INTRODUCTION

This tutorial covers...

- Tips for getting started in the registration process.
- Information on helpful registration resources.
- Common registration messages.

Remember to contact your Advisor or the Office of the Registrar for further help in the registration process. Videos of this tutorial can be found here: http://depts.washington.edu/registra/learning/registration-resources/

GETTING STARTED

Access registration pages through MyUW by navigating to http://my.uw.edu from any web browser and enter your NetID credentials. Select the Registration link from the Quick Links menu. Selecting the link opens the Registration page in a new window.
Important messages and notifications are displayed on the main registration page at the beginning of each quarter. Acknowledge each notification to continue with the registration process. Some registration periods overlap, so begin by making sure the correct registration quarter has been selected.

Note: You cannot register before your Advising and Orientation Session Date as a new freshmen or new undergraduate transfer student.

Before registering for the quarter, you must review the Change of Address and Insurance/Optional Charges pages.
The Change of Address page allows you to verify and change several addresses and also allows you to set your Directory Release settings, also known as your FERPA settings. This setting allows for the restriction or release of your UW Directory Information to external parties. To find out more about directory release and FERPA please visit: http://www.washington.edu/students/reg/ferpa.html

Review the Address usage for mailings settings to ensure that important UW information is sent to the appropriate address.
The Change of Address page also allows you to sign up for UW Alert crisis notifications which send notifications to your cell phone and other text capable devices.

The Insurance/Optional Charges page allows you to select student insurance and optional charges.
For more information about selecting student insurance visit: [http://depts.washington.edu/ovpsl/insurance/](http://depts.washington.edu/ovpsl/insurance/)

In the *Optional Charges* page you can indicate whether you wish to contribute towards the Washington Public Interest Research Group (WashPIRG) or Affordable Tuition Now.

For additional information on the registration process please visit the Office of the *Registrar Help Center*: [http://depts.washington.edu/registra/learning/](http://depts.washington.edu/registra/learning/)
USING THE TIME SCHEDULE

To access the Time Schedule, log in to the registration system via MyUW. Select the Time Schedule link from the Registration Resources menu. The Time Schedule can be used to determine what courses are being offered for the quarter. Courses are displayed by campus.

You can browse through the various departmental programs or jump to a specific program using the index at the beginning of the list.
Courses offered by the departments are displayed along with their meeting days, times and other pertinent information. By selecting the five digit SLN displayed in the *Time Schedule*, you can see additional detailed information about that specific course section that will be useful when registering.

After you have located the course you are interested in the Time Schedule listings, copy and paste the SLN from the *Time Schedule* page to the *Registration* page.
You may update your schedule after each course SLN entered, or submit them all at once. Select *Update Schedule* after entering your selections.

**Remember:** if the course has both a primary section (lecture) and secondary section (lab, quiz, etc.), you MUST enter both SLNs and submit each as part of the same transaction.

You might encounter an error notification if you have not met all the registration requirements, or prerequisites for one or more of the courses requested. View the *Status* column for additional details on each error.
USING SCHEDULE FINDER

Use Schedule Finder to find open sections that fit with time constraints you choose. To access Schedule Finder login to the registration system via MyUW. Select the Schedule Finder link from the Registration Resources menu.

Schedule Finder is designed to create a schedule by searching through the multiple combinations of open primary (lectures) and secondary (labs, quizzes, etc.) course sections, and returns up to ten combinations.
Enter the curriculum abbreviation and course number for the courses you would like to take. Select the list link to identify the curriculum abbreviation. If you have already identified a specific section enter that section designation, otherwise leave this field blank.

Choose a Beginning and End time if needed and select Find Schedules.
Schedule Finder displays a list of results that meet your criteria and displays any important notifications related to your search. Scroll through list of schedules until you find the best schedule. Select Register for this schedule when you have made your selection.

Return to the Registration page to view the results.

The Registration page displays your confirmation or any errors/restrictions that prevented your registration.
If a prerequisite or registration restriction prevents you from registering for it, remove the SLN of the course that is creating the error, and resubmit using the Update Schedule button.

An Add Code may be used to override these restrictions. Contact the offering department regarding access and overload policies.

**COMMON REGISTRATION MESSAGES**

Depending on the course restrictions you might encounter these common messages.

- Section closed
- Primary and Secondary sections
- Prerequisite needed
- Restricted section

Check with your department, advisor, or view the course catalog information for additional information on any course restrictions.
LEARNING MORE

Registering for courses at the University of Washington is one of many Web-based services available to students on MyUW. Registration is quick and easy to do, but good planning before you register is essential.

To assure a smooth registration process, please review the various links available from this page:

http://depts.washington.edu/registra/learning/registration-resources/

If after reviewing this information you still have questions, please email the Registration Office at regoff@uw.edu, or call (206) 543-8580, Monday through Friday, 8:00 a.m. to 5:00 p.m., and a staff member will gladly assist you.