WAKE TECH COMMUNITY COLLEGE

Registration Guide

Getting to Self Service

1. Go to waketech.edu
2. Click "**Logins**" in the top right corner of page and then click "**Self-Service**"
3. Log in with your Wake Tech e-mail and password
4. Click "**Student Planning**"

Find Your Registration Date and Time

1. Follow steps 1-4 from the **"Getting to Self Service"** section above
2. Click "**Go to Plan & Schedule**"
3. Toggle to the upcoming term by using the arrow under the schedule tab or use the "+" button to add a new term
4. Your registration date and time will be in a **blue box** below the term

*Note: A registration date will only show if the upcoming semester's schedule is available. If you do not see a registration date call **919-866-5700** for assistance.

Planning a Course <u>Prior</u> to your Registration Date

You are not registering; you are simply building a list of preferred courses.

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Type the class subject and course number in the search box in the top right-hand corner (ex. ENG 111)
3. Click **"Plan Course"**
4. Click **"Select a Term"** and choose the desired term
5. Click **"Plan Course"**

*Note: To remove a class from student planning, click "**Back to Planning Overview"** and then click "**Go to Plan & Schedule**." Find the course you want to remove from the list of courses on the left-hand side of the calendar, click the **"x",** then "**Remove**".

Registering for a Course Already Planned

If you have met with an advisor, this is how you will locate and register for the courses you've discussed.

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Click **"Go to Plan & Schedule"**
3. Find the courses you have planned on the left-hand side of the calendar
4. Click **"Filter Sections"** (if you wish to filter by availability or location)—you will have to do this every time you plan a section
5. Click "**View other sections"**
6. After looking over the section details for the class selected, click on the section of the course that you want to add
7. Click "**Plan Section**"
8. Once you have planned all of your course sections, click "**Register All**" in the top right of the calendar

*Note: Courses will turn **green** on the calendar view once you are successfully registered →Check your Wake Tech email for a confirmation

Searching and Registering for a New Course

If you have not met with an advisor to course plan, we strongly encourage you to do so before registering.

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Type the class subject and course number in the search box in the top right-hand corner (ex. ENG 111)
3. Click "**View Available Sections**," click on the term, and then review the section offerings
4. Click "**Plan Section on Schedule**" beside the course section you would like to add
5. After looking over the section details for the class selected, click "**Plan Section**"
6. Click "**Back to Planning Overview**" (upper left corner) and then "**Go to Plan & Schedule"**
7. Be sure you are in the correct term, find the course you want to add in the list of sections on the left-hand side of the calendar, and then click "**Register**"

*Note: The course will turn **green** on the calendar view once you are successfully registered →Check your Wake Tech email for a confirmation

Searching and Registering for a Mini-mester Course

If you have not met with an advisor to course plan, we strongly encourage you to do so before registering.

1. Follow steps 1-3 from the **"Getting to Self Service"** section above
2. Click **"Course Catalog"**
3. Click "**Session Search**" and then choose the desired session
4. Filter by "**availability,**" "**subjects,**" "**location,**" and/or "**course levels**"
5. Find the course that you would like to take, click "**View Available Sections,**" and then click on the term
6. Find the course section you would like to add, click "**Plan Section on Schedule**" and then "**Plan Section**"
7. Click **"Academics"** in the top left corner, then "**Student Planning**" and then "**Go to Plan & Schedule**"
8. Make sure you are in the correct term, find the course you want to add in the list of courses on the left-hand side of the calendar, then click "**Register**"

*Note: The course will turn **green** on the calendar view once you are successfully registered →Check your Wake Tech email for a confirmation

How to Use Quick Registration

If you have not met with an advisor to course plan, we strongly encourage you to do so before registering.

1. Follow Steps 1-3 from the "**Getting to Self Service**" section above
2. If you have already planned courses, you'll see "**Register now for classes in your planner**" in a blue banner. Click "**Register**" to see your planned courses
3. Check the boxes next to your desired classes and click "**Register**" to add the classes to your schedule
4. If registration is successful, you'll see a green confirmation message and can click "close." If registration is not successful, you can click "**Go to Schedule**" to open the planner and select a different section of the course. Use steps 3-7 from "**Registering for a Course Already Planned**" to filter and register.

Add Section to Waitlist

Adding to the waitlist gives you an opportunity to register for the course if a seat opens up. The first student on the waitlist will automatically be registered should a student drop the course. Adding to the waitlist does NOT guarantee you will get into the course!

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Type the class subject and course number in the search box (Ex. ENG 111)
3. Click "**View Available Sections**" and then click on the term
4. Click "**Plan Section on Schedule**" beside the course section would like to add
5. After looking over the section details for the class selected, click "**Plan Section**"
6. Click "**Back to Planning Overview**" (upper left corner) and then "**Go to Plan & Schedule"**
7. Make sure you're in the correct term, find the course you want to add in the list of sections on the left-hand side of the calendar. Click "**Add to Waitlist**"

*Note: To remove the class, find the class you want to remove from the list of sections on the left-hand side of the calendar, click the "**x**", then "**Remove**".

How to Drop Sections

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Click "**Go to Plan & Schedule"**
3. Find the course you want to drop in the list of sections on the left-hand side of the calendar
4. Click **"Drop"**
5. Make sure that only the course you want to drop is checked, then click **"Update"** →Check your Wake Tech email for a confirmation

*Note: The class that was dropped will return to your student planning as a *planned* course. To remove the class from student planning, find the class from the list of course sections on the left-hand side of the calendar, click the "**x**", then "**Remove**".

How to Add/ Drop Sections at the Same Time

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Type the class subject and course number of the course you are wanting to add in the search box (Ex. ENG 111)
3. Click "**View Available Sections**" and then click on the term
4. Click "**Plan Section on Schedule**" beside the course section you would like to add
5. After looking over the section details for the class selected, click "**Plan Section**"
6. Click "**Back to Planning Overview**" (upper left corner) and then "**Go to Plan & Schedule"**
7. Find the course you want to **drop** in the list of sections on the left-hand side of the calendar, then click "**Drop**"
8. Make sure the course you want to drop is checked **AND** checkmark the course you want to **add**. Click **"Update"** →Check your Wake Tech email for a confirmation

*Note: The class that was dropped will return to your student planning as a *planned* course. To remove the class from student planning, find the class from the list of course sections on the left-hand side of the calendar, click the "**x**", then "**Remove**".

View Your Advisor

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Click **"Go to Plan & Schedule"**
3. Click **"Advising"**

View Your Progress

1. Follow steps 1-4 from the "**Getting to Self Service**" section above
2. Click **"Go to My Progress"**

   Under "**Progress**", you can review your GPA, credits completed, courses in progress, and outstanding program requirements.

   a. Areas that are completed will say "*completed*" and will be in **GREEN**
   b. Areas not started or completed will say "*not started"* and will be in **RED**
   c. Courses may also say "planned" if the course has been put on a student's "timeline," or a course may say "registered" if the student has registered for a course for an upcoming term

*Note: Courses may show as "*completed," "in-progress,"* or *"planned"* in one section, but in another section may show as "*not started*." **For Example**: ART 111 may show "completed" in HUM/FA, but in Additional Gen Eds show as "not started." Courses will count towards the requirement in which they are first needed.

For Assistance with Student Planner

1. Click "**? Help**" (top right corner)
2. For additional assistance call **919-866-5700**