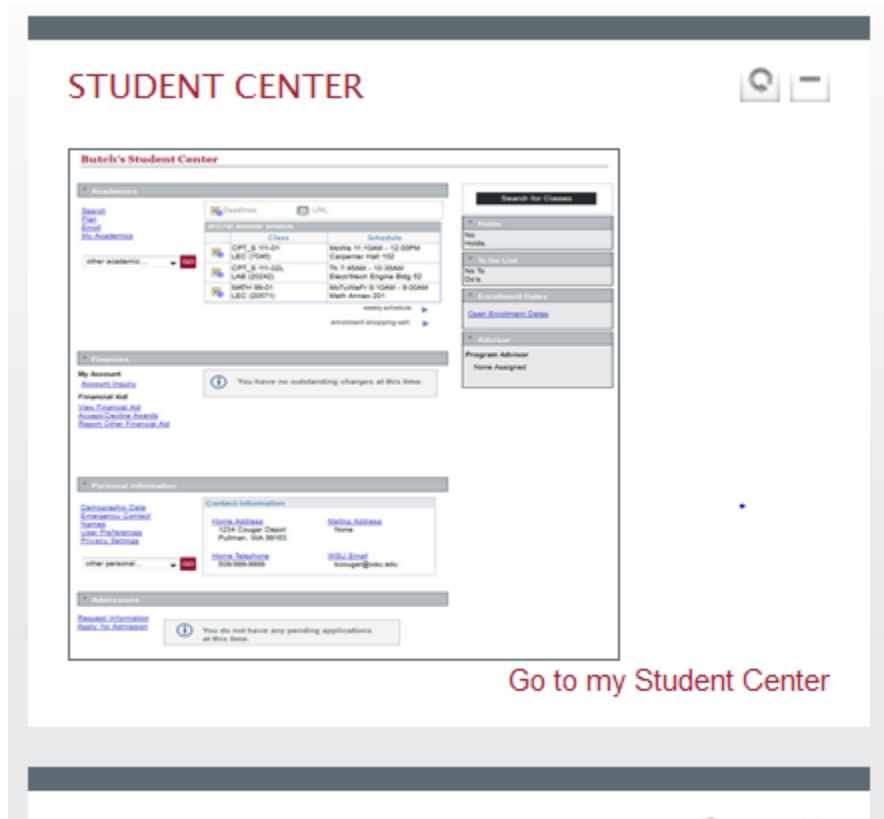
Q. Where can I see my enrollment appointment date and time, and hold information?

- Go to my.wsu.edu and sign in. At the homepage, you'll see the Student Center. From there, choose 'Go to my Student Center'. On the right side of the page, you will see hold information and your enrollment date. Click on the details to see specific hold information, and your time to begin enrolling.
- You can also review your advising report by going to the **Academic Requirements** screen, located under the drop down menu.

The screenshot displays the 'Butch's Student Center' interface. At the top, there are navigation tabs for 'student center', 'general info', 'transfer credit', and 'academics'. Below these, the 'Academics' dropdown menu is open, showing options like 'Academic Requirements', 'Course History', 'Exam Schedule', 'Grades', 'Transfer Credit: Report', and 'What-if Report'. A red 'GO' button is next to the dropdown. On the right side, a 'Search for Classes' button is visible. The main content area on the right is divided into several sections: 'Holds' (with a checkmark and a circled 'details' link), 'WSU GENERAL' (No Outstanding Checklists), 'ADMISSIONS' (No Outstanding Checklists), 'FINANCIAL AID 2011-12' (Please go to Student Finances), 'FINANCIAL AID 2012-13' (No Outstanding Checklists), 'STUDENT FINANCIALS' (No Outstanding Checklists), 'STUDENT RECORDS' (No Outstanding Checklists), and 'Enrollment Dates' (with a checkmark and a circled 'details' link). The 'Enrollment Dates' section contains the text: 'Enrollment Appointment You may begin enrolling for the 2013 Spring Semester Regular Academic Session session on November 7, 2012.'

Q. I've met with my advisor, cleared my holds, and want to register for classes. How do I do that?

- Go to my.wsu.edu and sign in. At the homepage, you'll see the Student Center and from there choose 'Go to my Student Center', and then choose the link on the left, Enroll.



- Choose the term.

Search	Plan	Enroll	My Academics
my class schedule	add	drop	swap
			edit
			term information

Add Classes

Select Term

Select a term then click Continue.

Term	Career	Institution
<input type="radio"/> 2011 Spring Semester	Undergraduate	Washington State University
<input type="radio"/> 2011 Summer Session	Undergraduate	Washington State University
<input type="radio"/> 2012 Spring Semester	Undergraduate	Washington State University
<input checked="" type="radio"/> 2012 Fall Semester	Undergraduate	Washington State University

Continue

- Then you will be able to select the way that you can search for classes. Choose “Class Search” under Find Classes.

Add Classes

1
2
3

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2012 Fall Semester | Undergraduate | Washington State University change term

● Open
 ■ Closed
▲ Wait List

Add to Cart:

Enter Class Nbr

 enter

Find Classes

Class Search

My Requirements

My Planner

search

2012 Fall Semester Shopping Cart

Your enrollment shopping cart is empty.

- Choose your campus. Then you'll be able to search by any subject area (e.g., SOCIOLOGY) and any number. You can choose other search parameters, too.

Enter Search Criteria

Campus Pullman Campus

Washington State University | 2012 Fall Semester

Select at least 2 search criteria. Click Search to view your search results.

CLASS SEARCH CRITERIA

Course Subject Sociology

Course Number is exactly 101

Course Career Undergraduate

Show Open Classes Only

Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

▶ Additional Search Criteria

[Return to Add Classes](#)

Clear Criteria
Search

- At the 'Add Classes' screen, you can select a class which will be added to your shopping cart.

Add Classes

1 2 3

Search Results

When available, click [View All Sections](#) to see all sections of the course.

Washington State University | 2012 Fall Semester

[My Class Schedule](#) [show all](#)

ACCTG 330 TuTh 9:10AM - 10:25AM
General University Classroom

[Shopping Cart](#)

Your shopping cart is empty.

The following classes match your search criteria Course Subject: **Sociology**, Course Number is exactly '**101**', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**, Campus: **Pullman Campus**

[Return to Add Classes](#)

[Start a New Search](#)

● Open
■ Closed
▲ Wait List

▼ **SOC 101 - [S,D] Introduction to Sociology**

[View All Sections](#)
First 1-3 of 4 Last

Section 01-LEC(1759)	Status ●	select class																																	
Session Regular																																			
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th style="padding: 2px;">Days & Times</th><th style="padding: 2px;">Room</th><th style="padding: 2px;">Instructor</th><th style="padding: 2px;">Meeting Dates</th></tr></thead><tbody><tr><td style="padding: 2px;">TuTh 9:10AM - 10:25AM</td><td style="padding: 2px;">General University Classroom</td><td style="padding: 2px;">Staff</td><td style="padding: 2px;">08/20/2012 - 12/14/2012</td></tr></tbody></table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 9:10AM - 10:25AM	General University Classroom	Staff	08/20/2012 - 12/14/2012	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th style="padding: 2px;">Days & Times</th><th style="padding: 2px;">Room</th><th style="padding: 2px;">Instructor</th><th style="padding: 2px;">Meeting Dates</th></tr></thead><tbody><tr><td style="padding: 2px;">MoWeFr 1:10PM - 2:00PM</td><td style="padding: 2px;">Phys Ed Bldg136</td><td style="padding: 2px;">Staff</td><td style="padding: 2px;">08/20/2012 - 12/14/2012</td></tr></tbody></table>	Days & Times	Room	Instructor	Meeting Dates	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	08/20/2012 - 12/14/2012	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th style="padding: 2px;">Days & Times</th><th style="padding: 2px;">Room</th><th style="padding: 2px;">Instructor</th><th style="padding: 2px;">Meeting Dates</th></tr></thead><tbody><tr><td style="padding: 2px;">TuTh 10:35AM - 11:50AM</td><td style="padding: 2px;">General University Classroom</td><td style="padding: 2px;">Staff</td><td style="padding: 2px;">08/20/2012 - 12/14/2012</td></tr></tbody></table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 10:35AM - 11:50AM	General University Classroom	Staff	08/20/2012 - 12/14/2012	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"><thead><tr><th style="padding: 2px;">Days & Times</th><th style="padding: 2px;">Room</th><th style="padding: 2px;">Instructor</th><th style="padding: 2px;">Meeting Dates</th></tr></thead><tbody><tr><td style="padding: 2px;">TuTh 9:10AM - 10:25AM</td><td style="padding: 2px;">General University Classroom</td><td style="padding: 2px;">Staff</td><td style="padding: 2px;">08/20/2012 - 12/14/2012</td></tr></tbody></table>	Days & Times	Room	Instructor	Meeting Dates	TuTh 9:10AM - 10:25AM	General University Classroom	Staff	08/20/2012 - 12/14/2012
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[Return to Add Classes](#)

[Start a New Search](#)

- Once you select the class that you want, you will then confirm the class you wish to enroll for, and then Finish Enrolling to actually be registered in the class. See the next two steps.

- IMPORTANT! Note that you have NOT registered in a class by adding it to your shopping cart. **YOU ARE ONLY REGISTERED WHEN YOU CONFIRM YOUR CLASSES AND FINISH ENROLLING.**

Add Classes 1 2 3

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2012 Fall Semester | Undergraduate | Washington State University

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
SOC 101-03 (20656)	Intro to Sociology (Lecture)	MoWeFr 1:10PM - 2:00PM	Phys Ed Bldg136	Staff	3.00	●

Cancel
Previous
Finish Enrolling

- After you choose FINISH ENROLLING, you will see the View Results page which will confirm if your registration was completed, or whether there were errors.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2012 Fall Semester | Undergraduate | Washington State University

✔ Success: enrolled ✘ Error: unable to add class

Class	Message	Status
SOC 101	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✔

My Class Schedule
Add Another Class