SPRING PRE-REGISTRATION INSTRUCTIONS AND WORKSHEET

All currently enrolled students will pre-register for Spring & Summer 2021 classes on-line through West Liberty's Information Network System (WINS). On-line registration in WINS will begin on October 12 for Graduate Students & Seniors, October 16 for Juniors, October 22 for Sophomores, and October 28 for Freshmen. Students will not be able to register on-line prior to the dates set up for their respective class level. Students in the Scholar Program and the Honors College are permitted to register with Seniors.

To pre-register:

1. **CONFIRM CLASS LEVEL AND CHECK FOR HOLDS.** Visit the West Liberty web site (www.westliberty.edu) on or after October 5 and access your WINS account (located under the "GO WLU" option on the WLU web page). 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.

2. **SELECT COURSES.** Select courses from the spring class schedule available in WINS or from the attached document. The Class Schedule search option is located on the WINS log in page and will be available on October 5. 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 ONLY input the CRN # for each class.** Make sure you select the correct CRN # from the schedule.

3. **EMAIL ADVISOR TO CONFIRM CLASS SCHEDULE**. If you are not sure of your advisor's name, you can verify in WINS. Under the Student Services menu, click on Student Records, and then click on View Student Information. Your advisor's name will be listed. You can go to the "Directory" located on the WLU web site under the "GO WLU" link for email addresses for faculty advisors. **Alternate pins are not going to be required for this registration cycle. Thus, you will not need an alternate pin from your advisor to register for fall classes.**

4. **REGISTER FOR CLASSES ONLINE.** Log-in to WINS, return to Registration, select Register or Add/Drop Classes, select and submit term (Spring 2021), 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. The Business Office will email December for spring courses.

5. **SCHEDULE ADJUSTMENT AND ADDING/DROPPING**. WINS will be available for adding and dropping classes through January 28, 2021, which is the last day to enroll or add a class for the spring semester. Beginning January 29, students will need to submit drop slips or have instructor email the Enrollment Center to change their schedule. **Students wishing to add additional credit hours beyond the pre-registration limit of 18 can email the Enrollment Center at registrar@westliberty.edu. Maximum hours can be increased to 23 after pre-registration. The increased hours will be added in the system on Monday, November 2, 2020. At that time, additional classes can be added in WINS by students. Requests above the 23 hour cap must have your Dean's approval and can only exceed the cap by one course. This can be done via email.**

PRE-REGISTRATION WORKSHEET

CRN #				COURSE NUMBER AND DESCRIPTION	HRS	INSTRUCTOR
8	*4*	*6*	*5*	*(SAMPLE) History of US since 1876*	*3*	*Czernek S*