My UVa-Wise Student Portal

Logging On:

Go to the MY UVa-WISE website (https://mu.uvawise.edu/ics)

Enter username:
UVA-Wise computer/e-mail log-in

Enter password:
UVA-Wise computer/e-mail password

Click (select) Log-In

If log-in was successful, the top highlighted bar should read, “Welcome Back Your Name”

Schedule Changes

Adding Courses:

TO ADD: Select the Students Porlet (tab) at the top of the page, then Select “Course Planning” at the left of the page. The ADD/DROP section will be displayed.

Click “Course Search”

Select a Term and then Click “Search”.

On the Course Search page, Select (check) the courses to be added, and Click “Add Courses”.

Add/Drop window returns with a message “You are currently enrolled for X credits.” Your registered courses also show at the bottom of the page under “Your Schedule”.

Dropping Courses:

TO DROP: Select the Students Porlet (tab) at the top of the page, then Select “Course Planning” at the left of the page.

Select “Add/Drop Courses”

Select (check) Drop next to the course to be dropped (at the bottom of the page under ‘Your Schedule’), and Click “Drop Selected Courses”

Add/Drop window returns with a message “Course XXX XX - Successfully dropped from registration record.” Your registered course(s) is also removed at the bottom of the page under “Your Schedule”.

Printing a Class Schedule

Go to the Students Porlet (tab) at the top of the page, then Select “Student Schedule” at the left of the page.

The Student schedule page will be displayed.

From the Student Schedule Page, Select the Term that you want to view/print a schedule. Select “Printer Friendly” at the top right corner of the page to print a copy of your class schedule.
Student Enrollment Certification

What is Student Enrollment Certification?
Enrollment certification (verification) is used as proof of enrollment at UVa-Wise. It includes dates of enrollment, enrollment status (full-time or part-time), GPA and/or anticipated graduation year.

Insurance companies (Medical, Automobile, etc.) may require proof of enrollment. Many require proof of "full-time" or "part-time" status. Certifications may also be required for student loan deferment.

How to obtain Student Certification:
UVa-Wise student certifications are printed via the My UVa-Wise student portal.

- Log onto the My UVa-Wise Student Information Portal
- Click on the "Students" tab (located at the top)
- Choose "Reports & Billing" (located in the left margin)
- Click on "Student Reports" (on the left of the page)
- Choose "Enrollment Certification Letter" (last report listed on the page)
- Enter the Year and Term to certify and generate the verification letter. (For example: Fall 2010 would be 2010-2011 Academic Year, Fall term.)
- Click on "Enrollment Certification Letter" to view and print your verification

*Enrollment certification cannot be provided for an upcoming term. Certification is only provided for past and current school terms.