



# Wharton County Junior College

## How to Register for Classes Online

**Step 1** Access the WCJC website at [www.wcjc.edu](http://www.wcjc.edu)

**Step 2** Click on the Login link.



**Step 3**

Enter **User ID** (SSN with no dashes) and **PIN** to login (First Time, use Date-of-Birth, 6-digit format mmddyy, with leading zeros ex: 010485)

An alternate User ID is your Banner student ID number.

Note: You are required to change your PIN the first time you log in. Old PIN is your Date-of-Birth, 6-digit format mmddyy with leading zeros, ex:010485 . A new 6-digit PIN is required.

User ID:

PIN:

Enter Old PIN:

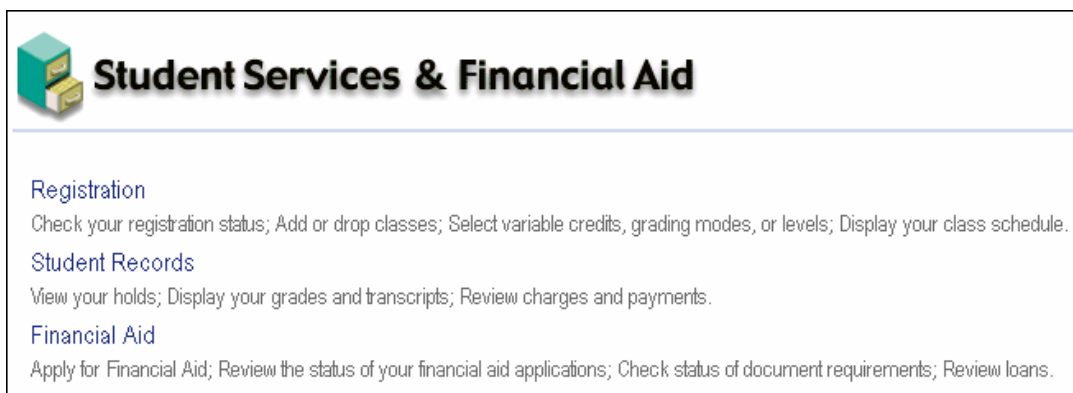
Enter New PIN:

Re-enter New PIN:

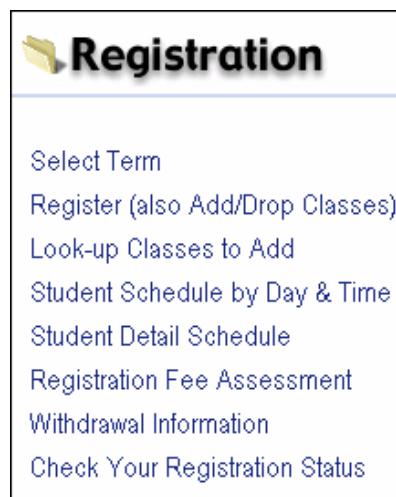
**Step 4** Click "Student Services and Financial Aid" to access the self-service menu.



**Step 5** Click **Registration** to begin!



**Step 6** Click **Register (also Add/Drop Classes)** in the Registration Menu.



**Step 7** Select the term you wish to register for from the drop down menu; click the **Submit** button.



**Step 8** Already registered classes are listed in the Current Schedule section.

Current Schedule									
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				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="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 9** Click **Registration Fee Assessment** at the bottom of the *Add/Drop Classes* page to complete the registration process.

<a href="#">View Holds</a>   <a href="#">Registration Fee Assessment</a>
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**Step 10** **Remember! You are not officially registered for your classes until payment is received in full by check, credit card, or installment agreement!**

Click **Pay Now / Installment Plan** at the bottom of the *Registration Fee Assessment* page to pay online. Payment may also be made at any campus Business Office.

[\[ Pay Now / Installment Plan \]](#)

[Student Schedule by Day & Time](#) | [Student Detail Schedule](#) | [Account Summary by Term](#) ]

**Step 11** 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):

<a href="#">Previous Week</a>		<b>Week of Jul 05, 2004</b> (1 of 5)					<a href="#">Next Week</a>	
	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>	
<b>8am</b>		<a href="#">TECA 1303-101</a> <a href="#">40112 Class</a> 8:00 am-9:55 am	<a href="#">TECA 1303-101</a> <a href="#">40112 Class</a> 8:00 am-9:55 am	<a href="#">TECA 1303-101</a> <a href="#">40112 Class</a> 8:00 am-9:55 am	<a href="#">TECA 1303-101</a> <a href="#">40112 Class</a> 8:00 am-9:55 am			
<b>9am</b>		<a href="#">PEACE 101</a>	<a href="#">PEACE 101</a>	<a href="#">PEACE 101</a>	<a href="#">PEACE 101</a> 8:00 am-9:55 am			

**Step 12** Click **Exit** at the top of the **Student Detail Schedule** page to log out of Online Services.