

Registration FAQ's Spring 2012

UNIVERSITY REGISTRAR'S OFFICE will close at 5 PM as usual during registration but staff members are available to answer your questions using Google Chat

- To contact the University Registrar's Office AFTER 5 pm:
 - Log in to your Wake Forest Gmail account
 - In the left column, scroll down to the "Chat" box
 - Type rounds@wfu.edu in the Search box
 - Click "Invite to Chat"
 - When rounds@wfu.edu appears in your chat box, and the status button is green, click to begin your chat session
 - **IMPORTANT:** Enter your name and your WFU-ID number, then enter your question
 - If the message "We're chatting with another student at the moment..." appears, please be patient

USING THE NEW "ADVANCED SEARCH" FEATURE OF "CLASS SEARCH" ON WIN

- Go to WIN and select Virtual Campus
- Under "Class Registration and Schedule, select "Register for Classes Using Class Search"
- Select the term and click "submit"
- Select at LEAST one subject, then choose "Advanced Search"
- The next screen is the "traditional" view of Class Search; select any/all needed criteria, then click "Section Search"

HOLDS must be cleared prior to registering on WIN

- Offices such as Finance & Accounting, ZSR, etc. will NOT be available to remove holds after 5 PM
- The University Registrar's Office cannot remove a hold place by any other office

ADVISING, PIN'S AND REGISTRATION APPOINTMENTS

- ALL students, including those currently abroad, must contact their advisers between Oct. 17 and 28
- All students MUST have a PIN to access registration through WIN
- ONLY an adviser can issue a PIN; the University Registrar's Office CANNOT issue PIN's
- Appointment times and holds are posted on WIN/Virtual Campus/Check Your Holds & Registration Status

REGISTERING FOR MAJOR AND/OR MINOR COURSES: Students with declared majors and/or minors, including those currently abroad, register for those courses within the major/minor department between Oct. 17 and 28

REGISTRATION ROUNDS:

- Registration for non-major/minor courses and for students who have not yet declared occurs in two "rounds"
- Appointment times are assigned between 5:00 PM and 9:50 PM
- Once a student's appointment time begins, he/she may register throughout the remainder of the round

ROUND ONE: OCT. 31 TO NOV. 4

Students *with* declared majors/minors register for an *additional* 4 hours; undeclared students register for *up to* 8 hours

Seniors: Monday, Oct. 31

Juniors: Tuesday, Nov. 1

Sophomores: Wednesday, Nov. 2

Freshman: Thursday, Nov. 3

Round One ends on Friday, Nov. 4 at 11:00 PM

ROUND TWO: NOV. 7 TO NOV. 11

Students may register for up to 17 hours (to exceed 17 hours, students should contact the Office of Academic Advising *after* classes begin)

Seniors: Monday, Nov. 7

Juniors: Tuesday, Nov. 8

Sophomores: Wednesday, Nov. 9

Freshman: Thursday, Nov. 10

At the end of Round Two, registration will remain available until Dec. 31st (date subject to change)