STUDENT PRE-REGISTRATION INSTRUCTIONS AND WORKSHEET

All currently enrolled students will pre-register for spring and summer classes on-line through West Liberty's Information Network System (WINS). On-line registration in WINS will begin on October 24 for Seniors, October 28 for Juniors, November 2 for Sophomores, and November 8 for Freshmen. Students will not be able to register on-line prior to the dates set up for their respective class level.

To pre-register:

1. **CONFIRM CLASS LEVEL AND CHECK FOR HOLDS.** Visit the West Liberty web site (www.westliberty.edu). Access the "Go" menu from the top of the page, and click on "WINS". Enter WINS 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 spring class schedule (use class search option in WINS) 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.

3. **MEET W/ADVISOR, GET ALTERNATE PIN.** 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. Seniors should schedule appointments on or before October 24, Juniors on or before October 28, Sophomores on or before November 2, Freshmen on or before November 8. Have advisor review schedule. **An alternate pin number is required to complete registration in WINS. You must get this from your advisor.**

MY ALTERNATE PIN IS _____

4. **REGISTER FOR CLASSES ONLINE.** Log-in to WINS, return to Registration, select Register or Add/Drop Classes, select and submit term (Spring 2017), enter alternate pin and submit, 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. 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 Enrollment Services. The Business Office will email invoices in December. **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 January 26, which is the last day to enroll or add a class. Beginning January 27, students will need to submit drop slips via the Enrollment Center 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 Enrollment Services, the increased hours will be added in the system on Monday, November 14 , 2017**.

PRE-REGISTRATION WORKSHEET

CRN #				COURSE NUMBER AND DESCRIPTION	HRS	INSTRUCTOR
1	*4*	*6*	*5*	*(SAMPLE) History of US since 1876*	*3*	*Czernek S*