To: All students registering for Spring 2026 and Summer 2026

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

When do I register?

- For **Summer 2026, all** students can register on a first-come, first-serve basis beginning on **October 27** (provided they have been cleared for summer registration by their advisor).
- For **Spring 2026,** current seniors, juniors, and sophomores register as assigned on **October 27, 28 and 29** Upper-class registration times are determined by your classification status.
- Freshmen register as assigned for **Spring 2026** on **November 3.**
- Dates and times represent your first available time to register. Registration will be available for you from that time until the end of the drop/add period in the spring semester. Please 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.
- Seniors, juniors, and sophomores should make advising appointments for October 20-24. Freshmen should make advising appointments for October 27-31. If you wish, **Summer 2026** advising can be addressed in the same appointment.
- Follow the checklist (on the following page) for steps for registration. Detailed information on how to register is available at the Computer Help Desk, on-line in the Academic Records area of wc@home (see the following page for location of Registration instructions for WCportal) or on the Academic Records external webpage (the link to this page is provided on the following page).
- **Holds** on your record for financial or other matters **will prevent your registration**. Check WCportal 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 you from registering.

Where do I access the WCportal to register?

- Any computer with **internet access** including your personal computer, campus computers located in Robinson labs, Watson Library, and Margret Thomas Lounge in Pyle Center, and computers located off-campus.
- 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 Web Registration – SPRING 2026 and SUMMER 2026

Students will use **WCportal** for registration. Instructions for **WCportal** are located on the Undergraduate Information Page on WC Portal.

_____ Use the **Schedule for Web Registration** to determine date and time that you will register. This will be based on your current class standing.

_____ Access WCportal to **plan schedule.** A printable version of the spring 2026 schedule and the MAIN COURSE INVENTORY 2025-2026 for course rotations are available on the Academic Records Home page.

_____ **Check for a "hold"** that would prevent you from registering. (*See Checking for Holds*) Resolve circumstances leading to "hold" on record if necessary. See Student One Stop for more information. Please note that a **conversion hold does not prevent you from registering**. This is an internal hold for our office use.

_____ Complete registration form with planned courses and alternates and <u>have your advisor sign and issue registration clearance</u>. Registration Planning forms are available from either the Student One Stop or from the Office of Academic Records (CH-105) or print one from wc@home/College Departments/Resources/
Academic Records/Academic Records Forms/Registration Planning Form or from WCportal/MyAcademics/Undergraduate Program Information/Forms/Registration Planning Form. Meet with advisor at least two days prior to scheduled registration period. Your advisor should make a copy of your form to keep, and you keep the original signed form. <u>The Office of Academic Records does not require a copy. You will register online.</u>

_____ Check your planned schedule for courses that require permission of instructor, or a prerequisite that you lack, or that will create a time conflict. For permissions, see instructor to **request course authorization** before registration period.

_____ On scheduled date and time, log onto WCportal. On My Academics tab, click Registration, set Undergrad Program and Term to Spring 2025-2026 or Summer 2025-2026, enter course numbers and section numbers. When finished registering, **print schedule**, and log off.

_____ If you have difficulty accessing WCportal, 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 WCportal 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.