

WNE Priority Registration Tips for Students

Priority Registration begins on Monday, April 5. Detailed instructions are available [here](#), and be sure you follow the steps below to get registered for Fall!

BEFORE PRIORITY REGISTRATION OPENS

1. **Resolve** any “Hold” notices that show in Self-Service
2. **Confirm** your emergency contact information, address, email and phone number in Self-Service. Be sure you’ve listed a cell phone number
3. **Plan** your Fall 2021 courses and sections in Student Planning. The course schedule will be posted on Monday morning, March 22. *Pro Tip: Some courses like ENGL-132 have MANY sections. When you see the “View Other Sections” indicator be sure to scroll through all the pages*
4. **Check** your Priority Registration day and time! When the course schedule is posted on Monday, March 22, you will be able to view your scheduled day/time. Go to Self-Service>Student Planning>Go to Plan & Schedule>scroll to Fall 2021 and your day and time will appear until your timeslot passes
5. **Connect** with your advisor and use the advising notes in Self-Service to discuss your plans
6. **Submit** your schedule to your advisor for Review
7. **Advisement Complete:** You won’t be able to register until your advisor has approved your plan with Advisement Complete. You will automatically receive an email when this happens

WHEN PRIORITY REGISTRATION OPENS

8. You have to register yourself! Click “**Register Now**” when your day/time opens!
9. **Review** your registration! Did you get registered for all your courses? Were you placed on one or more waitlists? Make sure you are registered for at least 12 credits if you plan on being full time so your billing and financial aid will be correct
10. Important Note about **Internships!** Students register for internships during Priority Registration. You register for Internship Placeholder sections during Priority Registration and finish the paperwork before you leave in May

TIPS ABOUT BEING ON A WAITLIST

- **Only about 1/3 of undergraduates ultimately enroll in a section from the waitlist.** Full-time students should be registered for at least 12 credits by the end of Priority Registration. If you have concerns about courses you are waitlisted for, speak with your advisor or academic dean’s office to determine your best plan of action
- **Don’t waitlist to get a more convenient schedule.** Enroll in available classes and make sure you have a full schedule so your financial aid and bill will be accurate. Waitlisted classes are in demand because there are a lot of students who need them to fulfill graduation requirements
- **Check your waitlist status daily.** Every single day, including weekends, school holidays and breaks. Once you join a waitlist, it is your responsibility to monitor your WNE email account for notifications