Adding a Class
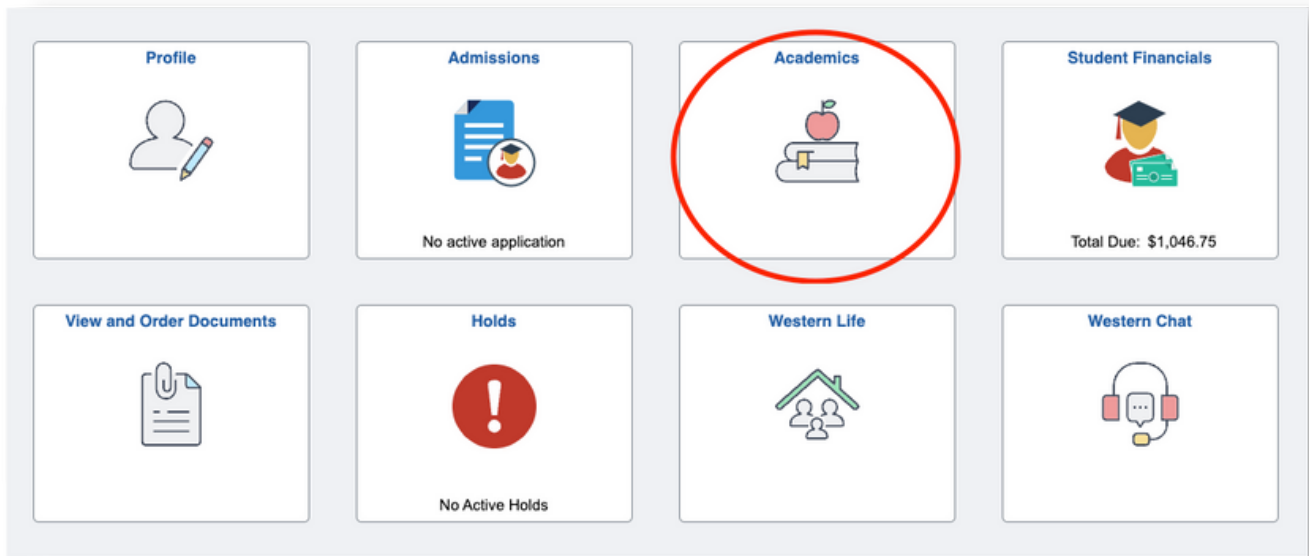
1. Log into your Student Center account using your Western User ID and Password.

2. Click the "Academics" tile.

3. Select "Course Registration" then "Search and Add".

4. Select a term.

5. Enter keyword(s) or use "Additional ways to search" to find the course offering you want to add

Keyword Tip: Use a class number for quick searching during course registration. A class number identifies a specific course offering or component, such as lecture/laboratory/tutorial. You can <u>move a class number from Draft My Schedule to Student Central</u>.

Search Results – No results: When a new course offering is added during the registration period, it may take up to an hour for the class number to generate results when searching in Student Center. This delay is due to data synchronization processes. Try using a different keyword such as course title or subject area if the class number does not provide the results you are looking for. Still no results? If no results are returned, please try again later.

6. Select your preferred offering from the results and follow the registration prompts.

To join a waitlist, answer "Yes" to the question "Add to waitlist if class is full?" and then click on the accept button. If the waitlist question is not visible, a waitlist is not enabled for the offering you have selected.

7. Review the confirmation message.

Warning: Adding a class to your enrollment cart prior to your enrollment appointment does not automatically enroll you in the class. Go to your enrollment cart to finalize your registration by submitting your selections.