



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 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. This will display the Student Schedule and the Course Schedules portlets. Verify that the Current Term is “Academic Year 2012-13 Fall”. If your registration period is open for the semester then the Course Schedules portlet will display “Add Period Open / Drop Period Open.”
- 4.) To search for the courses you wish to register for click on “Course Search link in the Course Schedule portlet to open the course search portlet.
- 5.) Again verify that the Term is set to “**Academic Year 2012-13 Fall.**” You can limit your search by selecting the various options available to you. To display all courses just click the “Search” button. After you click the “Search” button you will see the search results with the courses listed based off the search criteria you selected.
- 6.) To register for a course click the checkbox under the “Add” column beside the course you wish to register for and then click the “Add Courses” button at the bottom of the screen.
- 7.) 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.
- 8.) 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.

**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.