

COURSE REGISTRATION – STUDENT INSTRUCTIONS

The portal can be accessed on campus using the link available on the wc@home page located under Academic Records, Student Portal Instructions. Or off campus via the Wilmington College website (www.wilmington.edu) using the “WC Portal” link which is located on the bottom of the page under Resources. Or by using the following URL: <https://wcportal.wilmington.edu/ics>

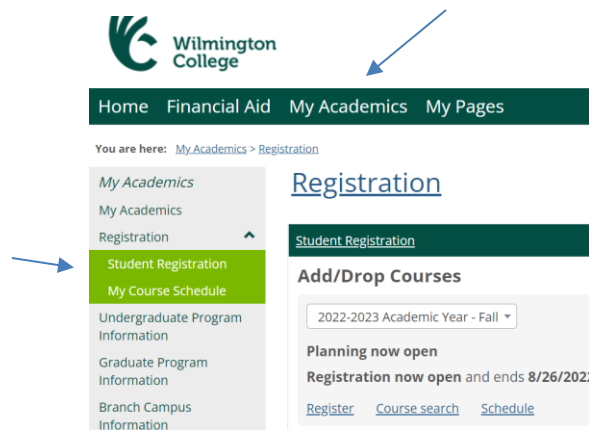
If you run into any problems or have any questions, please contact the Academic Record Coordinator in the Academic Records office at ext. 464 or 512 or email records@wilmington.edu.

Enter your NETWORK login and password

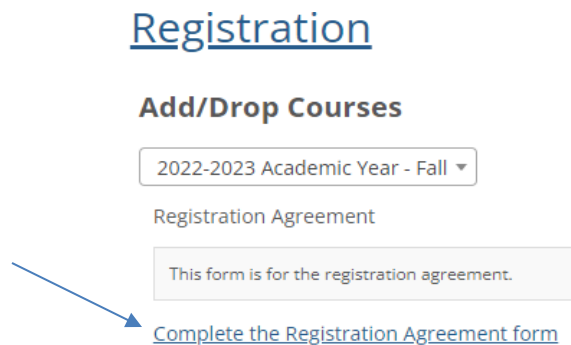
PLAN YOUR COURSE SCHEDULE BEFORE REGISTRATION BEGINS. ONCE YOUR REGISTRATION TIME/DATE IS AVAILABLE YOU WILL BE READY TO CHECKOUT AND GET YOUR COURSES REGISTERED.

TO REGISTER – Click My Academics, REGISTRATION located on the left side of the page.

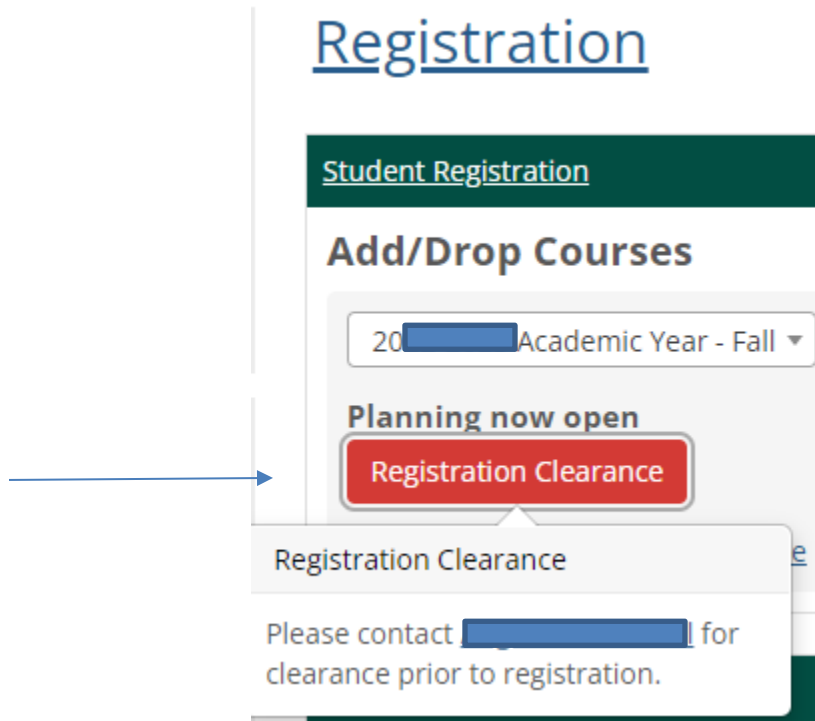
1. Click the My Academics tab; then select Student Registration



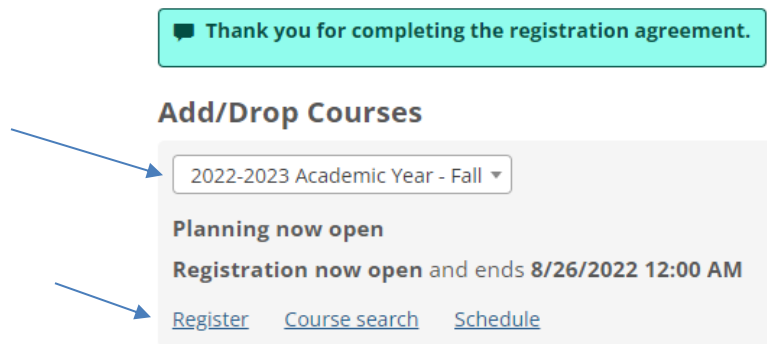
2. If requested online, complete the Registration Agreement form for each term.



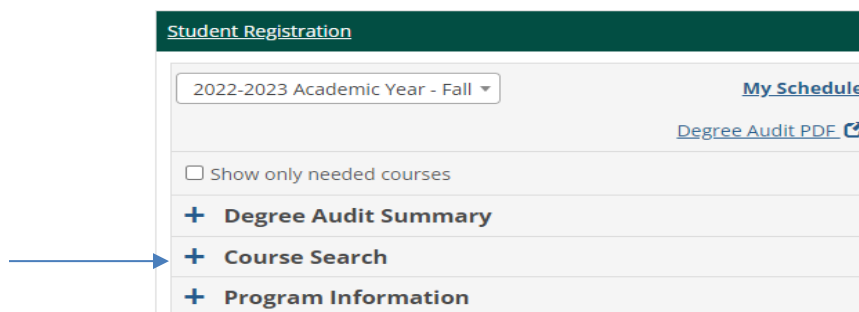
3. If the screen below appears, you have not received clearance from your advisor. You will need to do that before you can proceed.



4. Select the term you are registering. Then click the Register tab.



5. Click Course Search



6. In the box that indicates course code begins with, enter course number or just click the search courses bar at the bottom (in green) to pull up courses. Entering the two letters of the course code will return all courses with that prefix.

Student Registration - Course Search

2022-2023 Academic Year - Fall

Course Search

Course Code

Begins With

EN

Course Title

Begins With

Section Status

Meets on Selected Days

M Tu W Th F Sa Su

Search Courses

7. Select the course/section you want to register for by clicking on the blue plus sign.

Student Registration

2022-2023 Academic Year - Summer

[My Schedule](#)

[Degree Audit PDF](#)

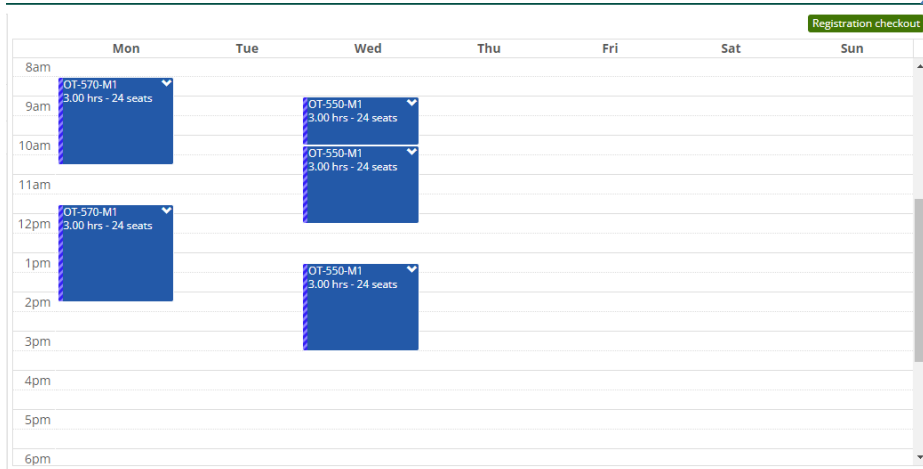
Course Search

[Back to search](#)

	EN-101-M1 Online Asynchronous Course MAIN 8-week term; 06/12/23 - 08/03/23 13 seats remaining Haley B Stammen	...
	EN-350B7-A1-G Online Asynchronous Course Cin Branches-Accel Secou; 06/12/23 - 08/01/23 23 seats remaining Andrea L Rotter	...

NOTE: This only places the courses on a template schedule this does not complete your registration.

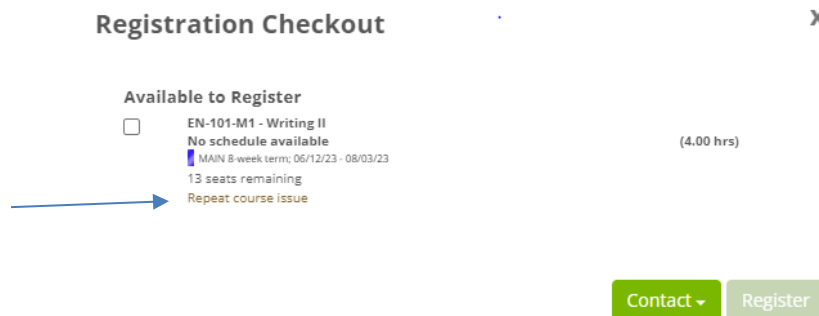
8. Complete Registration Checkout by clicking the green button at the top of the schedule template.



The screenshot shows a weekly schedule grid with columns for days of the week (Mon-Sun) and rows for time slots (8am-6pm). A green button labeled 'Registration checkout' is located at the top right. A blue arrow points to this button. The grid contains several course blocks, each represented by a blue box with a dropdown arrow. The blocks are:

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
8am							
9am	OT-570-M1 3.00 hrs - 24 seats		OT-550-M1 3.00 hrs - 24 seats				
10am			OT-550-M1 3.00 hrs - 24 seats				
11am							
12pm	OT-570-M1 3.00 hrs - 24 seats						
1pm			OT-550-M1 3.00 hrs - 24 seats				
2pm							
3pm							
4pm							
5pm							
6pm							

9. A box will appear to indicate if there are any problems such as missing prerequisites, full classes, etc. For Example, in the screen below, this is a repeat course.

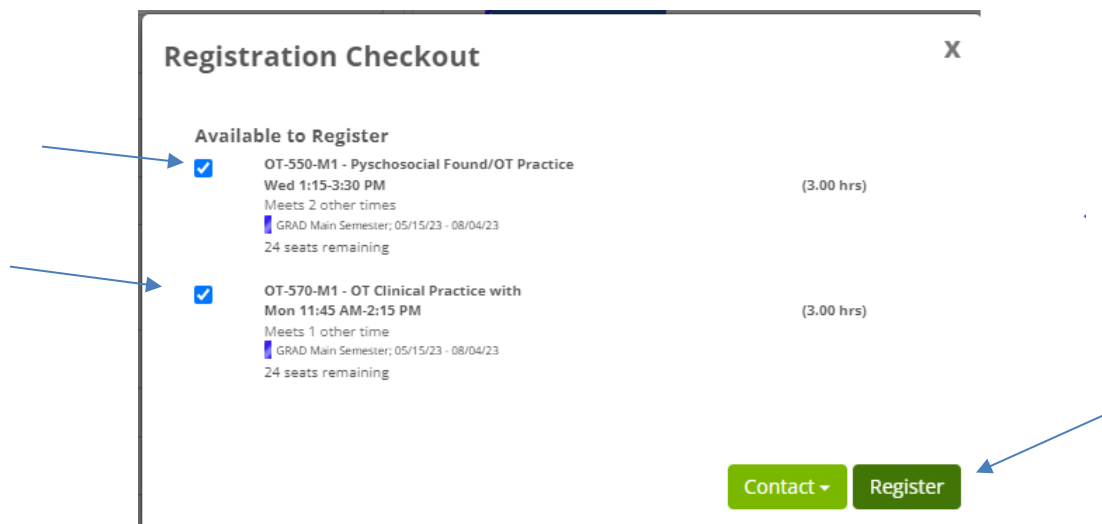


The screenshot shows a 'Registration Checkout' dialog box with a close button (X) in the top right. Under the heading 'Available to Register', there is a checkbox that is unchecked. To the right of the checkbox, the following text is displayed:

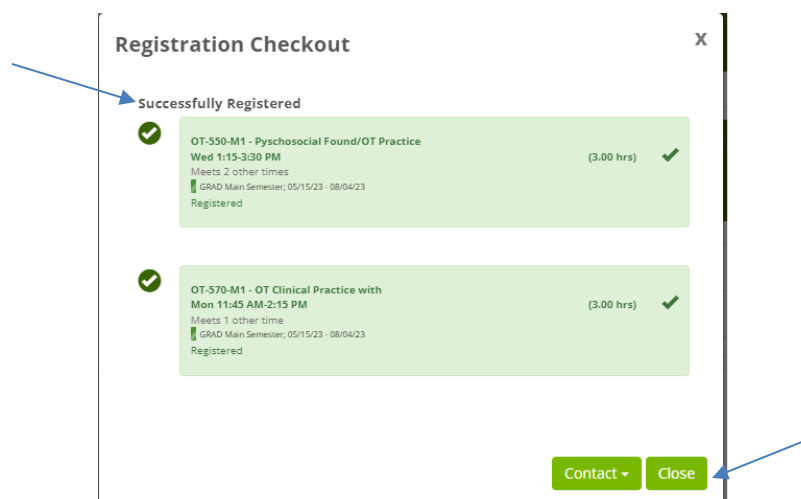
- EN-101-M1 - Writing II
- No schedule available
- (4.00 hrs)
- MAIN 8-week term; 06/12/23 - 08/03/23
- 13 seats remaining
- Repeat course issue

A blue arrow points to the 'Repeat course issue' text. At the bottom right of the dialog, there are two buttons: 'Contact' (with a dropdown arrow) and 'Register'.

10. Go ahead and register for the courses without any issues by checking the boxes for available courses and clicking the register button. This will save available courses.



11. Review your registration checkout to ensure that you have successfully registered for all available courses.



12. For courses that you were unable to register for such as a course that was full or where you were missing a prerequisite, contact your advisor to request authorization to register for those courses. Once your advisor indicates that the authorization has been entered, you can return to WC Portal to add those classes.