

## How to Pre-Register

Students can Pre-register for courses online prior to each semester, including Maymester, Mid-winter, and summer sessions. Here is the procedure:

- View the latest schedule of classes at <http://www.wtc.edu/students/courseschedules.html> and pick out your courses. Copy down both the course number and computer number (ex. ACCT 2301.051)
- Next Log on to MyWTC, <https://my.wtc.edu> as you normally would. User Name is usually your first name.last name (ex. john.doe). Password is your student ID number.
- Select the “*Campus Connect*” tab. Click *Yes* to the secure information popup.
- Select “*Student Access*” and then sign the “I have read...” statement on the next page.
- Navigate to the Registration Options menu and Click on *Add/Drop Courses*
- Next highlight the semester for which you are enrolling (ex. *Fall 2015*) in the first box and in the lower box scroll down to the subject in which you want to register (ex. anthropology).
- Click on *List Courses*
- Select the specific course and section and click *ADD*.

If you wish to register for more than one course, click *Select a different term or department* at the bottom of the page and repeat the process. To look over your finished schedule, go back to the *Academics* page and click on *Class Schedule*. If you need to make changes, return to *Add/Drop Courses* again and repeat the process. You will need to Add the correct class, then Drop the class in error. This sequence is important if you are only taking one class; you must add first, then drop.

Not everyone is eligible to Pre-register. Students in developmental courses will need to wait until current semester grades are posted. Persons with unpaid financial obligations must take care of any unpaid debts to the college first. Some athletes may also be restricted.

If you have questions about specific courses, their transferability, use in your degree plan, etc. you can consult with an online advisor, Kori Allen, at [kallen@wtc.edu](mailto:kallen@wtc.edu)

Ms. Allen can also pre-register you for classes if you have difficulty logging on to the MyWTC website.