

# How to Register for Classes



You've met with your advisor,  
now you're ready to go online  
and register for classes.



WILLIAM WOODS  
UNIVERSITY

Academic Success Center

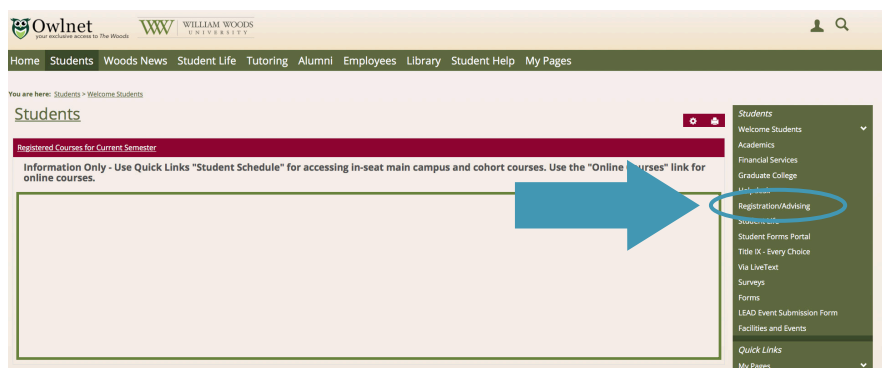
# How to Register for Classes:

## YOUR ADVISOR DID NOT REGISTER YOU FOR CLASSES!

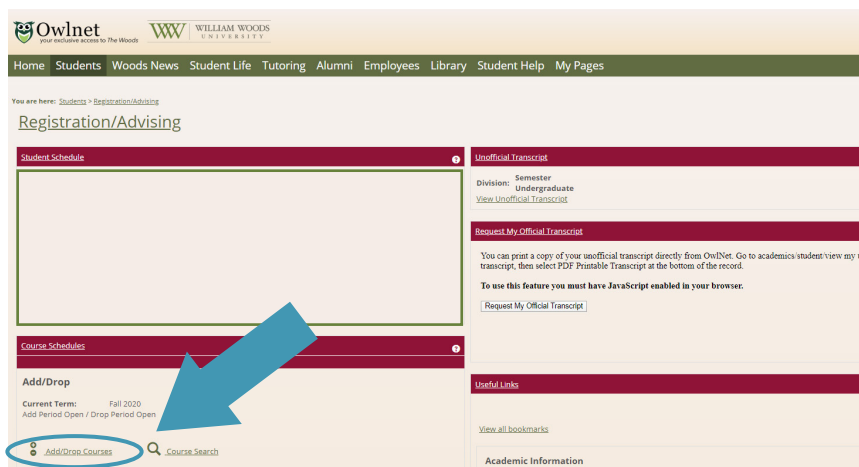
You met with your advisor and received an advising sheet via email.  
Now **you must go online** to register for the classes on that sheet.

Based on your credit hours completed, you are eligible to go online to register: Date—\_\_\_\_\_

1. Log-in to **Owlnet**.
2. Select the **"STUDENTS"** tab.
3. Click on the **registration/advising** option on the right side of the menu.



4. Under **"Course Schedules"**, select: **Add/Drop Courses**.



5. Select the appropriate **term** for which you would like to register.

The screenshot shows the William Woods University website's registration system. The breadcrumb trail is: You are here: Students > Registration/Advising > Course Schedules > Add/Drop > Add/Drop Courses. The page title is 'Registration/Advising'. A red banner at the top says 'Course Schedules - Add/Drop Courses'. Below this is the 'Add/Drop' section. It contains a 'Term:' dropdown menu with a list of options: 'Fall 2020', 'Fall 2020 - 2nd 8 weeks Graduate', 'Fall 2020 - 1st 8 weeks Graduate', 'Fall 2020 - Semester Graduate/16 wks', 'Fall 2020 - 2nd 8 weeks Undergraduate', 'Fall 2020 - 2nd 3-Quarters/12 wks (Rarch)', 'Fall 2020 - 1st 8 weeks Undergraduate', 'Fall 2020 - 1st Quarter/4 wks (Connections)', 'Fall 2020 - Semester Undergraduate/16 wks', 'Fall 2020', 'Summer 2020 - 2nd 8 weeks Graduate', 'Summer 2020 - 1st 8 weeks Graduate', and 'Summer 2020 (IGraduate)'. A large blue arrow points to the 'Fall 2020' option, which is highlighted in blue.

6. You can then **add courses** by typing in the course code into the boxes labeled 1—6 (Don't forget to include the course number and **section number**—e.g. 101 04).

The screenshot shows the 'Add by Course Code' section of the registration system. It has a 'Course Search' tab. Below the tab is a text box with instructions: 'To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**' Below the instructions are six input boxes labeled 1 through 6, each preceded by 'Course Code:'. Below the input boxes is a button labeled 'Add Course(s)'.

**\*Make sure you have the advising form (emailed to you after you met with your advisor) and enter the classes on that sheet, exactly as they are on the sheet.**

# Important Registration Information:

» **Have you filled out the necessary forms?** If this is the first time you are registering for classes (or you have been readmitted at some point), you may have to fill out two forms (e.g. *Information Form*, *Registration Responsibility Agreement*), before you are allowed to register.

» **Have you declared your major?** If you have not “officially” declared your major, you must do so before you register for classes. To officially register, go to the Registrar Office (Academic Building, office 111) and ask for a **Declaration of Major** form.

» **Owlnet says I have a “HOLD.”** If you have a “hold” on your account, you must take care of it **before** you can register for classes. Examples of Holds, include:

- **Advising Hold (AV)**—you must meet with your academic advisor **prior** to registering for classes. This hold can only be lifted by your academic advisor.
- **Advisor Survey Hold**—after you met with your academic advisor, did you take the survey that was emailed to you? Complete that survey to clear this hold.
- **Account Hold (AR)**—this means there is an outstanding bill that must be paid **before** you can register for classes. For more information, visit Student Financial Services - located on the first floor of the Academic Building, office 102—to inquire about the bill and/or amount.
- **Registrar Hold (RH)**—you must complete your Declaration of Major Form. To do so, go to the Registrar Office on the first floor of the Academic Building, office 111
- **Immunization Records Hold (IM)**—this means you still haven’t submitted your Immunization Records. For more information contact: [jennifer.burton@williamwoods.edu](mailto:jennifer.burton@williamwoods.edu)
- **Title IX Training Hold (T9)**—you haven’t completed your Title IX training. EVERY student and employee has to complete this online training. You should have several emails from Student Life, prompting you to complete this training, but if you still have questions, go visit Debbie Schick in Cutlip (the dome).



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