WICHITA STATE UNIVERSITY
Self Service Student

Self Service Student Registration Guide

Last revised: September 25, 2007
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## Helpful Numbers

<table>
<thead>
<tr>
<th>Admissions Offices</th>
<th>978-3085</th>
<th><a href="mailto:Admissions@Wichita.edu">Admissions@Wichita.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Undergraduate</td>
<td>978-3232</td>
<td><a href="mailto:International@Wichita.edu">International@Wichita.edu</a></td>
</tr>
<tr>
<td>International Admissions</td>
<td>978-3095</td>
<td><a href="mailto:WSUGradSchool@Wichita.edu">WSUGradSchool@Wichita.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Registrar’s Office                  | 978-3055|                           |
| Computer Help Desk                  |         | HelpDesk@Wichita.edu      |
| Includes e-mail and password        | 978-HELP|                        |
| assistance                          |         |                        |

Department phone numbers may be found in the following locations:
- Schedule of Courses (printed copies)
- myWSU.Wichita.edu under Directory tab
- www.Wichita.edu under Directories
Accessing Self Service Student

<table>
<thead>
<tr>
<th></th>
<th>How to access Self Service.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Go to myWSU.Wichita.edu.</td>
</tr>
<tr>
<td>2</td>
<td>Enter your <em>myWSU ID</em> and <em>myWSU ID Password</em>. Click the Login button.</td>
</tr>
</tbody>
</table>

3 Scroll down and locate the Registration/Payment channel.

4 Click the Register or Pay (at Self Service) link.

20 Minute Time Out

Self Service Student will time out after 20 minutes of inactivity requiring the user to login again.
## Accessing the Registration Menu

<table>
<thead>
<tr>
<th></th>
<th>How to access the <strong>Registration</strong> menu.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access <strong>Self Service Student</strong> by completing the step on the previous page.</td>
</tr>
<tr>
<td>2</td>
<td>From the Main Menu, click on <strong>Student Menu</strong>.</td>
</tr>
</tbody>
</table>

---

![Main Menu](image)

---

![Student and Financial Aid](image)

---

*The remaining exercises in this guide are found on the **Registration** menu.*
Checking Registration Status

1. Access the Registration menu by completing the steps in Section B.

2. Click on Registration Status.

3. Select the term for which you want to register in the drop down menu and click the Submit button.

Continued on next page
Checking Registration Status, Continued

4

Review the registration status information including holds, academic standing and student status – all of which affect a student's ability to register for classes.

The Registration Status page also lists any degrees the student is currently pursuing. Refer to this page to determine which college to contact for advising.

A yellow triangle alert indicates a registration hold. See step 5 for more information.

Registration Status

If you are required to get permission to enroll from your college or department office, you will not see a hold on this page, but you will not be able to register without getting permission.

You have Holds which will prevent registration.

- Your Academic Standing is Good Standing which permits registration.
- Your Student Status permits registration.
- Your Class for registration purposes is ___

Earned Credit

<table>
<thead>
<tr>
<th>Level</th>
<th>Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Undergraduate Institutional</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Undergraduate Transfer</td>
<td></td>
</tr>
</tbody>
</table>

Curriculum Information

Current Program

Bachelor of Science

Level: Undergraduate

Program: ___ Bachelor of Science

Released 7.2

Continued on next page
### Checking Registration Status, Continued

| 5 | If a registration hold exists, click **View Holds** at the bottom of the screen for a description of the hold. The following information is displayed:  
- Type of hold  
- Date the hold was placed  
- Reason  
- Office that placed the hold  
- Office contact phone number  
- Whether or not this hold will impact registration  

If a hold exists, contact the office listed under the **Originator** column. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Click the <strong>Registration Status</strong> link at the bottom of the page to return to the <strong>Registration Status</strong> menu.</td>
</tr>
<tr>
<td>7</td>
<td>Click the <strong>RETURN TO MENU</strong> link in the upper right hand corner of the page to return to the <strong>Student and Registration</strong> menu.</td>
</tr>
</tbody>
</table>
Adding Classes to Your Schedule

Electronic Signature

The following majors will need an electronic signature before they are considered eligible to register:

- Art majors
- Business
- Engineering
- Health Professions (students with less than 30 hours)
- Health Professions (pre-majors)
- Liberal Arts (undecided majors)

International students are required to get an electronic signature from International Education.

The Electronic Signature does not display as a hold against registration.

Who to Contact

Refer to Section A for Contact Information.

Drill Down to View Details

In Self Service, underlined items indicate additional information can be viewed by “drilling” down.

Course Reference Number (CRN)

Course Reference Number (CRN) was referred to as section number in the past.
Look up Classes

1. Access the Registration menu by completing the steps in Section B.
2. Click on Look up Classes.
3. Select the term to search in the drop down menu and click the Submit button.
Look up Classes, Continued

4 The **Look Up Classes** screen displays. Enter the search criteria in the fields provided.

To select multiple items within a field, hold the **CTRL** button while clicking additional selections.

5 Click the **Class Search** button located at the bottom of the page.

*Continued on next page*
Look up Classes, Continued

6 The results of your search are returned. The message **Sections Found** appears at the top of the listing.

![Look Up Classes](image)

Select the checkboxes for the sections you want to add to your schedule. Click the Register button to register for the class immediately or click the Add To Worksheet to continue searching for additional classes.

![Sections Found](image)

Continued on next page
Look up Classes, Continued

8 If no Registration Error messages are received, the screen should look something like this:

- The classes the student is enrolled in are displayed under Current Schedule.
- The total credit hours the student is enrolled in for the upcoming semester are displayed below Current Schedule.

9 Once you have finished adding classes to your schedule, you may exit Self Service by completing the steps in Section B, How to Properly Exit Self Service Student.

Schedule of Courses

You may view the Schedule of Courses at http://secure.wichita.edu/registrar/courses2.asp.

Helpful Hint:
Before registration is open, use the Schedule of Courses to look up classes, then write down the CRNs of the classes you wish to take. When it comes time to register for classes, use the following steps to add the classes directly to your schedule.
# Adding Classes Directly to Your Schedule

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Registration menu by completing the steps in Section B.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Register, Add, or Drop Classes.</td>
</tr>
</tbody>
</table>

### Registration Menu:

- **Select Term**
  - Register, Add, or Drop Classes
- Look Up Classes
- Week at a Glance Schedule
- Student Detail Schedule
- Registration Fee Assessment
- Withdrawal Information
- Only for students with federal financial aid
- Registration Status
- Active Registration
- Registration History
  - Available from Fall 2006 forward

**RELEASE: 7.2**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>If the following message is displayed, it is possible that you will need an <strong>electronic signature</strong> before continuing. <strong>Contact your college or department.</strong></td>
</tr>
</tbody>
</table>

Refer to Section B, Registration Status to determine what college to contact.

### Add or Drop Classes:

- You are not permitted to register at this time. You cannot enroll because you either need permission from your college or department, or you are trying to enroll outside of your scheduled time.

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*Continued on next page*
Adding Classes Directly to Your Schedule, Continued

4 If you did not receive the message in step three, your screen should look like the following:

![Add or Drop Classes](Image)

Enter the Course Reference Number (CRNs) for the classes you wish to add to your schedule in the spaces provided. You can enter up to 10 CRNs at one time.

Click the **Class Search** button to search for classes if you do not know the CRNs for the classes you wish to add to your schedule.

5 Enter the Course Reference Number (CRNs) for the classes you wish to add to your schedule in the spaces provided. You can enter up to 10 CRNs at one time.

Click the **Class Search** button to search for classes if you do not know the CRNs for the classes you wish to add to your schedule.

6 Click the **Submit Changes** button to register for the selected CRNs.

*Continued on next page*
Adding Classes Directly to Your Schedule, Continued

7 You will see a summary of your current schedule is displayed including the status of your classes, course numbers, titles and credit hour information.

If you see a Registration Add Error message, you are not registered for that class.

8 Once you have finished adding classes to your schedule, you may exit Self Service by completing the steps in Section B, How to Properly Exit Self Service Student.
Common Registration Add Error Messages

When a Registration Add Error message is encountered, you have **not registered for that class**. After following the recommend solution to the error message as listed below, you will need to register for the class again.

### Special Approval

Some classes require special approval before registering for a class.

- Contact Advising Center
- Contact CO-OP
- Contact College Office
- Contact Dept Office

**Solution:** Contact the appropriate office

### Pre-requisite and Test Score Error

This means that you do not have the necessary qualification to take the class. Typically this message refers to English or Math basic skills.

**Solution:** Contact the department that offers the class or your advisor.

### Link Error

Some classes require specific lecture sections to be taken with specific lab sections. If you are having difficulty signing up for a lab and lecture section, **contact the department or your advisor**.

**Solution:**
1. Register for both the linked lecture and lab
2. Register for a morning or evening (after 5 p.m.) offering of the lecture and lab

*Continued on next page*
Common Registration Add Error Messages, Continued

**Time Conflict**
The class you are trying to register for conflicts with a class you have already registered for.

### Solution: Register for a different class

**Duplicate Course**
This message indicates that you are trying to register twice for the same class, but with different CRNs.

### Solution: Register for only one CRN of that particular class

**College Restriction**
The class you are trying to register for is not within the same college as the degree you are pursuing.

### Solution: Contact the Dean’s office of the college that offers the class.

**Class Restriction**
This message indicates that you do not have the required class standing to take the class in question.

### Solution: Contact the department office that offers the class.

Continued on next page
Common Registration Add Error Messages, Continued

Co-requisite Error

If the first four letters of the Status Error message is CORQ, the class you attempted to register for requires a co-requisite.

The co-requisite may be:
- A specific CRN of a specific class
- Any CRN of a specific class

Co-requisite: Specific CRN

In the example below, the Status Error message indicates CS 105 has a co-requisite of CS 105L (CRN 13081).

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORQ_CS 105L 13081 REQ</td>
<td>13101</td>
<td>CS</td>
<td>105</td>
</tr>
</tbody>
</table>

Solution for this example: Register for both CRNs 13081 and 13101.

Solution: Register for the two required classes

Co-requisite: No Specific CRN

In the example below, the Status Error message indicates CS 105 has a co-requisite of CS 105L. Since no specific CRN is given, any offering of CS 105L meet the co-requisite requirement.

<table>
<thead>
<tr>
<th>Status</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORQ_CS 105L REQ 13106 CS 105 0</td>
<td>13106</td>
<td>CS</td>
<td>105</td>
</tr>
</tbody>
</table>

Solution for this example: Register for CRN 13106 and any CRN for CS 105L.

Solution: Register for the two required classes
Audit, Drop, or Withdraw from a Class

Auditing a Class

Auditing a Class

All audits will be handled by the Registrar’s Office.

To audit a class, register for the class then visit the Registrar’s Office on campus in Jardine Hall.

Drop or Withdraw from a Class

How to drop, withdraw or audit a class.

Options to drop, withdraw, or audit will depend on the class and time of the semester.

1. Access the Registration menu by completing the steps in Section B.

2. Click on Register, Add, or Drop Classes.

Registration

Select Term

Register, Add, or Drop Classes

Look Up Classes

Week at a Glance Schedule

Student Detail Schedule

Registration Fee Assessment

Withdrawal Information

Only for students with federal financial aid

Registration Status

Active Registration

Registration History

Available from Fall 2006 forward

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Continued on next page
Drop or Withdraw from a Class, Continued

3 Next to the class you wish to drop or withdraw from, select the appropriate option from the Action drop down box. Click the Submit Changes button.

4 Classes dropped within the normal Add/Drop period will no longer appear on the current schedule.
### Viewing a Detailed Student Schedule

<table>
<thead>
<tr>
<th></th>
<th><strong>While registering for classes, you can view your schedule in several ways.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the Registration menu by completing the steps in Section B.</td>
</tr>
<tr>
<td>2</td>
<td>Click on <strong>Student Detail Schedule</strong>.</td>
</tr>
</tbody>
</table>

#### Registration

- Select Term
- Register, Add, or Drop Classes
- Look Up Classes
- Week at a Glance Schedule
  - **Student Detail Schedule**
- Registration Fee Assessment
- Withdrawal Information
- Only for students with federal financial aid
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- Active Registration
- Registration History
- Available from Fall 2006 forward

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*Continued on next page*
A scrolling window allows you to view details of each section for which you've registered. This detailed information includes:

- Instructor (TBA if no instructor is assigned)
- Grade mode
- Number of credit hours
- Level of the class
- Scheduled meeting times.

<table>
<thead>
<tr>
<th>Student Detail Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Credit Hours: 9.000</td>
</tr>
<tr>
<td><strong>Public Speaking • COMM 111 17</strong></td>
</tr>
<tr>
<td>Associated Term: Fall 2006</td>
</tr>
<tr>
<td>CRN: 10697</td>
</tr>
<tr>
<td>Status: Web Registered on Mar 09, 2006</td>
</tr>
<tr>
<td><strong>Assigned Instructor:</strong></td>
</tr>
<tr>
<td>Grade Mode: Standard Letter</td>
</tr>
<tr>
<td>Credits: 3.000</td>
</tr>
<tr>
<td>Level: Undergraduate</td>
</tr>
<tr>
<td>Campus: Main</td>
</tr>
<tr>
<td><strong>Scheduled Meeting Times</strong></td>
</tr>
<tr>
<td>Type</td>
</tr>
<tr>
<td>Class</td>
</tr>
</tbody>
</table>

Click the **Print** button on the **Internet browser toolbar** to print this view of the student's schedule.
### Viewing Week at a Glance

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Access the <strong>Registration</strong> menu by completing the steps in <strong>Section B</strong>.</td>
</tr>
<tr>
<td>2</td>
<td>Click on <strong>Week at a Glance Schedule</strong>.</td>
</tr>
<tr>
<td>3</td>
<td>This view can show each week of the term at a glance.</td>
</tr>
<tr>
<td>4</td>
<td>Click the <strong>Print</strong> button on the <strong>Internet browser toolbar</strong> to print this view of the student’s schedule.</td>
</tr>
</tbody>
</table>

#### Registration
- Select Term
- Register, Add, or Drop Classes
- Look Up Classes
- **Week at a Glance Schedule**
- Student Detail Schedule
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RELEASE: 7.2

#### Week of Aug 14, 2006

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td>GEOL 235-0</td>
<td>13171 Class</td>
<td>8:00 am-8:15 am</td>
<td>ENGL 101-3</td>
<td>ENGL 101-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GE 101</td>
<td></td>
<td>TBA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Use the **Previous Week** and **Next Week** links to view the different weeks of the term.