

Enrolling in ENG150 & WRT 120

If you have received an **ENGA** placement through your WRITE survey, you must enroll ***in the same section #*** of ENG150 and WRT120. To ensure this works, you should build your tentative class schedule **by first selecting an** ENG150 section, & then picking the exact same section # of WRT120. This guide will walk you through that process. If you have any questions, please contact us at writesurvey@wcupa.edu.

Searching for Corresponding Sections of ENG150 & WRT120

- Navigate to myWCU: <https://my.wcupa.edu>
- Click on the “**Enroll in a Class**” link, located under “**Useful Links**” within the “**Academic Information**” section.
- Select a term from those available and then click “Continue”.

The screenshot shows a navigation bar with four tabs: 'Class/Course Search', 'Plan My Courses', 'Enroll/Drop', and 'My Academics'. Below the tabs are several links: 'my class schedule', 'add', 'drop', 'swap', 'edit', and 'term information'. Below the navigation bar is a section titled 'Add Classes'.

Select a term then select Continue.			
	Term	Career	Institution
<input type="radio"/>	2016 Fall	Undergraduate	West Chester University
<input checked="" type="radio"/>	2017 Spring	Undergraduate	West Chester University

CONTINUE

- Under **Find Classes**, select **Class Search**, and then click the green “**Search**” button.

The screenshot shows the 'Add to Tentative Classes' interface. On the left, there is a section for 'Find Classes' with two radio buttons: 'Class Search' (selected) and 'My Planner'. Below these is a green 'search' button. To the right is a table titled '2017 Spring Tentative Classes' with columns for 'Enrollment Capacity', 'Enrollment Total', and 'Total Available Seats'. The table shows 'You have no Tentative Classes.' with values of 0 for all three columns. At the bottom, there is a red-bordered box with the text: 'Uncheck classes you do not want to enroll at this time.'

- Select/enter your search criteria and then click the green “Search” button.
 - Begin by searching for open sections of ENG150.

Search for Classes

West Chester University | 2017 Spring

Select at least 2 search criteria. Select Search to view your search results.

▼ **Class Search**

Department

Subject ←

Course Number ←

Course Career

Campus

Course Attribute

Show Open Classes Only

▶ **Additional Search Criteria**

[Return to Add Classes](#)

Select **ENG English** from the *Subject* drop down and enter the 3-digit *Course Number*.

- *Search Results* are listed numerically by section number.

7 class section(s) found

▼ ENG 150 - Writing Studies Workshop												
Class	Section	Days & Times	Room	Instructor	WCU Instruction Mode	Meeting Dates	Status	Cap Enrl	Tot Enrl	Avail	Wait Cap	Wait Tot
8158	02-LEC Regular	MoWeFr 10:00AM - 10:50AM	Main Hall 402	Stacy Esch	In Person	01/23/2017 - 05/05/2017	●	25		25		<input type="button" value="select"/>
8166	03-LEC Regular	MoWeFr 2:00PM - 2:50PM	Main Hall 301	Michelle Blake	In Person	01/23/2017 - 05/05/2017	●	25		25		<input type="button" value="select"/>

- Click “select” or the Class or Section hyperlink to view the *Class Details*.

ENG 150 - 02 Writing Studies Workshop

West Chester University | 2017 Spring | Lecture

Class Details			
Status	● Open	Career	Undergraduate
Class Number	8158	Dates	1/23/2017 - 5/5/2017
Session	Regular Academic Session	Grading	Graded
Units	3 units	Location	West Chester University Main
Instruction Mode	In Person	Campus	WCUA Main Campus
Class Components	Lecture Required		

Meeting Information				
Days & Times	Room	Instructor	Meeting Dates	Topic
MoWeFr 10:00AM - 10:50AM	Main Hall 402	Stacy Esch	01/23/2017 - 05/05/2017	WRT120 02 required

Enrollment Information	
Drop Consent	Department Consent Required

Class Availability			
Class Capacity	25	Wait List Capacity	0
Enrollment Total	0	Wait List Total	0
Available Seats	25		

Reserve Capacity	
	Enrollment Capacity
ENGA Placement	25

Notes	
Class Notes	Students must also take WRT120 02

The *Class Notes* clearly state the section of WRT120 that you must also enroll in.

Description
A workshop that provides intensive instruction for students who experience difficulty in writing. Open to first-year students.

Textbook/Other Materials
Textbooks to be determined

[Return to Add Classes](#)

VIEW SEARCH RESULTS | SELECT CLASS

Identifies the number of seats in a course that have been reserved for a particular group of students. For example, this section is reserving all 25 seats for students with an ENGA placement score.

- Once you have identified a section of ENG150 that has *Available Seats* during a time that works with your schedule, click the green **“Select Class”** button.

ENG 150 - Writing Studies Workshop

Class Preferences

ENG 150-02 Lecture Open **Wait List** Wait list if class is full

Grading Graded

Session Regular Academic Session

Career Undergraduate

Units 3.00

Enrollment Information

- Department Consent Required to drop once enrolled

CANCEL

NEXT

Section	Component	Topic	Days & Times	Room	Instructor	Start/End Date
02	Lecture	WRT120 02 required	MoWeFr 10:00AM - 10:50AM	Main Hall 402	Stacy Esch	01/23/2017 - 05/05/2017

NOTES

Class Notes Students must also take WRT120 02

- Review the class summary and click **“Next”** to add the course to your tentative classes list.
 - It is recommended that you add more than one section of ENG150 to your tentative classes list, just in case a paired section closes before you get the chance to schedule.
- You will then need to repeat this process for the corresponding sections of WRT120. For example, if you added section 02 of ENG150 to your tentative classes list, you also need to add section 02 of WRT120.
 - This information is also listed in the *Class Notes* of the ENG150 section you selected.
- Once you have a couple ENG150 / WRT120 paired sections on your tentative classes list, you may continue building your tentative schedule.
- At your scheduling time, be sure you only have one paired section of ENG150 & WRT120 selected to enroll before clicking the green **“Proceed to Step 2 of 3”** button.
 - The **“Proceed to Step 2 of 3”** button will not appear until it is your time to schedule.

Add to Tentative Classes:
Enter Class Nbr

Find Classes
 Class Search
 My Planner

2017 Spring Tentative Classes											
Select to Enroll	Delete	Class	Days/Times	Room	Units	Status	Instructor	Enrollment Capacity	Enrollment Total	Total Available Seats	
<input checked="" type="checkbox"/>		ENG 150-02 (8158)	MoWeFr 10:00AM - 10:50AM	Main Hall 402	3.00	<input checked="" type="radio"/>	S. Esch	25	0	25	
<input checked="" type="checkbox"/>		WRT 120-02 (8173)	MoWeFr 8:00AM - 8:50AM	Main Hall 402	3.00	<input checked="" type="radio"/>	S. Esch	25	0	25	

Uncheck classes you do not want to enroll at this time.

- Be sure to click the green **“Finish Enrolling”** button on the next page.
- 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.

If you have any questions, please feel free to contact the FYW program at writesurvey@wcupa.edu. Good luck with scheduling!