STUDENT PRE-REGISTRATION INSTRUCTIONS AND WORKSHEET

All currently enrolled students will pre-register for Fall 2012 classes on-line through West Liberty's Information Network System (WINS). On-line registration in WINS will begin on April 2 for Seniors, April 6 for Juniors, April 12 for Sophomores, and April 18 for Freshmen. Students will not be able to register on-line prior to the dates set up for their respective class level. New and returning students can begin registering on April 23. To pre-register:

1. **CONFIRM CLASS LEVEL AND CHECK FOR HOLDS.** Visit the West Liberty web site (www.westliberty.edu). Click on "WINS" from the top row of icons. Enter ID and PIN number (your 6 digit birthday -mmddyy- for first time users), and click on Login. Next, click on Student Services, and then click on Registration. Select Registration Status to confirm class level for registration and that no holds exist preventing registration. Exit WINS and close web browser.

2. **SELECT COURSES.** Select courses from the Fall 2012 class schedule (located on the WLU web site on Registrar's page or by using the Class Search option on the WINS log in page) and use the table below to set-up your desired schedule. You MUST check the course catalog (available via WINS) for any pre-requisites or course restrictions for the classes you are attempting to schedule. **When using WINS for pre-registration you will input ONLY the CRN # for each class.** Make sure you select the correct CRN # from the schedule. CRN #s appear on the schedule as shown:

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SPAN 101      Beginning Spanish I

   8782   01 Beginning Spanish I   3.0   T W F   0900-0950 am   LIB 19   Rinchiuso, L.
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THIS IS THE CRN #   *Be sure to input these numbers accurately!*

3. **MEET W/ADVISOR.** Schedule an appointment with your advisor. You can access **your advisor's name** in WINS by clicking on Student Services, then click on Students Records, and View Student Information. You will need to have your advisor review your schedule and give you your alternate PIN number.

4. **REGISTER FOR CLASSES ONLINE.** Log-in to WINS, return to Registration, select Register or Add/Drop Classes, select and submit term (Fall 2012), enter your alternate PIN, and then enter CRN numbers from your worksheet. When finished, click the submit changes button. During pre-registration students are only permitted to schedule up to 18 credit hours (students on academic probation are limited to16 credit hours). You have successfully scheduled classes that indicate *Web Registered*. If you encounter a pre-requisite or a closed class, your schedule will indicate you are not registered for these courses. You can select additional courses if your initial schedule includes closed courses or courses for which you do not meet pre-requisites. This can be done in WINS by selecting the Look Up Classes Option on the WINS Registration Menu. To print a copy of your schedule return to the Registration menu and click on Student Schedule. You will not receive a printed copy of your schedule from the Registrar's office. The Business Office will email bills in August. **When finished in WINS you must CLOSE YOUR WEB BROWSER TO COMPLETELY LOG OUT.**

SCHEDULE ADJUSTMENT AND ADDING/DROPPING. WINS will be available for adding and dropping classes through September 5, which is the last day to enroll or add a class. Beginning September 5, students will need to submit drop slips via the Registrar's office to change their schedule. **Students wishing to add additional credit hours beyond the pre-registration limit of 18 can fill out a request in the Registrar's office. Beginning Monday, April 23**, students can add up 23 credit hours.

PRE-REGISTRATION WORKSHEET

CRN #				COURSE NUMBER AND DESCRIPTION	HRS	INSTRUCTOR
8	7	8	2	*(SAMPLE)* *Beginning Spanish 101*	*3*	*Rinchiuso, L.*