

# REGISTRATION Instruction Guide for 11-Week Grad Students



## Quick Steps for Students (Plan Courses and Register)

**STEP 1 - New Students** – Contact your advisor or your College Dean’s Office for registration assistance

**Returning Students** - Access Self-Service via Connect2U to view your degree audit and make course selection(s) for the upcoming term. Make sure that your WNE ID and password are activated. Contact the OIT Help Desk for assistance at (413) 796-2200

### STEP 2 - Sign in to Self-Service

1. Access Self-Service via Connect2U or directly at <https://selfservice.wne.edu/student>
2. Enter your WNE username and password
3. Click **Sign In**

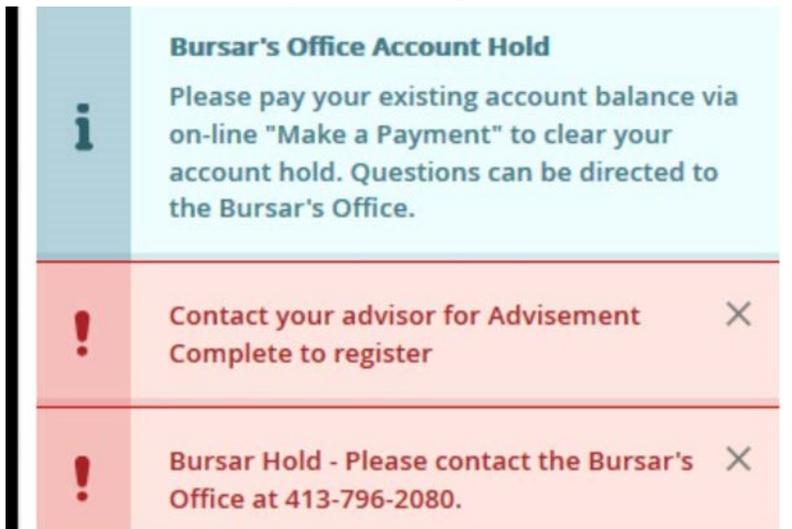
### Step 3 - Plan Courses for the upcoming term in Self-Service.

Note: You can add courses to your plan prior to your registration date.

1. Click on **Student Planning** after logging into Self-Service
2. Verify that your program is listed. If it is not, notify your Dean’s office
3. Click on **Go to Plan & Schedule**
4. Once in Plan & Schedule, note if there are any messages in the upper right of your screen. If there are any warnings listed in RED, you will need to resolve the issue(s) before you can register for courses. Note: If you have any warnings, you CAN plan your courses, but you cannot register

Two common messages are “Contact your advisor for Advisement Complete to register” and “Bursar Hold – Please contact the Bursar’s Office” message. If you need Advisement Complete, contact your Dean’s Office. If you are on a financial hold, contact Enrollment Services (formerly known as Student Administrative Services) at 413-796-2080.

Blue messages are informational only and red messages indicate a resolution is needed prior to registration



If you have any questions, please contact your appropriate College’s Deans Office:

College of Arts and Sciences:	413-782-1279
College of Business:	413-782-1305
College of Engineering	413-796-1530

5. Click on **Course Catalog** (located under Academics  on the gray bar on the left)
6. Locate and click on the subject of interest. Filter results by upcoming Term.
7. Select the course of interest. Click **View Available Sections** for the particular course. Once you have decided which section to register for, click **Add Section to Schedule**. Repeat for any remaining course selections you would like to add to your schedule
8. Click **Plan & Schedule** (Located under Student Planning directly under WNE logo). **Planned courses appear yellow**. If the course is an online course, it will appear at the bottom of the page.
9. If the upcoming registration term is not displayed, Click the arrow to the left of semester name to select the correct term.

**STEP 4 (Optional) - If you would like a review of your planned course(s), contact your advisor by doing the following:**

1. Click on the tab **Plan & Schedule**
2. Click on the tab **Advising**
3. Compose a note to your advisor(s), if needed
4. Click **Request Review** (upper right hand corner)
5. AFTER you have Requested Review, be sure to log in at a later time to see if your advisor left you a note. You can also contact your Advisor/Dean's office by phone or email.

**STEP 5 – Register for your course(s).**

You will not be able to register prior to the registration start date. You can view your registration date in Self-Service. Please visit <https://www1.wne.edu/academic-affairs/calendars.cfm> to view the upcoming 11-week calendar for add, drop and withdrawal deadlines.

1. Click on **Register Now** - Once you have successfully registered for your courses, they will turn **GREEN** and have a check mark in the left corner of the course box.

**Important: If you do not see a green box for a course, YOU ARE NOT REGISTERED for that course!**

Need more help? Visit <https://www1.wne.edu/enrollment-services/registration.cfm>

***For log in questions, contact OIT helpdesk at 413-796-2200. For any other questions, contact your advisor or Deans office for assistance.***