

enrollmentservices@wright.edu 101 University Hall

## How to Register for Classes

Step 1: Pick your classes.

-See your academic advisor, run a degree audit on wings, or use the class search tool: wingsexpress.wright.edu/classes

Step 2: On wings you will select "Student, Academics".

Your Launchpad

Email/Calendar
Pilot
Student Academics Registration, Curriculum, Grades and more
Student Campus Services and Resources

**Step 3:** On the left-side select "Course Registration" then select "Register for Classes" and then the correct term. **\*Ensure you complete the Required Acknowledgements\*** 



Step 4: You can either use "Find Classes" or "Enter CRN's" to find your classes.

Step 5: In the "Search Results": To add the class select "Add" on the right-side next to the class.

Step 6: After adding all your classes, make sure to select "Submit" on the bottom right.

Step 7: You will now see your classes added under "Status" highlighted in green as "Registered"



enrollmentservices@wright.edu 101 University Hall

## Tips:

- Need to know if you need any permissions and or prerequisites for the class you are trying to register for?
  - Using the class search tool, find the class and open the class.
  - You will see in the top left if there are any permissions and or perquisites required.
     Summer 2024/1st half A Undergraduate

```
Note: BMB 4001 A01 Inclusive CourseWare

Prerequisites:

Undergraduate level <u>CHM 2110</u> Minimum Grade of C
```

- If you need a perquisite override visit: <u>www.wright.edu/enrollment-services/registration/prerequisite-override-process</u>
- Instructor approval required? Contact the instructor.
- Corequisites? Add the class and or lab that is required with that class.
- Waitlisted? You will receive an email (to your WSU email) when you can register for the class. You have
   24 hours from when the email is sent to you to register, or you will have to rejoin the waitlist.
- Other approvals:
  - Department (See the Department)
  - College (See the College)
  - Program (See someone in the program)
  - Closed Class (See the instructor)

## Need to remove a class you already registered for?

- Go back onto the "Register for Classes" section, ensure you select the correct term.
  - Use the "Action" drop down to delete the class, then select "Submit" to save changes.

Summary								
Title	Details	Hours	CRN	Schedule Type	Status	Action	☆.	
Astronomy	PHY 1060, 01	3	13467	Lecture	Registered	Web Drop/Delete		
Astronomy Laboratory	PHY 1060L, 01	1	13469	Lab	Registered	None		
Psychology of Incarceration	PSY 2810, 90	3	22258	Lecture	Registered	Web Drop/Delete		
Total Hours   Registered: 7   Billing: 7   CEU: 0   Min: 0   Max: 20								

\*If you have holds on your account, these may stop registration. Please contact Enrollment Services to help you resolve your hold.

\*Enrollment Services highly encourages students to self-register online. Our office does have Add/Drop Classes worksheets (on our website or in our office) if you cannot register yourself. Or have a signed Add/Drop Classes worksheet with permissions, then our office can register you.