To begin, access WIN at https://win.wfu.edu/

Enter your user name and password and click 'log in' to continue.

If CRN is known, choose “Register for Classes using Course Reference Number”.

To search for classes by subject, course level, etc., choose “Register for classes using Class Search”.

You may also follow links to check your holds, view your schedule, etc.

Click on the Virtual Campus link to access on-line registration.

If you have a POI number to add a course, click here. (Instructions on following pages.)
To register by Course Reference Number (CRN), enter up to 10 CRNs and click “Submit Changes”.

You must choose at least one subject. The remaining criteria may be used to further narrow your search, but are not required. The “Reset” button clears your selections.

When you have entered your selections, click on “Class Search” and a list of classes that match your criteria will be displayed.

If you are registering for classes for the first time you will be prompted to enter your PIN which you receive from your adviser. If you are making changes to an existing schedule, no PIN will be needed.
### Sections Found

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Course Sec Level</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap Act Rem</th>
<th>WL Act Rem</th>
<th>Instructor Date</th>
<th>Location Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000151213</td>
<td>A</td>
<td>150 A RC 3.000</td>
<td>Introduction to Economics</td>
<td>TR</td>
<td>10:00 - 12:55 pm</td>
<td>0 0 25</td>
<td>0 0 25</td>
<td>Staff 03/23 - 02/11</td>
<td>Divisional Economic</td>
</tr>
<tr>
<td>1110231213</td>
<td>B</td>
<td>150 B RC 3.000</td>
<td>Introduction to Economics</td>
<td>MWF</td>
<td>08:00 - 09:20 pm</td>
<td>0 0 10</td>
<td>0 0 10</td>
<td>Staff 10/23 - 02/11</td>
<td>Divisional Economic</td>
</tr>
<tr>
<td>1210231213</td>
<td>C</td>
<td>150 C RC 3.000</td>
<td>Introduction to Economics</td>
<td>MWF</td>
<td>09:20 - 11:00 am</td>
<td>0 0 20</td>
<td>0 0 20</td>
<td>Robert P. 03/23 - 02/11</td>
<td>Divisional Economic</td>
</tr>
</tbody>
</table>

### Instructions

- **A check-box to the left of the course indicates that there are spaces available. “C” to the left of the course indicates that the course is closed.**

- **Waitlist information is displayed in the “WL” columns. To add a course with a waitlist requires permission of the instructor, even if there are openings. (See next page for more on waitlisted courses.)**

- Click the check-box to the left of the CRN to select classes and then click on the “Register” button.

- To drop a course: click the down arrow in the “Action” column.

- You may build a worksheet of courses by clicking on the “Add to Worksheet” button.

- Continue searching for classes by clicking on the “Class Search” button.
Need to Wait List for a Class?

Courses that are closed are indicated by a “C” in the “Select” column.

If course has a wait list, it will be displayed in the “WL” columns.

To wait list a course, note the CRN, return to the “Add Classes Worksheet”. Enter the CRN and click “Submit Changes”.

The course will be displayed under “Registration Add Errors” on your schedule.

To confirm that you wish to be added to the wait list, click “Submit Changes”.

If you do not click “Submit Changes”, you will NOT be added to the Wait List.

Your schedule will be re-displayed with the wait listed course included.
Add POI (Permission of Instructor) codes

Enter the six-digit POI number(s)...
and....
...click “Submit”

If you make a mistake, click the “Reset” button.

IMPORTANT:
Entering a POI number does NOT register you for the course. You must continue with “Add/Drop Courses”
Now enter the CRN in the “Add Classes Worksheet”...

...and click “Submit Changes” again.

After you have clicked “Submit Changes, the course will show on your schedule with a Status of "Web Registered".

Click the drop down next to the wait listed course and select “Drop Via WEB”...

...then click “Submit Changes” button. The course will be removed from your schedule.