SEARCHING FOR CLASSES IN myWCU

Search Class Schedule is used to identify the courses being offered at West Chester University during the specified term and the current status of each course (open, closed, wait list). The class search is available to students and the public. The following tips were designed to assist you in the class search process.

Searching for Classes through the “Search Class Schedule” link

- Current students can navigate to myWCU: https://my.wcupa.edu
  - Click on the “Search Class Schedule” link, located under “Academic Information”.
- If you don’t have a myWCU log-in, you can access the Search Class Schedule tool in the following ways:
  - The direct link: https://my.wcupa.edu/psp/pprd/EMPLOYEE/SA/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?PAPP=YES
  - From the Registrar Office website, click on any of the “Search Classes” buttons.
  - From any WCU webpage, choose the “Prospective Students” menu tab, and click “Search Class Schedule”.

[Image of the WCU website interface]
• **Select the term** from the drop down menu and select or enter your specific search criteria.

**Search for Classes**

**Enter Search Criteria**

- **Institution**: West Chester University
- **Term**: 2016 Fall

Select at least 2 search criteria. Select Search to view your search results.

- **Class Search**
  - **Department**: 
  - **Subject**: 
  - **Course Number**: is exactly
  - **Course Career**: Undergraduate
  - **Campus**: 
  - **Course Attribute**: Show Open Classes Only

- **Search by selecting the Department offering the course or the Subject pre-fix. To narrow search result, enter the 3-digit Course Number.**

- **Select from the drop down to search for certain general education courses; such as, approved writing emphasis, culture cluster or diversity courses.**

- **Trying to waitlist a closed course? Be sure this box is unchecked.**

- **To further refine your search by class days/times, instructor, or if the class is online or in person, click on the green triangle.**

- **Click “Search”**
Search for Classes

Search Results

West Chester University | 2016 Fall

The following classes match your search criteria. Show Open Classes Only: Yes, Course Attribute: Writing Emphasis

A summary of your search criteria is provided on the results page.

- **Search Results** are listed alphabetically by Subject pre-fix and numerically by Course number.

This 4-digit class number may be used to quickly add classes to your Tentative Classes list.

- **Cap Enrl** refers to the maximum enrollment allowed.
- **Tot Enrl** refers to the number of students currently enrolled.

Courses are classified as *In Person* or *Distance Learning*.

- **Click on the Class or Section hyperlink** to view the Class Details.
Be sure to verify the Location. This is particularly important for courses where Room is listed as TBA.

Specifies which general education requirements the course fulfills.

Ensure you have satisfied the required prerequisites; if requirements have not been met enrollment will be blocked.

Identifies the number of seats in a course that have been reserved for a particular group of students. For example, this section is reserving 25 of the 35 seats for business majors; which means, only 10 non-business majors may enroll into this course.