

## WSU Vancouver Registration Hints Spring Semester 2009

Registration: To access the registration system, go to [myWSU](#) and from the left side navigation bar click on "Academics" and then on "Register & Plan." Click on the "Registration" link and follow the prompts.

Closed class: If a class is closed when you try to register, and there are no alternate sections of the course available, the registration system will ask if you want to indicate an interest in the class. You are encouraged to exercise this option. *However*, it is important to understand this is **not** a formal "wait list" for the class, only an indication of interest for the department's use. We strongly suggest you keep trying to add the course on subsequent days in case someone drops the class and a place becomes available. Contact the appropriate department with specific questions about space availability.

Cross-listed courses: When registering for a course that is cross-listed (example: Psych 350 and Soc 350) and the section you want is closed, try the cross-listed course. If you are successful in securing the class, notify the registrar's office to change the course prefix if necessary.

Enrollment changes: "Adds" (except courses that require a supplemental registration form or signature) can be completed using the registration system until the deadline published in the academic calendar. After the deadline, "adds" must be processed through the WSU Vancouver Registrar's Office, VSSC 100, either having the department submit a formal electronic request or with an Enrollment Change form bearing the instructor's (or department designee's) signature.

"Drops" and/or course "withdrawals" can be done on the Web in accordance with the deadlines printed on the academic calendar. The registration system will not allow you to "drop" your last or only class (see Cancellation of Enrollment below).

[Click here](#) to view the Spring 2009 academic calendar that contains information regarding important dates and deadlines.

Cancellation of Enrollment: Definition: To drop or withdraw from all WSU classes in a specific term—including DDP courses. Cancellations can be processed via [myWSU](#) until **11:59 p.m. the day immediately preceding the start of the spring semester (Sunday, January 11, 2009)**. If you wish to cancel your enrollment after this date, go to [myWSU](#) and from the navigation bar on the left of the screen click on "Academics" and then the "Cancel enrollment" link. Read the information carefully and follow the prompts.