

# How to Register on

If you are already scheduled for courses and would like to add/drop, please review How to Add/Drop Courses on the Registration Information Center webpage.

In order to register for classes via WIReD, you need to obtain an Advisement Verification Number (AVN) from your academic advisor. For some programs, an academic advisor will process registration and an AVN will not be provided. Please contact your advisor or advisement center before attempting to register for classes via WIReD.

- 1.) Once you are logged in, click on “ Enrollment, Financial Aid, Student Accounts and Student Services.”
- 2.) Click on “Registration.”
- 3.) To generate schedule possibilities based on your preferences , click the “ Schedule Planner” link and continue to step 4. If you already have CRNs, click on the “Add/Drop Classes” link and proceed to step 3a.
  - 3a.) Select a term and click the “Submit” button.
  - 3b.) Enter your AVN (found on your advisement sheet).
  - 3c.) Scroll to the bottom, enter your CRNs in the boxes, and click “Submit Changes.”  
Go to step 14.  
ctional method or part of term.
- 6.) Click the “Add Course” button.
- 7.) Use information from your advisor to search by subject and course number, section attribute or instructor. To add a course to be included in your possible schedules, click the “Add Course” button. Do this for each course you want included in your possible sched

- 9a.) If a course has reserved seats, you can view seat information for each section by clicking round "i" icon in the sections view.
- 9b.) If you are registering for a course with a lab, be sure to leave the boxes of both the lecture and the lab checked to include them in your possible schedules (Ex: Sections 01 and 01A or 500 and 50A)
- 10.) When you are satisfied with your preferences, click the "Generate Schedules" button. Your possible schedules will appear. Hover over the magnifying glass for a visual schedule view or click the "View" link to see specific schedule information.
- 11.) When you find a schedule you want, click the "Send to Shopping Cart" button at the top of the page. Click "Continue" on the prompt that appears.
- 12.) The course sections in the schedule you chose will appear in the Schedule Planner Registration Cart. Click the "Register" button to continue.
- 13.) Enter your AVN (found on your advisement sheet).
- 14.) Scroll down to see the status of your schedule. The courses you are registered for will say "Web Registered" next to them. You may encounter a few different types of registration errors:

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