



Wharton County Junior College

How to Register for Classes Online

Step 1: Access the WCJC website at www.wcjc.edu

Step 2: Click the Online Services link to begin using online registration:



Step 3: Click **Enter Secure Area** on the menu. →



Step 4: Complete the User Login screen:

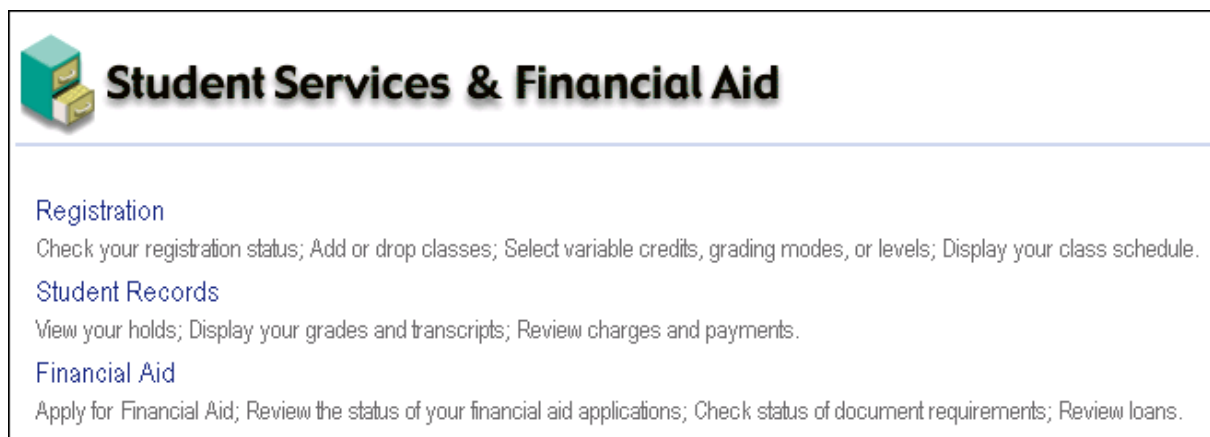
- **User ID:** SSN with no dashes
- **PIN:** Date of birth in MMDDYY format for first time users – PIN for returning users.

Are you new to Online Services?
Click [here](#) for help!

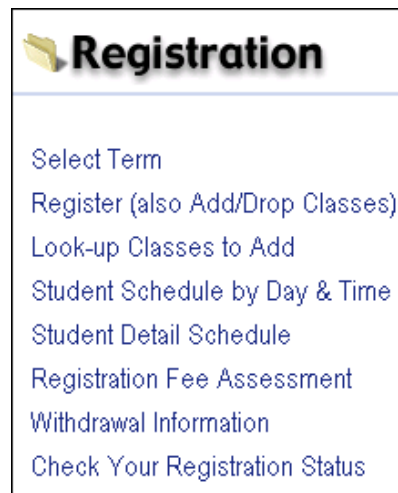
Step 5: Click “Student Services and Financial Aid” to access the self-service menu.



Step 6: Click **Registration** to begin!



Step 7: Click **Register (also Add/Drop Classes)** in the Registration Menu.



Step 8: Select the term you wish to register for from the drop down menu; click the **Submit** button.



Select a Term: Summer 2 2004

Submit

Step 9: Already registered classes are listed in the **Current Schedule** section.

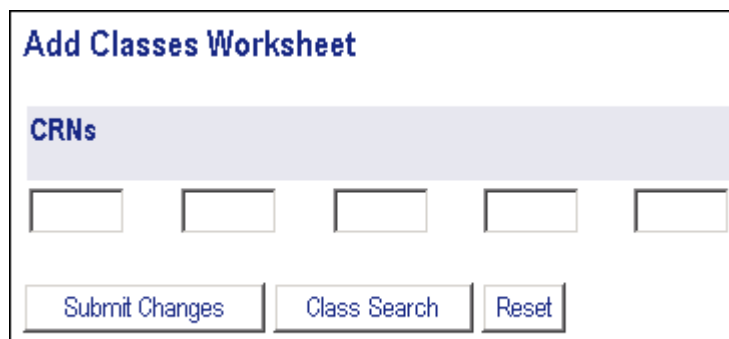
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Jun 24, 2004	None	40112	TECA	1303	101	Undergraduate	3.000	Standard Letter	Family and the Community

Total Credit Hours: 3.000
Billing Hours: 3.000
Maximum Hours: 7.000
Date: Jun 24, 2004 03:10 pm

To drop a class, go to the Action column, select Web Drop.

Note: If no options are listed in the Action column then the class **cannot** be dropped.

To add a class, enter the Course Reference Number (CRN) in the Add Class section at the bottom of the page.



Add Classes Worksheet

CRNs

Submit Changes Class Search Reset

Enter the 5-digit CRN Number of the courses you have selected
Click **Submit Changes**.

Note: CRN numbers are located in the schedule book.
If you are unsure of which classes to add,
click **Class Search** to review the class schedule.

When add/drops are complete click **Submit Changes**.

Step 10: Click **Registration Fee Assessment** at the bottom of the *Add/Drop Classes* page to complete the registration process.

[[View Holds](#) | [Registration Fee Assessment](#)]

Step 11: **Remember! You are not officially registered for your classes until payment is received in full by check, credit card, or installment agreement!**

Click either **Credit Card Payment**, **Pay by Check**, or **Enroll in TuitionPay Installment Plan** at the bottom of the *Registration Fee Assessment* page to pay online. Payment may also be made at any campus Business Office.

[[Credit Card Payment](#) | [Pay by Check](#) | [Enroll in TuitionPay Installment Plan](#) | [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Account Summary by Term](#)]

Step 12: Click the **Student Schedule by Day & Time** link at the bottom of the Credit Card Payment page to view and print your schedule.

If you are currently enrolled, the schedule displayed is for the current week. To see the schedule for the next term, enter the start date for that term in the “Go To” date field and click the Submit button. Notice the format (MM/DD/YYYY).

Go to (MM/DD/YYYY):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am		TECA 1303-101 40112 Class 8:00 am-9:55 am	TECA 1303-101 40112 Class 8:00 am-9:55 am	TECA 1303-101 40112 Class 8:00 am-9:55 am	TECA 1303-101 40112 Class 8:00 am-9:55 am		
9am		PEACE 101	PEACE 101	PEACE 101	PEACE 101		

Step 13: Click **Exit** at the top of the **Student Detail Schedule** page to log out of Online Services.