FALL 2024 REGISTRATION INSTRUCTIONS AND WORKSHEET

All currently enrolled students will register for Fall 2024 classes on-line through West Liberty's Information Network System (WINS). On-line registration in WINS will begin on April 1st for Graduate/Doctoral Students & Seniors, April 5th for Juniors, April 11th for Sophomores, and April 17th 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. Veterans can also register beginning April 1st.

1. **CONFIRM CLASS LEVEL AND CHECK FOR HOLDS.** Visit the West Liberty web site (www.westliberty.edu) on or after March 25th and access your STUDENT WINS account (located under the "GO WLU" option on the WLU web page). Enter Username and Password (username is first part of email before @westliberty.edu and password is your eight digit date of birth for first time users), and click SIGN IN. Under the student profile file select **Registration and Planning** and then select **Prepare for Registration** to view class level and if you have any holds on your record.

2. **SELECT COURSES.** Select courses from the fall class schedule available in WINS. The **Browse Classes Option** is located on the Student Services menu under registration. The fall schedule will be available on March 25th . 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 registration you will ONLY input the CRN # for each class.** Make sure you select the correct CRN # from the schedule.

3. **CONTACT ADVISOR TO CONFIRM CLASS SCHEDULE AND RECEIVE ALTERNATE PIN**. If you are not sure of your advisor's name, you can verify in WINS. Under the Student Services menu, click on Student Profile, and your advisor's name will be listed You can click on your advisor's name for contact information, or you can go to the "Directory" located on the WLU web site under the "GO WLU" link for contact information. **Once you meet with your advisor, he/she will provide you with your alternate pin, which is needed to register in WINS.**

4. **REGISTER FOR CLASSES ONLINE.** Log-in to WINS, return to Registration, select Register for classes, and submit term (Fall 2024) and your alternate pin. You will then click on the enter CRNs tab at the top of the page. When finished, click the add to summary button. During 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 Browse Classes Option on the WINS Registration Menu. **WAITLISTING-if a course is closed, you will have the option to be placed on a waitlist for the course. If you wish to be waitlisted for a course(s), click on the waitlist (WL) option when notified the course is closed and click submit changes. If a seat opens in the class, you will receive an email and will have 24 hours to add the class in WINS. If you do not add the course within 24 hours, you will be dropped from the waitlist and the seat will be offered to the next student on the waitlist**. To VIEW a copy of your schedule, return to the Registration menu and click on View Registration Information. Click on Active Registrations and you can view your current schedule. The Business Office will email bills in July for the fall semester.

5. **SCHEDULE ADJUSTMENT AND ADDING/DROPPING**. WINS will be available for adding and dropping classes through September 4th which is the last day to enroll or add a class for the fall semester. Beginning September 5th , students will need to have the instructor email the Registrar's Office to drop a class. **Students wishing to add additional credit hours beyond the registration limit of 18 can email the Registrar's Office at registrar@westliberty.edu. Maximum hours can be increased to 23 on Monday, April 22nd after 8:00a.m. At that time, additional classes can be added in WINS by students. Requests above the 23 hour cap must have Dean's approval and can only exceed the cap by one course. This can be done via email.**

REGISTRATION WORKSHEET

CRN #	COURSE NUMBER AND DESCRIPTION	HRS	INSTRUCTOR

Please visit the Enrollment Center or contact the Registrar's staff at 304-336-8007 or registrar@westliberty.edu regarding issues.