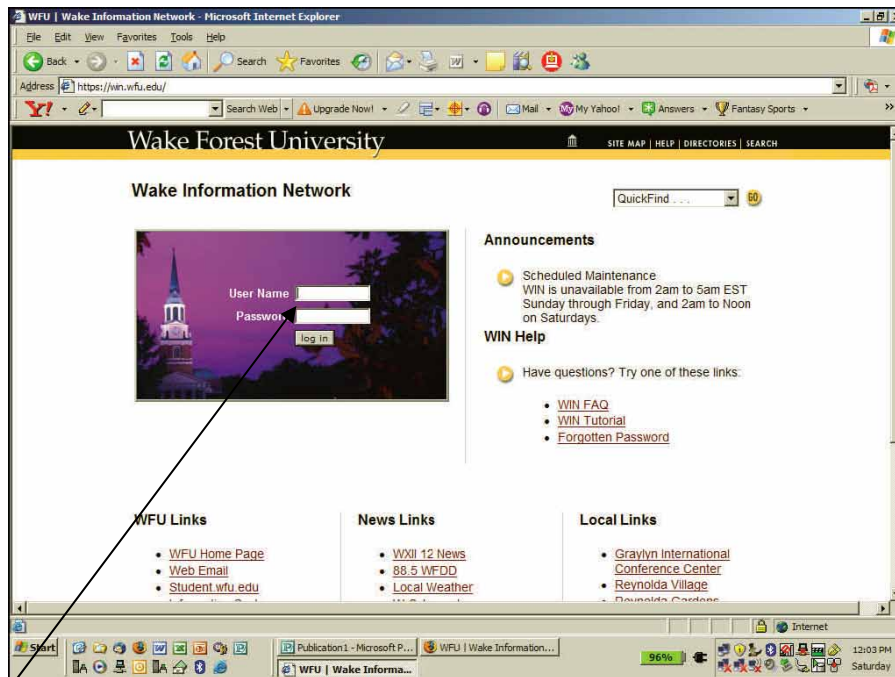
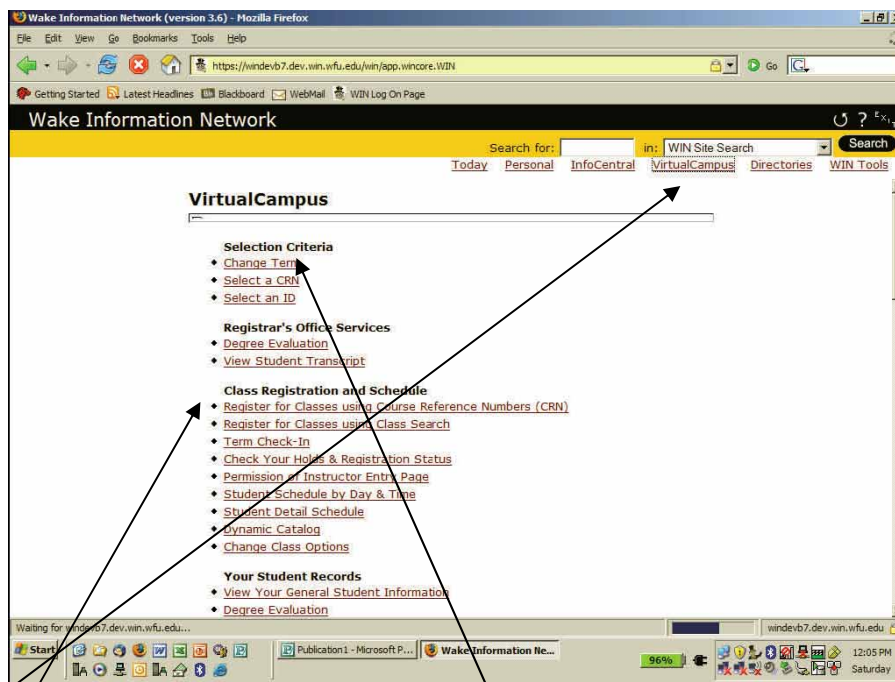


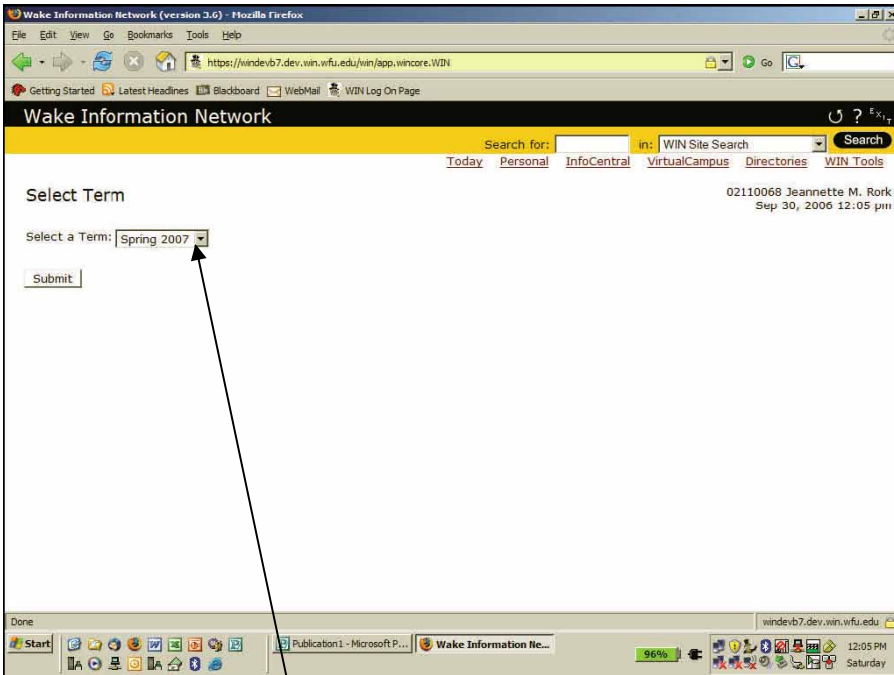
WIN Registration Guide



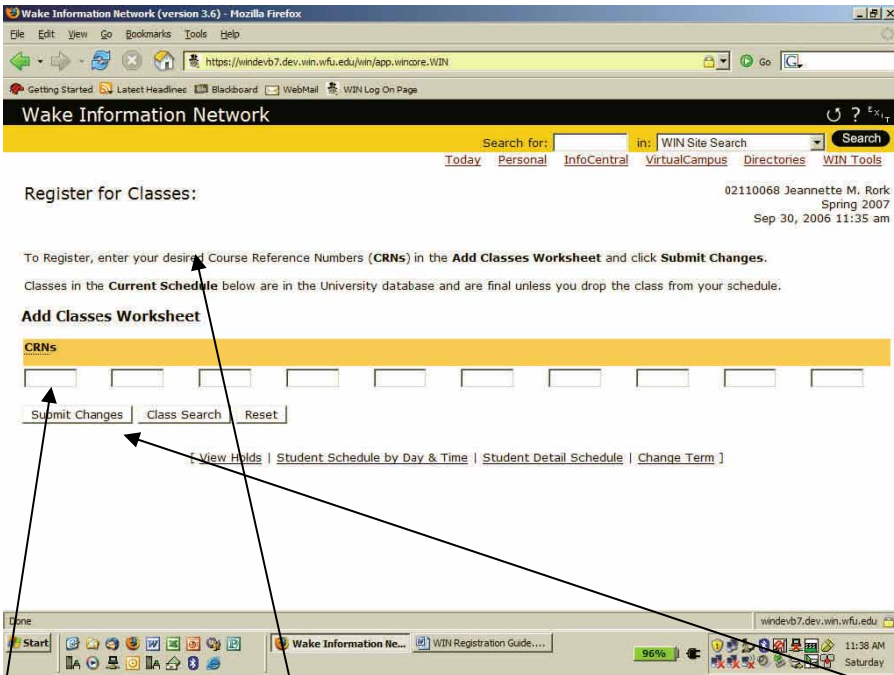
Enter your user name and password then click “log in” to continue.



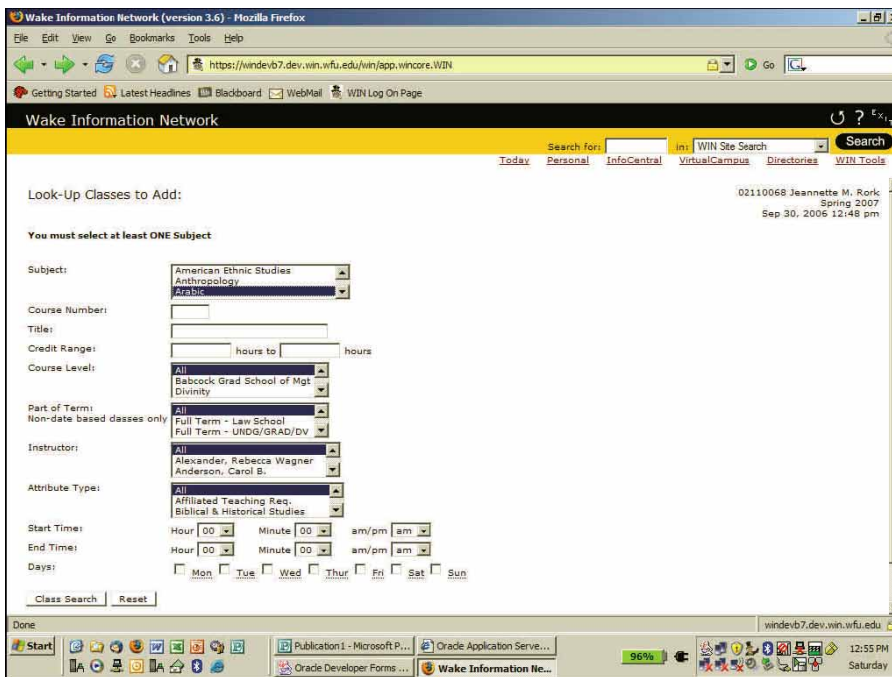
From the Virtual Campus tab, select “Change Term” and enter the term. Then select “Register for Classes using Course Reference Number (CRN)” if the CRN is known. If you do not know the CRN, select “Register for Classes using Class Search”.



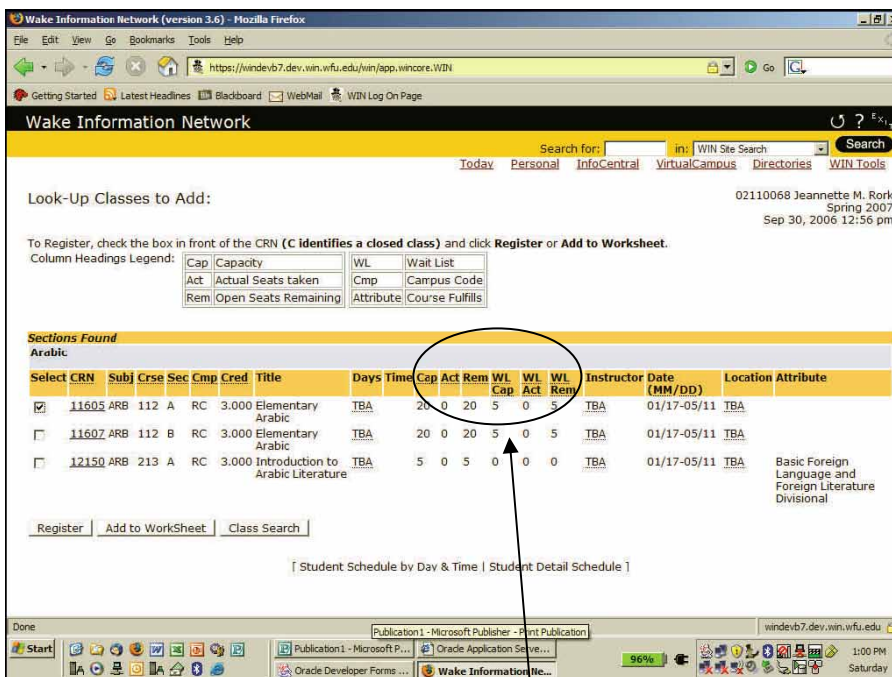
Select or change the terms as needed and click “submit.” **YOU DO NOT** need to enter a PIN. Simply press “submit” and continue. If this does not work, you may try entering “9999”, then press “submit”.



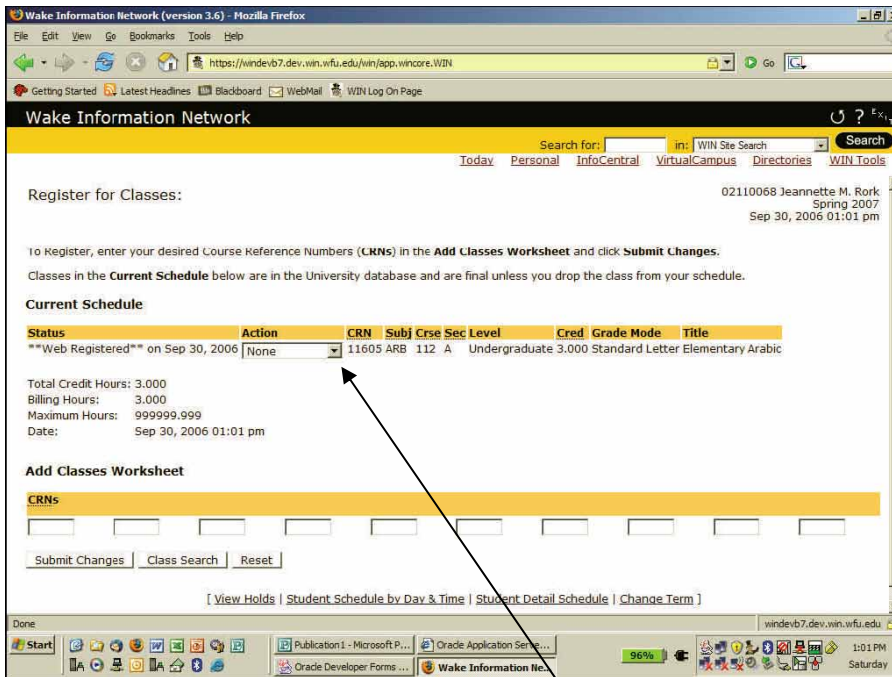
Enter up to 10 Course Reference Numbers (CRNs) at one time. Click “Submit Changes” to save. Click “Reset” if you make a mistake.



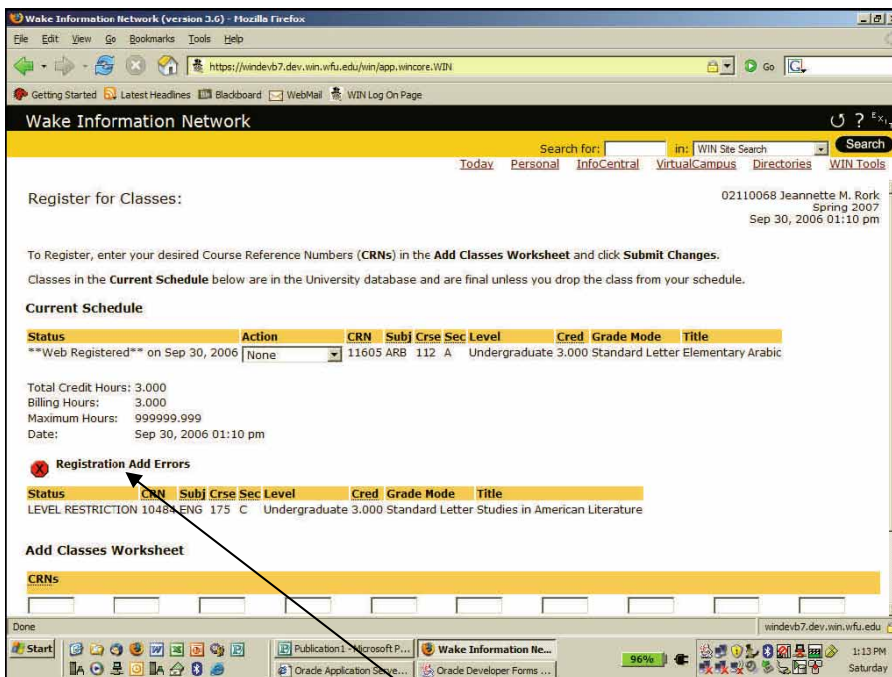
If you do not have the CRNs or are searching for course options, select “Register for Classes Using Class Search” from Virtual Campus. You must select at least one subject, “LAW”. You may also narrow your search by specific course numbers, instructors, days, times, etc.



Open courses will have a check box to the left of the CRN. Click in the box and then click “Register” to add the course to your schedule. The six columns in the center show seating information: “Cap”: total seats; “Act”: students registered; “Rem”: seats remaining. “WL” columns show Wait List information. **NOTE:** If a course fills, a WL starts; if a student then drops the course, an opening will be created. However, once a WL has started you **MUST ADD** to the WL in order to be considered for the opening that appears on WIN. You will be notified by the Registrar’s Office via email if/when your name comes up on the WL and you will have approximately 24 hrs to reply. If you do not reply within the stated timeframe, your name will be deleted from the WL and the next person will be notified. If you still wish to be considered for the course, your name will be added to the bottom of the WL. Notification of WL transactions will begin just prior to the first week of classes. Watch your email!

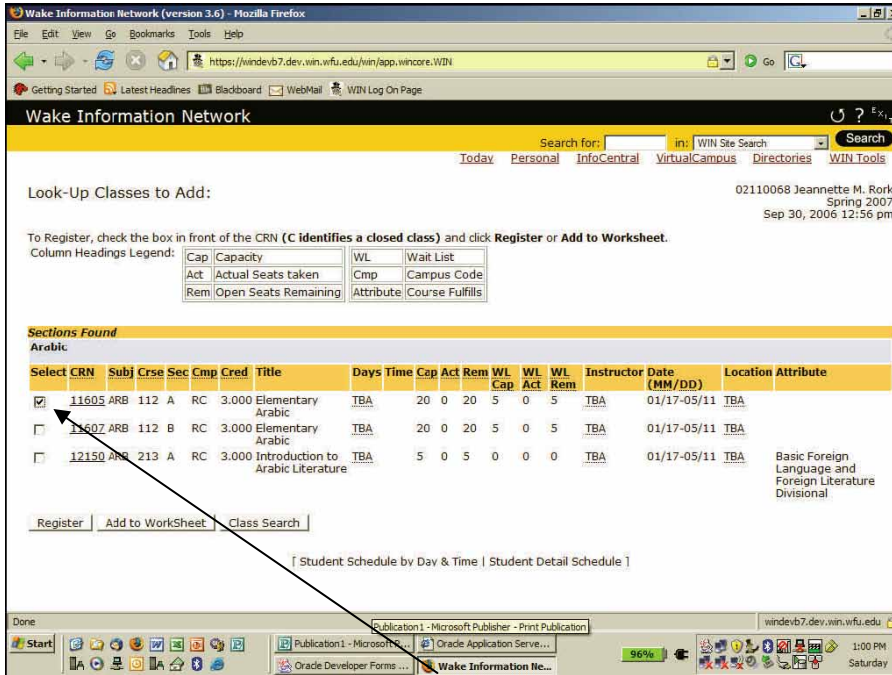


If your registration was successful, the course will appear under “Current Schedule” as “Web Registered.” To drop a course, click the down-arrow on the drop-down menu in the Action column, select “Drop via the Web” and “Submit.” The course will be removed from your schedule.

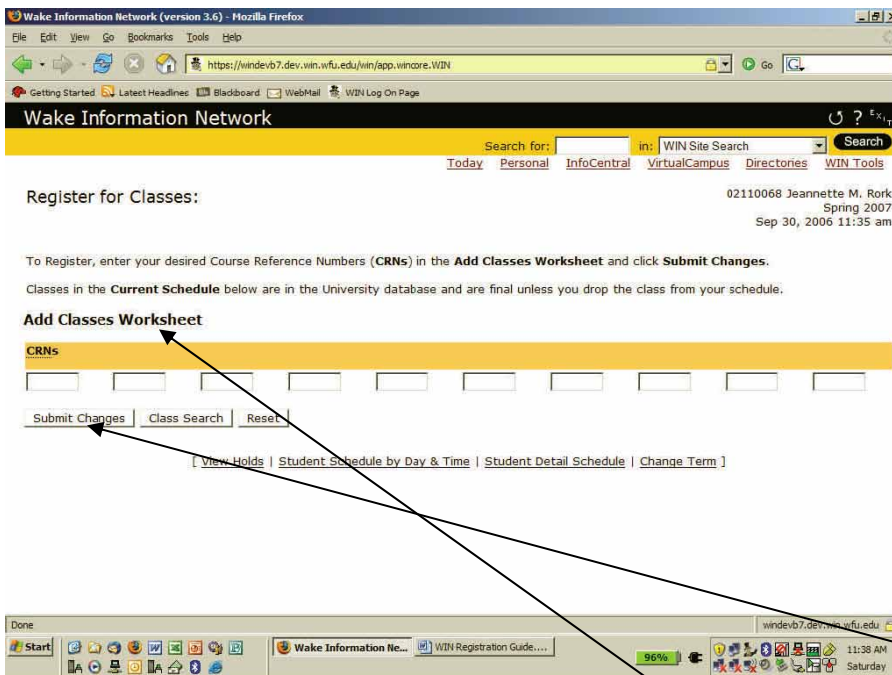


If problems occurred, you will see “Registration Add Errors” explaining the error. The most common registration error we see is a time conflict where you have attempted to register for two courses in the same time slot.

Need to Wait List a Course?



An open course will have a check box in the far left column and a closed course is indicated with a “C”.



Enter the CRN in the section marked “Add Classes to Worksheet” and click “Submit Changes”.

A message will appear displaying your number on the Wait List. This is the ONLY time you will see this information.

Click “Submit Changes” again and the course will appear under your “Current Schedule” with status “Wait Listed”.