

Fall 2026 Class Registration Guide (WINS)

All currently enrolled students must **pre-register for Fall 2026 classes online using WINS**. Follow the steps below to prepare for registration.

Registration Dates

Register **on or after your assigned date** based on your class level.

Class Level	Registration Opens
Graduate Students & Seniors	March 30, 2026
Juniors	April 4, 2026
Sophomores	April 9, 2026
Freshmen	April 15, 2026

⚠ Students **cannot register before their assigned date**.

✓ STEP 1: Check Registration Status

Available starting March 16

1. Visit www.westliberty.edu
2. Select **GO WLU → WINS**
3. Log in with your **Student ID and PIN**
 - First-time PIN: **Your birthday (MMDDYY)**
4. Go to:
Student Services → Registration → Registration Status
5. Confirm:
 - Your **class level**
 - You have **no holds on your account**

🚨 Holds must be cleared **before you can register**.

STEP 2: Plan Your Schedule

Class schedule available March 23

- Search the **Fall schedule in WINS**
- Write down the **CRN numbers** for the courses you want
- Check the **Course Catalog in WINS** for:
 - prerequisites
 - course restrictions

⚠ **Important:** When registering, you will enter **CRN numbers only**.

STEP 3: Meet With Your Advisor

Before registering, you must **contact your academic advisor**.

Your advisor will:

- Review your planned schedule
- Provide your **Alternate PIN** (required for registration)

Find your advisor in:

WINS → Student Services → Student Profile

STEP 4: Register for Classes in WINS

1. Log into **WINS**
2. Select **Registration → Register for Classes**
3. Choose **Fall 2026**
4. Enter your **Alternate PIN**
5. Click **Enter CRNs**
6. Enter your course **CRN numbers**
7. Click **Add to Summary**

✓ If your class shows “**Web Registered**”, you are successfully enrolled.

**Pre-registration credit limit:
18 credit hours**

WAITLISTING

If a course is full:

1. Select the **Waitlist (WL)** option
2. Click **Submit Changes**

If a seat opens:

- You will receive an **email notification**
- You have **24 hours** to add the course in WINS

If you do not add the course within 24 hours, the seat will be offered to the **next student on the waitlist**.

View Your Schedule

To see your current schedule:

Registration → View Registration Information → Active Registrations

Billing Information

The **Business Office** will email **Fall semester bills in July**.

Schedule Changes

Action	Deadline
Add or Drop Classes	August 28, 2026
Course Withdrawals Begin	August 29, 2026

After August 28, students must submit a **Course Withdrawal Form in WINS** to drop a course.

Taking More Than 18 Credits

Students wanting to take additional credits should email:

registrar@westliberty.edu

- Maximum can be increased to **21 credit hours** after pre-registration
- **More than 21 credit hours requires Dean approval**

Need Help?

Contact your **Academic Advisor** or the **Registrar's Office** for assistance with registration.

 registrar@westliberty.edu