

## Scheduling Classes in myWCU

Make sure you are trying to register for classes after your scheduling time and that there are no “holds” on your account that will prevent you from registering.

### Adding/Registering for a class

- Log-in to your myWCU account: <https://my.wcupa.edu>
- Click on the “**Enroll in a Class**” link.
- Select the term in which you want to enroll and click on the green “**Continue**” button.
- Identify the number of credits you plan to schedule by selecting a credit range from the drop down menu and click the green “**Submit**” button.
- Search for classes by clicking on the green “**Search**” button.
- Continue to search and select classes to put on your “Tentative Classes” list.
  - Select the class by clicking on the green “**Select Class**” button.
  - Click the green “**Next**” button to put the selected class on your “Tentative Classes” list.
- Once you have classes on your “Tentative Classes” list and you are ready to enroll, click on the green “**Proceed to Step 2 of 3**” button.
- On the next page, click on the green “**Finish Enrolling**” button.
- You will see a red “X” or a green “check mark” next to each class.
  - A red “X” means you did not get into the class and there will be a message explaining why.
  - A green check means you are successfully enrolled in the class.

### Dropping a class

- Log-in to your myWCU account: <https://my.wcupa.edu>
- Click on the “**Enroll in a Class**” link, then click on the “**Drop**” tab.



- Select the term in which you want to drop and click on the green “**Continue**” button.
- Select the course(s) you would like to drop and click “**Drop Selected Classes**”.
- On the next page, click on the green “**Finishing Dropping**” button.