Scheduling Classes in Your myWCU

Make sure you are scheduling during your enrollment appointment time and you have no “holds” that will prevent you from scheduling.

Adding/Registering for a class

- Logon to your myWCU account: [https://my.wcupa.edu](https://my.wcupa.edu)
- Click on “Enroll in a Class” link, **select the term** in which you want to enroll and **click on the green button “Continue”**.
- Answer the question at the top of the page, …” if you intend on being full time” (Yes or No)
- Search for classes by **clicking on the green “search” button**
- Continue to search and select classes to put in your “Tentative Classes”.
  - **(Select the class by clicking on the Green “Select Class” button).** Click the green “NEXT” button to put the selected class into your Tentative Classes.
- Once you have classes listed in your “Tentative Classes” and you are ready to enroll, **Click on the green button “Proceed to Step 2 of 3”**
- On the next page, **Click on the green button “Finish Enrolling”**
- You will see a red “X” or a green “check mark” next to each class.
- Red X means you did not get into the class and a message explains why.
- Green check means you are successfully enrolled.

Dropping a class

- Logon to your myWCU account: [https://my.wcupa.edu](https://my.wcupa.edu)
- Click on “Enroll in a Class” link, then click on the drop tab.
  - **Select the term** in which you want to enroll and **click on the green button “Continue”**.
  - Select the course(s) you would like to drop and click “Drop selected classes”