HOW TO REGISTER FOR CLASSES

**STEP 1**

A. Click on your Student Dashboard  
B. Open “Enrollment” tab on the left side of the screen  
C. Click on “Add Classes”

**STEP 2**

Searching for a class can be done two ways:  
A. Enter the 5-digit course number  
B. Click “Search” and on the next page search by subject and class number

You can uncheck “Show Open Classes Only” to find classes to waitlist  
Make sure to select the appropriate campus  
Use “Requirement Designation” for Gen Ed courses
STEP 3

A. When you find the course you want, click “Select”

B. Look over “Enrollment Information” for prerequisites and “NOTES” for class notes regarding the course

C. Click “Next”
**STEP 4**

A. When your desired courses are in your Shopping Cart, click “Proceed to Step 2 of 3”

**STEP 5**

A. Click on “Finish Enrolling” to add all selected courses to your schedule

**STEP 6**

A. Make sure your classes have green checkmarks. Raise your hand if you see a red “X”

B. Click on “My Class Schedule” to make sure your classes are listed there
ACADEMIC ADVISING INFORMATION

CWU Graduation Requirements
- 180 credits minimum
- 60 credits of upper division (300-400) coursework
- 45 credits at CWU, residency
- Completion of General Education Requirements (DTA/or post-Baccalaureate status satisfies)
- Meet minimum GPA requirements for programs

Notes:

Credit Load and Tuition
- Full time: 12-18 credits/quarter
- Average student load: 15 credits/quarter
- Tuition costs are the same for 10-18 credits
- Tuition is due the last day of add/drop period
- The add/drop period is usually the first 5 days of the quarter (always check the academic calendar found on the Registrar’s webpage)

Important Dates
- 1st Day of Class
- End of Add/Drop
- Tuition Due Date
- Late Registration Dates
- Withdrawal Deadlines
- Graduation Application Deadline
- Holidays

Action Items
- Send updated Official Transcripts to CWU once final grades and associates degree has posted
- Get CWU Connection Card (student ID card)
- Add Academic Calendar Dates/Deadlines to personal calendar
- Order books
- Explore MyCWU and Canvas
- Check CWU email
- Register with Wildcat Career Network

Email Expectations
- Use your CWU account, not personal; complies with FERPA. CWU and Canvas are different email addresses
- Check email regularly
- Always include: Full name and ID number
- If question about a specific course include: course number, section number, quarter (example: BUS 301.01 Spring 2019)
- Look for: Advising updates, holds, cancelled classes, registration notices, etc.
- Allow for 2 business days for response

https://www.cwu.edu/registrar/academic-calendar