STUDENT PRE-REGISTRATION INSTRUCTIONS AND WORKSHEET

All currently enrolled students will pre-register for Spring & Summer 2026 classes on-line through West Liberty's Information Network System (WINS). On-line registration in WINS will begin on October 20th for Graduate Students & Seniors, October 24th for Juniors, October 30th for Sophomores, and November 5th for Freshmen. Students will not be able to register on-line prior to the dates set up for their respective class leve

1. **CONFIRM CLASS LEVEL AND CHECK FOR HOLDS.** Visit the West Liberty web site (www.westliberty.edu) on or after October 13 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. Exit WINS and close web browser.

2. **SELECT COURSES.** Select courses from the Spring class schedule available in WINS or the attached document. The Class Schedule search option is located on the WINS log in page and will be available on October 20th. 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. **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 (Spring 2026) 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 prerequisites. 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 December for the spring semester.

5. **SCHEDULE ADJUSTMENT AND ADDING/DROPPING**. WINS will be available for adding and dropping classes through January 21, 2026, which is the last day to enroll or add a class for the spring semester. Beginning September 3, 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 email the Registrar's Office at registrar@westliberty.edu. Maximum hours can be increases to 23 after pre-registration. The increased hours will be added in the system on Monday, November 10, 2025. At that time, additional classes can be added in WINS by students. Requests above 23 hours must have your Dean's approval. 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*