

REGISTRATION TIPS FOR THE WILDCAT WEB

Please be sure to read the *Successful Login* page for important dates, any holds and additional information! (GRAY BOX)

How to Log On

1. Enter your ID # and PIN (Personal Identification Number).
2. Click the **Login** button. The [Successful Login](#) page opens.
3. To register, you must see a Green Light after logging on.
4. If you see a Yellow Light (Inquiry Mode), you will not be able to register. You must then scroll down the page and read the information to identify the problem.

How to Change the Selected Term

1. Click **Change Term**.
2. A page appears showing a list of available terms. Next to each is a message stating whether the term is open for registration or inquiry only.
3. Select the radio button of the term in which you want to work or inquire.
4. Click **Change to Selected Term**. Any page visited from that point on is relevant to the term you selected.

How to Search for a Course

1. Click **Course Search**.
2. Enter or select from the drop-down lists the search criteria you want to use to specify the course(s) you are looking for.
3. Click the **Search** button and a list of courses appears.
If the list of courses does not fit on one page, you will see a button for each page of results. Click **Next** to move forward one page or click the number of the page you want to view. After the first page, you will also see a **Back** button along with the **Next** and page number buttons.

How to Add a Course

1. Click **Course Search**. The **Course Search** page opens.
2. Use the search criteria provided to locate the course you want to add. Click **Search**. The specified courses are displayed.
3. To view detailed information about the course, click on the course in the **Course** column.
4. Click the **Add** link. The **Confirmation** page opens and notifies you if the course was added or if there was an error.

How to Drop a Course

1. View your schedule by clicking **My Schedule**.
2. Click **Drop** in the **Action** column of the course row you wish to drop. You see the message saying that the course was successfully dropped.
3. To see your schedule now without the class you just dropped, click the **Schedule** link.

How to Accept Schedule

1. Follow steps above to log on to the Wildcat Web. Click Change Term.
2. Follow steps above to add the course: **GE 001A**

NOTE: Accepting your schedule prevents your schedule from being deleted from the system.

TIPS:

- To quickly **add** a course to your schedule, enter the course information and click the **Add Now** button.
- To quickly **search** for a course for which you have a request number, enter the request number in the **Fast Search** column and click **Go**
- To reset the **Course Search** page to the original values (show all courses), click the **Clear** button.

