Helpful Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>(316) 978-3090</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>(316) 978-3430, 1-800-522-2978</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>(316) 978-3333</td>
</tr>
<tr>
<td>Housing</td>
<td>(316) 978-3693</td>
</tr>
<tr>
<td>Password and Email Assistance</td>
<td>(316) 978-HELP, Option 1</td>
</tr>
</tbody>
</table>

Additional Tutorials and Quick Reference Guides

After logging into Self Service, locate the Registration/Payment channel in the center column. From here you can access one of the helpful Tutorials or Quick Reference Guides for Registration or Fee Payment. Additional Tutorials and Quick Reference Guides are also available on the My Page tab.

How to access Self Service

2. Login to myWSU by entering your myWSU ID and password.
3. Locate the Registration/Payment channel in the center column.
4. Click the Register or Pay (at Self Service) link.
5. Click the Student Menu link for student services.

From the “Registration Menu” in Self Service:

**Registration Status**

This page provides you with a summary of your registration status. Academic Standing, classification (freshman, sophomore, junior, senior), earned credits and the current program (college, degree and major) you are pursuing display.

Action: To view holds on your record, click the View Holds link at the bottom of the page.

**Look Up Classes**

This page allows you to search the Schedule of Courses for classes in the selected term.

Actions:

- Select at least one subject and click the Submit button. Classes for the selected term display.
- 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 button to continue searching for additional classes.

**Register, Add, or Drop Classes**

This page allows you to immediately register for classes or change your schedule by adding or dropping classes.

Actions:

- 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.
- Click the Submit Changes button to register for the selected CRNs.
From the “Registration Menu” in Self Service (continued):

**Week at a Glance Schedule**
This page displays your schedule in a weekly format for the selected term. Courses without assigned meeting times are listed at the bottom.

**Actions:**
- To view more detailed information about a course on your schedule, click the underlined course.
- To switch the view to another week of the term, type a date from the requested week in MM/DD/YYYY format in the ‘Go to’ field.

**Student Detail Schedule**
This page displays detailed information about all courses you are enrolled in for the selected term. Student Detail Schedule lists instructor, meeting time, day and location.

**Printing your Schedule:**
Use the Student Detail Schedule or the Week at a Glance options on the Registration menu to print your class schedule. Just click the Print icon on your Internet browser while viewing either option.

The **Self Service Student Quick Reference Registration Guide** provides an in depth look at the registration process and additional information regarding the Registration Add Error Messages. Refer to the previous page for instructions.

From the “View/Pay my Bill Menu” in Self Service:
If you are on the “Registration” menu, click the “Student and Financial Aid” to return to the Student and Financial Aid menu. Click the “View/Pay my Bill” link.

**Account Detail for Term page**
The Non-Institutional Charges Form and the Direct Deposit Form are available at the top of this page. Click the appropriate link to download the desired form.

- The first section on the Account Detail for Term page contains charges for the current term plus the outstanding balance from previous terms. The Account Balance indicates total charges due.
- The middle section of the Account Detail for Term page contains financial aid that has been applied to an individual student’s account. An example of authorized financial aid includes scholarships and grants.
- The last section of the Account Detail for Term contains financial aid that has not yet been applied to an individual student’s account. WSU has received communication that this aid is coming, but has not yet received/applied the aid. Loans are an example of memo’d authorized financial aid.

The total amount due is the amount next to “Current Due net of Authorized Financial Aid and Memos” located under “Memos as of ....” at the bottom of the page.

**Actions:**
- Scroll to the bottom of the page to view the balance due.
- If needed, click the Select Another Term link to view your bill for another term.
- Click the Pay by Check link or Pay by Credit Card link or click the Installment Plan link to download the Installment Plan Form.
- Follow the prompts to make a payment.

The **Self Service Student Payment Quick Reference Guide** provides an in depth look at the bill and payment process. Refer to the previous page for instructions.