



REGISTRATION INFORMATION

As a newly admitted student, you can now register for classes. This can be done on your Western OnLine account. Review the material below:

- **Review the Course Schedule** at <http://www.western.edu/reg/courseinfo.html> for the classes offered this semester.
- **Make a tentative schedule** following the instructions below. If you need assistance building a schedule contact the Academic Resource Center in Taylor Hall 306 or call (800) 876-5309 ext. 6.
- **Log into your Western OnLine (WOL):**
 - SIGN IN INSTRUCTIONS:**
 - Go to wol.western.edu
 - Your **user name** is the student number given to you in your admissions packet.
 - Your temporary **password** was sent to you by Computer Services. If you lost your password or did not receive one in the mail please call (970) 349-3333.
 - If you wish to change your password from the original randomly generated number carefully follow the instructions on updating your password. Please be aware, you will continually use your WOL account as a student at Western.
- **If you are pursuing a second undergraduate degree**, contact Registration Services (970) 943-2130 and ask that a transcript evaluation be completed.
- **If you are pursuing teacher licensure**, contact the Teacher Education Program (970) 943-2030 for special instructions about how to earn licensure.

Making Your Class Schedule

- A full time student is someone taking between 12-18 credit hours (about 4-6 classes).
- Check out major requirements, minor requirements, course descriptions, class prerequisites and class co-requisites in the College Catalog online at <http://www.western.edu/reg/courseinfo.html>.
- Using the appropriate online Course Schedule booklet and College Catalog, select the courses you are interested in taking and refer to the Course Schedule to determine the days and times of the courses.
- Check the real time online course search for class availability. You can search for a specific class, a specific time, or search for open classes at <https://wscsb.western.edu/wsc/coursesearch.htm> or in the search course tool in your WOL account. Be sure to select the appropriate semester and plenty of alternative classes in case your first choice classes are full.

- If a class is full or requires **instructor permission**, you will need to obtain permission from the instructor in order to register for the class. Instructor contact information can be found at <http://www.western.edu/directory/>. If the instructor allows you in the course they will give you electronic "permission", and then you will be able to add the class through your WOL account.
- If a class has a **prerequisite requirement** that has been fulfilled through previous course work at another college or university, contact the Registration Services office. You must provide a transcript with the prerequisite course or obtain instructor permission to be registered for course.



About WOL (Western OnLine)

WOL is the clearinghouse for student information. Not only can you register for classes, you get email, announcements, view your grades, access your tuition and fees and you may even pay through WOL. If you experience login problems contact the Computer Services Help Desk at (970) 943-3333.

- **REGISTERING FOR CLASSES:** Once you've logged in, select "School Resources," "Student Services and Financial Aid," "Registration," and finally "Add/drop Classes." Chose the appropriate semester and click on "Submit". Enter course registration numbers (CRN). Click on Submit changes and check carefully for errors. Please note: you can add/drop classes through your WOL account, until the deadlines listed in the Course Schedule Booklet.
- **PRINTING YOUR SCHEDULE:** Schedules are available in your WOL account. Go to "School Resources," "Student Services and Financial Aid," "Registration," and "Student Schedule by Day and Time." This will show you a 'week at a glance' schedule. Enter dates near the days your classes are offered then click "Submit." Most classes run the full 16-week semester and begin on 01/11/2010. If you are taking a class that has a later start date (i.e. a late-10 or late-12 week class) enter the projected date that includes the class.
- **LOGOUT:** Be sure to logout of WOL to protect your privacy.