Warrior Orientation Leader Training 2022 – Registration Portal Guided Tour

Office of the Registrar (wayne.edu/registrar) > Registration
- How to browse/search for classes
- How to read the Class Details panel
- How to register
- How to change a variable credit class
- How to drop
- How to fix registration errors
- Right menu – calendar, Forms, Holds, FAQ

Registration Portal (registration.wayne.edu)
Also available in Academica (a.wayne.edu) > Student Resources > Registration

Prepare for Registration
- Shows holds, overrides, enrollment status, registration status

Plan Ahead (log in required)
- Plan Ahead allows you to select sections and save them for registration
- Will allow you to select courses not offered for the term

View Your Class Schedule
- Can view up to one academic year’s worth of schedules
- Available even when time tickets are in effect
- Email/Print Schedule

Browse Classes
- Log in not required – available to public

Register for Classes
- Tabs: Find Classes, Enter CRNs, Plans, Schedule and Options

Find Classes
- Subject – enter abbreviation or hold for list (e.g. Educ: Life Fitness Activity)
- Optional: “Open Sections Only”
- Advanced search
  - Attributes – includes Honors sections, Learning Communities (LC), gen ed, etc
  - Instructor – Alpha by last name
  - Start and end times – inclusive; not recommended
  - Part of Term – only 1st half, second half, full term; not recommended

Blocks (First-Year Interest Group (FIG) only)
- For students who applied and were approved for a FIG, the Blocks tab will appear between “Plans” and “Schedule and Options”
- Click on the Blocks tab, Click Submit, Classes are registered in a block
- If there are error messages, take note of the error and which class
  - The Block coordinator may need to enter an override to allow registration (like when a student has too many credits for FYS 1010)
  - Any classes that can add, will be added
  - Once the overrides are entered, repeat Blocks, then Submit
  - Students in a FIG cannot drop FIG classes themselves, but they can add/drop any non-FIG classes
Common issues
I haven’t taken my placement exams! (Last day for tuition cancellation is September 13, 2022)
I want to take more than 18 credits my first term (Answer: NO).
ERROR messages:
“The section of (COURSE) has reached capacity.”
“You do not meet the prerequisite requirements. Click on the class title for prerequisite information.”
“Time conflict with CRN ____.”
“Linked ____ Class Required”
“Duplicate Course with Section ____”
“This class has a college restriction. Please contact the department offering the class.”
“You do not meet the prerequisite requirements. Click on the class title for prerequisite information.”
“Time conflict with CRN ____.”
“Linked ____ Class Required”
“Duplicate Course with Section ____”
“This class has a college restriction. Please contact the department offering the class.”
“This class has a department restriction. Please contact the department offering the class.”
“You have reached the maximum amount of credits for registration for the term. Please contact your academic advisor.”
“Reserved seats for First Year Interest Groups only. Non-reserved waitlist available/full.”

Questions?
During all UG Orientation sessions, advisors will be able to send us questions via Teams
Students can also email us at registration@wayne.edu

Helpful websites
wayne.edu/registrar/registration
wayne.edu/registrar/fig
wayne.edu/students