Guide: PREPARING for REGISTRATION at WCC

Part I – Set up your MyUH Account

1. Access MyUH via WCC’s homepage at www.windward.hawaii.edu or www.wcc.hawaii.edu

2. Select “Get a UH Username” and follow the instructions.
Part II – Choose Your Classes

1. Browse through the Schedule of Classes for courses of interest.

2. Check Class Availability for open seats. Online info is the most up to date.

3. Select the subject you’re interested in. This tutorial uses ENGLISH as an example.
3a. ENG 100 sections appear at the top of the list. Scroll down for ENG 21 and 22. 
Note: MATH courses are arranged in the same way.

<table>
<thead>
<tr>
<th>Focus</th>
<th>CRN</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Currs Enrolled</th>
<th>Seats Available</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>FW</td>
<td>58455</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Pickett</td>
<td></td>
<td></td>
<td>TR</td>
<td>0930-0940a</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
<tr>
<td>FW</td>
<td>58467</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Martin</td>
<td></td>
<td></td>
<td>MWF</td>
<td>0945-1100a</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
<tr>
<td>FW</td>
<td>58470</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Ohtake</td>
<td></td>
<td></td>
<td>MWF</td>
<td>0930-1120a</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
<tr>
<td>FW</td>
<td>58479</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Ohtake</td>
<td></td>
<td></td>
<td>MWF</td>
<td>0930-1220p</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
<tr>
<td>FW</td>
<td>58485</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Ohtake</td>
<td></td>
<td></td>
<td>TR</td>
<td>0900-1100a</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
<tr>
<td>FW</td>
<td>58487</td>
<td>ENG 100</td>
<td>Expository Writing</td>
<td>3</td>
<td>Ohtake</td>
<td></td>
<td></td>
<td>TR</td>
<td>0900-1100a</td>
<td>PALANA 124</td>
<td>08/25-12/19</td>
</tr>
</tbody>
</table>

3b. You can see if a course is open by checking the “Seats available” column.

3c. When you find an open section on the days/times that you prefer, note its blue Course Reference Number (CRN), its meeting days/times, room and dates. 

*Bring this information with you to your registration appointment.*
3d. FYI, you can click on the blue CRN for more important information about the course. If you have questions about adding, dropping or withdrawing from courses, bring them to your registration appointment.

4. To make your registration appointment, see the scheduler immediately following your NSO session, or call 235-7413. Appointments are available Monday-Friday from 8:30 am to 4:30 pm.

**TIPS!**

If a course you want to enroll in is closed (zero seats available), check back periodically. Changes occur often. Also, there are two dates on which seats may open up due to tuition non-payment: July 18 and August 8. See page 3 in the Fall 2008 Schedule of Classes.

Some professors may allow prerequisite and/or capacity overrides.
- To request a prerequisite override, contact the professor **before** registering. Bring written permission (email or typed-handwritten and signed note okay) to your advising-registration appointment.
- To request a capacity override, attend the first day of class and ask for permission to be allowed into the course.

Contacting professors via email is welcome. You can find email addresses, office and phone numbers in the Directory, accessible from our WCC homepage.