Student Registration Instructions

1.) Open your web browser and log into MyWC (http://mywc.westminster-mo.edu)

2.) Your MyWC User Name and Password will be the same as your network/email username and password, ***except for the @westminster-mo.edu***.

3.) When you are successfully logged into MyWC you will see a set of tabs on your screen. You will need to select the "Student" Tab. Go to the *Course Schedules* portlet at the bottom right of screen. If your registration period is open for the semester then the Course Schedules portlet will display "Add Period Open / Drop Period Open."

4.) If you know the course code and section and you are certain that the course to be added is open, click *Add/Drop Courses*. Verify that the Current Term/Year is accurate. Enter the course code and section of the course(s) to be added. **Make sure to enter a space between the course code and the course number (i.e., PED 104) in the course code box and enter the appropriate section letter in the section box.** Click *Add Course(s).*

5.) If you are unsure of the course code or want to check availability of a class, click on *Course Search*. Again verify that the term is set to the correct semester/year. Enter the course code (ACC, BUS, ECN, etc.) in the space next to *Course Code Begins With* and click *Search*. All courses in the department will be displayed along with the times, instructor, and number of open seats. If you are unsure of the department, click on search and all courses will appear. Check the *add box* next to the course and click the *add courses* button at the bottom of the screen.

6.) Next you will see the Add/Drop summary page that displays the course you just registered for under the Awaiting Advisor Approval section. **All courses will require Advisor's approval before they can be finalized and will be placed in "Reserved Status" until your advisor approves your registration.**

7.) To register for other courses you can go back to your search results by clicking the "breadcrumb" link called results at the top of the portlet.

Note: If a class is closed, the instructor's signature will be required on the course over-ride form, available in the Registrar's Office. Repeated courses or courses added that will result in an overload (over 19 credit hours) must be approved in advance. You will not be permitted to register for courses in which you have not completed the required prerequisite. Permission of the instructor for a required prereq must be submitted on an over-ride form.

In the unlikely event that you receive a 'Page Not Found' or similar error during the registration process, *do not close your web browser*. Instead, click the Refresh button in your web browser. If you continue to encounter the same problem, contact the Registrar's office (592-5213 or 592-6241) immediately."

**Do not use the back button to go navigate back to the previous page or you will get a "Webpage has expired" error.

**When you are finished registering for your courses all of these registrations will be placed in a "Reserved" status until your advisor approves the registration.