Wilmington College

HANDS-ON LEARNING. HANDS-ON LIVING.

To: All students registering for Fall 2024

Please note: Registration for MSOT students for Summer 2024 opens March 25 at 8:30 am. All other students may register for Summer 2024 at any time.

This letter and the attached information tell you when, how and where you can register for fall semester. Please read the following carefully.

When do I register?
- Current Online students and MAIN seniors, juniors and sophomores register on March 25, 26, and 27.
- Freshmen register on April 1.
- See Schedule for Web Registration for details.
- Registration will be available until the end of drop/add in the fall semester (August 23,2024 for Full term – be sure to consult the Abbreviated Drop/Add Schedule for the drop/add dates for the Abbreviated Session I and Abbreviated Session II courses).
- If you have a time conflict with your assigned time to register, register at the first time following that time that you are free. You are not excused from class time to register.

How do I register?
- You must meet with your advisor before you register to obtain approval and registration clearance.
- Follow the checklist (attached to this letter) for steps for WC Portal registration. Detailed information on how to register is available at the Computer Help Desk or on WC Portal.
- Holds on your record for financial or other matters will prevent your registration. Check WC Portal to see if you have a hold and attempt to clear it prior to your registration date. Please note that a "Conversion Hold" will not prevent registration.

Where do I register?
- Personal computer in residence hall, connected to the college's network.
- Through WC Portal on any off-campus computer with internet access.
- Wilmington College computers on campus located in Robinson labs, Watson Library, and Margret Thomas Lounge in Pyle Center.
- Student One Stop Center. (If you choose not to use online registration, you may register manually through One Stop, but you may not do so until the day after you are scheduled to register.)

Please consult with your advisor, the Student One Stop Center, or with the Office of Academic Records, CH-105, or ext. 464, concerning any questions.

With best wishes for a successful registration,

Sue Hutchens, Registrar

Checklist for WC Portal Registration – FALL 2024

Students will use WC Portal for registration. Instructions for registration are available on WC Portal.

_____   Use web registration schedule (attached) to determine date you will register.

_____   Access WC Portal to plan schedule. A printable version of the Fall 2024 schedule and the MAIN COURSE INVENTORY 2024–25 with course rotations are available on WC Portal on the Undergraduate Information page.

_____   Check for a "hold" that would prevent you from registering. See Student One Stop for more information. Please note that a conversion hold will not prevent registration.

_____   Meet with advisor during advising week to plan your schedule. Have your advisor clear you online for registration.

_____   Determine if any of your planned courses require permission of instructor, create a time conflict or if you lack a prerequisite. If so, see instructor to request course authorization before registration period.

_____   On scheduled date and time, log onto WC Portal (*see Portal Registration Instructions*). On My Academics tab, click Registration, set Term to Fall 2024 and Program to Undergrad Program. Follow the Portal Web Registration directions on how to plan and register for classes. Do not forget to "check out". You will not be registered unless you complete the "Check Out" process for online registration. Use the Portal Registration Instructions if you have any questions.

_____   If you have difficulty accessing WC Portal, or registering for a particular course, assistance is available from computer lab assistants, the Student One Stop Center, your advisor, or from Anna Burns in the Office of Academic Records (ext. 464, College Hall 105, records@wilmington.edu).

_____   Review planned or registered courses for special circumstances: courses you wish to take pass/no pass or audit (go to Student One Stop), consortium registration (go to the Office of Academic Records, College Hall 105), enrolling in more than 18 credit hours (go to Academic Affairs, College Hall 202), etc.

_____   Use WC Portal as needed through the remainder of this semester, and through the drop/add period to adjust your schedule. *Wilmington College recommends changing your schedule only after consultation with your advisor.* You and your advisor will receive an e-mail confirming any registration changes.