

UVA-Wise Online Registration

The following items **MUST be completed** in order to register online:

1. **Clear all stop codes and have them removed** (Admissions, Student Health, Cashier's Office, Library Fines). Veteran and Athlete codes DO NOT effect registration.
2. **Schedule an advisor appointment.** Students can schedule appointment with their advisors after the Spring 2006 schedule is posted to the web. Advisors must approve schedules and clear students for online registration access.
3. Plan a schedule of classes. Be sure to include alternates in case your first choice is full.
4. **Read the "How to Register Online" Instructions.**
5. **Log-on** to the Student Information Portal
6. **Register Online**
7. Make payment arrangements with the Cashier's Office.

INSTRUCTIONS FOLLOW ON NEXT PAGE

HOW TO REGISTER ONLINE

1. GO TO THE UVA-WISE HOMEPAGE (WWW.UVAWISE.EDU)
2. CLICK THE "CURRENT STUDENT" LINK AT THE TOP OF THE PAGE
3. OPEN THE STUDENT INFORMATION PORTAL
4. CLICK ON "**REGISTRATION**"
5. LOG-IN TO THE PORTAL USING YOUR EXISTING STUDENT ID# AND PIN #
6. YOU WILL BE DIRECTED TO THE "**COLLEGE STUDENT REGISTRATION WORKSHEET**"
7. FILL IN THE **SCHEDULE/INDEX NUMBER OR COURSE AND SECTION ID** FIELD ON THE WORKSHEET FOR THE CLASSES IN WHICH YOU WISH TO REGISTER. (ENTER ONE CLASS AT A TIME)
EXAMPLE: POLITICAL SCIENCE 100C
SCHEDULE/INDEX NUMBER IS: 041000000003
THE COURSE ID IS: POLS 100, THE SECTION ID IS: 0003
8. AFTER COMPLETING THE WORKSHEET FIELDS WITH THE CLASSES YOU WANT, **CLICK "UPDATE WORKSHEET"**
9. ONCE THE SCHEDULE IS COMPLETE AND SHOWS YOUR DESIRED CLASS(ES), **CLICK "POST REGISTRATION"**. AFTER POSTING, REMEMBER TO CLICK, "LOG-OUT".

DOUBLE CHECK—MAKE SURE THE SCHEDULE POSTED: WAIT APPROX. 10-15 MINUTES, LOG BACK INTO THE STUDENT PORTAL, AND CHECK TO INSURE THAT YOUR SCHEDULE IS THERE. IF YOUR SCHEDULE DOES NOT SHOW, THEN YOU MAY HAVE POSTED INCORRECTLY, AND WILL NEED TO RE-ENTER YOUR CLASS CHOICES FOLLOWING THE ABOVE INSTRUCTIONS. ALWAYS DOUBLE CHECK TO MAKE SURE YOUR SCHEDULE APPEARS TO INSURE YOU PLACE IN YOUR DESIRED CLASS(ES).

TO DROP A CLASS: CHECK THE BOX UNDERNEATH THE COLUMN MARKED DROP, THEN CLICK "UPDATE WORKSHEET". WHEN THE DROPPED CLASS IS NO LONGER SHOWING AS PART OF THE SCHEDULE **YOU MUST CLICK "POST REGISTRATION" TO CLEAR THE CLASS.**

DON'T FORGET TO LOG-OUT OF CLASS REGISTRATION. IF YOU DO NOT LOG OUT PROPERLY, YOU WILL BE UNABLE TO RETURN FOR APPROX. 5 MINUTES.