User Training Guide:

PS Version 9.0
Student Center

The New MyWCU
(effective June 16, 2008)
My WCU Student Center Page

Beginning June 16, 2008 MyWCU will have a new look and some new functionality!
To schedule classes, click on the link “Enroll in a Class” on your MyWCU page.

Select the correct term, click on “Continue” button.

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**Step 1. Select Classes to Add**

You can search for classes by using the “Class Search” or “My Planner”
To use “Class Search” option

- Select Department and any other criteria, click on “Search” button
Your Search results will display

- Click on the “select class” button
- Then you can click on the link to “Return to Add Classes” or “Start a New Search”
When you “Select a Class” the following page will display. You can click “Next” button to confirm your selection or the “Cancel” Button

When you click on the ”Next” button the following page will display. Click on “Proceed to Step 2 of 3” button
Step 2. Confirm Classes

- Click on the “Finish Enrolling” button

- You will see your results with any error messages.
- You can use the “Add Another Class” button to schedule more classes.
- You can use the Add, Drop and Swap tabs at the top of the page as needed.
Plan My Courses

In the new MyWCU you will have the option to place courses in your “planner”. You can browse the course catalog to add courses to your planner. You can have courses in your planner for future terms or simply have them as “unassigned” to a particular term.

Once courses are in your planner you may use your planner to enroll in the classes that are offered in those courses rather than doing a class search.