## 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: <a href="http://depts.washington.edu/registra/learning/registration-resources/">http://depts.washington.edu/registra/learning/registration-resources/</a>

## Contents:

- <u>Getting Started</u>
- Using the Time Schedule
- <u>Using Schedule Finder</u>
- Learning More

# GETTING STARTED

Access registration pages through *MyUW* by navigating to <u>http://my.uw.edu</u> 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.

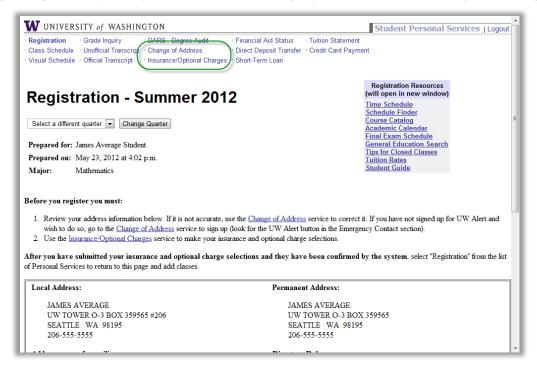
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Important messages and notifications are displayed on the main registration page at the beginning of each quarter. Acknowledge each notification to continue with the registration process. Some registration periods overlap, so begin by making sure the 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: <u>http://www.washington.edu/students/reg/ferpa.html</u>

W UNIVERSITY 0	f WASHINGTON Student Personal Services   Logout
Registration     Grade     Class Schedule     Visual Schedule     Official	Inquiry DARS - Degree Audit Financial Aid Status Tuition Statement cial Transcrip Change of Address Direct Deposit Transfer Credit Card Payment
Change of	Address
Use this service to change Services and other depart	the addresses provided to the Student Directory and used by the Office of the Registrar, Office of Student Financial Aid, Student Fiscal ments and offices.
NOTE: Student employee	s: you should also use Employee Self-Service (ESS) to update your address in the UW Payroll and Human Resources system.
1. Directory R	elease
students enrolled at Alumni Association <u>releasing your direc</u> © Yes, Ok	Vashington may release your name and address and other directory information to anyone unless you restrict that release. Rosters of the University will not be released to external organizations except when required by statute. University departments and the UW may use such rosters in limited ways to contact students in support of programs designed for students. Please refer to the description of tory information if you have any questions. to release directory information
No, my	directory information may not be released or included in the Student Directory
0.01	ddress, please <u>check the following examples</u> that show proper address formatting, including military and international ot sure what your ZIP Code is, please check the <u>United States Postal Service's ZIP Code Lookup</u> before changing your
2. Local Addr	ess
Residence Hall	(none) Room#
Apartment#	206
Street	JAMES AVERAGE

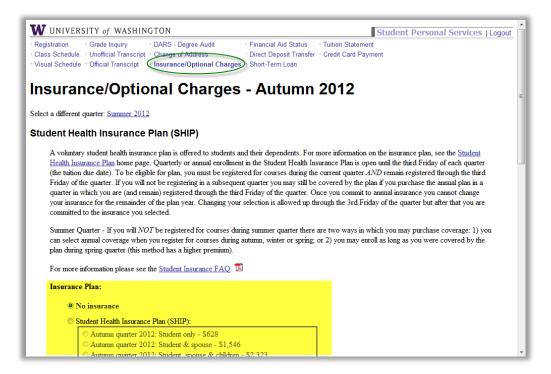
Review the *Address usage for mailings* settings to ensure that important UW information is sent to the appropriate address.

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your cell phone and other text capable devices.

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Country	UNITED STATES •	
Phone Number	206 - 555 - 5555	
Address u	sage for mailings	
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My LO	DCAL address	
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<b>Phone</b> 425	- 555 - 5555	
emergencies or c	information to UW Alert to be notified of official information during isis situations that may disrupt the normal operation of the UW or h or safety of members of the UW community.	
Sign Up for L	W Alert »	
Parent Ad	dress	

The Insurance/Optional Charges page allows you to select student insurance and optional charges.



(the tuiti Friday c quarter your ins	tary student health insurance plan is offered to students and their dependents. For more information on the insurance plan, see the <u>Student</u> <u>insurance Plan</u> home page. Quarterfy or annual enrollment in the Student Health Insurance Plan is open until the third Friday of each quarter on due date). To be eligible for plan, you must be registered for courses during the current quarter <i>AND</i> remain registered through the third if the quarter. If you will not be registering in a subsequent quarter you may still be covered by the plan if you purchase the annual plan in a n which you are (and remain) registered through the third Friday of the quarter. Once you commit to annual insurance you cannot change arance for the remainder of the plan year. Changing your selection is allowed up through the 3rd Friday of the quarter but after that you are ed to the insurance you selected.
can sele	Quarter - If you will NOT be registered for courses during summer quarter there are two ways in which you may purchase coverage: 1) you ct annual coverage when you register for courses during autumn, winter or spring; or 2) you may enroll as long as you were covered by the ing spring quarter (this method has a higher premium).
For mor	e information please see the <u>Student Insurance FAQ</u> . 🔟
Insurar	ce Plan:
۲	No insurance
	Student Health Insurance Plan (SHIP):
0	Autumn guarter 2012: Student only - \$628
	<ul> <li>Autumn quarter 2012: Student &amp; spouse - \$1,546</li> <li>Autumn quarter 2012: Student, spouse &amp; children - \$2,323</li> <li>Autumn quarter 2012: Student &amp; children - \$1,405</li> </ul>

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.

VashPIRG	
Washington Public Interest Research Group (WashPIRG) is a voluntary, student-directed, non-profit and non-partisan organization which works or issues affecting the quality of life in Washington state around consumer, environmental and governmental issues. If you choose to contribute to WashPIRG, \$3.00 will be included on your tuition-billing statement. Additional information may be obtained by contacting the Student Activities Office in the HUB or through <u>WashPIRG's website</u> .	n
WashPIRG contribution: © Yes, add \$3.00 for WashPIRG to my bill © No	
ashington Student Association	
The <u>Washington Student Association</u> (WSA) is a voluntary, independent organization of university students whose purpose is to influence the Washington State Legislature and others on higher education matters of special interest to students. If you choose to contribute to WSA, \$3.00 will be included on your tuition statement. Additional information may be obtained through the <u>WSA website</u> .	1
Washington Student Association contribution:	
ssociated Students of the University of Washington (ASUW)	
Do you want to be a member of the <u>Associated Students of the University of Washington</u> ? Selecting yes will allow you to vote in ASUW elections. Membership is free and will not affect your tuition bill.	
◎ Yes ◎ No	
Submit Insurance/Optional Charge selections	
To protect your privacy and prevent unauthorized use, close ALL of your web browser windows and web-enabled	

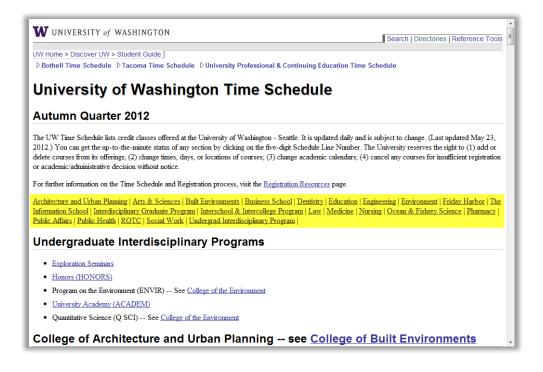
For additional information on the registration process please visit the Office of the Registrar Help Center:

#### USING THE TIME SCHEDULE

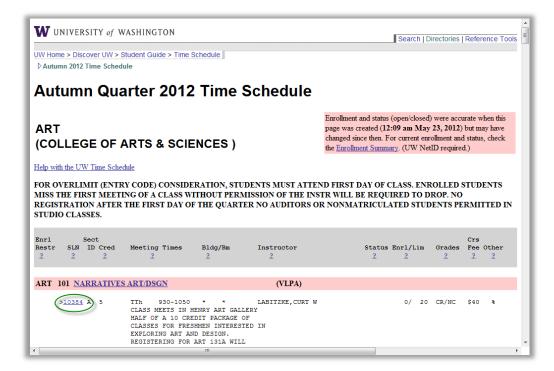
To access the *Time Schedule* login to the registration system via *MyUW*. Select the *Time Schedule* link from the *Registration Resources* menu. The *Time Schedule* can be used to determine what courses are being offered for the quarter. Courses are displayed by campus.

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-	for: James Average on: May 23, 2012 Mathematics					Final Gene Tips f Tuitic	emic Calendar Exam Schedu ral Education S or Closed Clas on Rates ent Guide	<u>le</u> Search	
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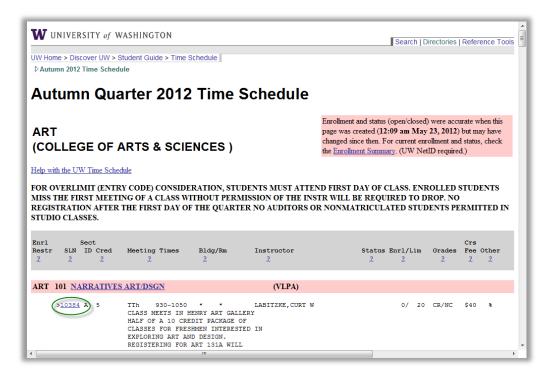
You can browse through the various departmental programs or jump to a specific program using the index at the beginning of the list.



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.

-	on: May 23, 2012	at 4:23 p.m.			Tips for Closed Classes Tuition Rates	
Major:	Mathematics				Student Guide	
dd the fell	owing sections:					
SLN	Add Code or	Credits (for variable-credit courses)	Check to select <u>S/NS grading</u>	Status		
10396						
Update Scl	hedule					

**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.

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# 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.

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*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.

W UNIVERSITY of WASHINGTON Search   Directories   Reference   WHOME > Student Guide	nce Tools
Schedule Finder	
Use the Schedule Finder to find an open non-conflicting schedule of the courses you want to take.	
<ul> <li>Select a quarter and enter the Curriculum Abbreviation and Course Number for each course you want in your schedule.</li> <li>To 'lock in' a specific course section, also enter its Section ID (e.g., A, AA, BC). A 'locked in' section will be included in your schedule even if it is closed.</li> </ul>	urrently
Curriculum Course   Abbreviation Number   Quarter (list)     Autumn 2012 •     Autumn 2012 •     Autumn 2012 •     Image: Autumn 2012 •  <	
Earliest Start Time:       Any       Image: Any         Check to exclude course sections requiring Entry Codes.	
Find Schedules	
Office of the Registrar registrar@u.washington.edu May 23, 2012	

Office of the Registrar

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.

W UNIVERSITY of WASHINGTON		Search   Directories   Reference Tools
UW Home > Student Guide		
Schedule Finder	O UW Curriculum	- Google Chrome
	S www.washingt	on.edu/students/reg/curricabbr.html
Use the Schedule Finder to find an open non-conflicting schedule of the co	UW Curriculum	A
<ul> <li>Select a quarter and enter the Curriculum Abbreviation and Course</li> <li>To "lock in" a specific course section, also enter its Section ID (e.g.)</li> </ul>		isting of all UW curriculum.
closed.	AIBICIDIE	FIGIHIIJIKILIMINIOIPIQIRISITIUIVIWIXIYIZ
Curriculum Course	A	
Abbreviation Number Section Quarter ([list])	Curriculum Abbreviation	Curriculum Full Name
Autumn 2012  ART 201	AA	AERONAUTICS & ASTRONAUTICS
	A CMPT	APPLIED COMPUTING (BOTHELL)
	AS	AEROSPACE STUDIES (AIR FORCE ROTC)
	AAS	ASIAN-AMERICAN STUDIES
	ACADEM	UNIVERSITY ACADEMY
	ACCTG	ACCOUNTING
Earliest Start Time: Any   Latest End Time: Any	ADMIN	ADMINISTRATION
Check to exclude course sections requiring Entry Codes.	AES	AMERICAN ETHNIC STUDIES
	AFRAM	AFRO-AMERICAN STUDIES
Find Schedules	e	)
Office of the Registrar registrar@u.washington.edu May 23, 2012		

Choose a Beginning and End time if needed and select Find Schedules.

W UNIVERSITY of WASHINGTON Search   Directories   Reference Tool
Schedule Finder
Use the Schedule Finder to find an open non-conflicting schedule of the courses you want to take.
<ul> <li>Select a quarter and enter the Curriculum Abbreviation and Course Number for each course you want in your schedule.</li> <li>To "lock in" a specific course section, also enter its Section ID (e.g., A, AA, BC). A 'locked in' section will be included in your schedule even if it is currently closed.</li> </ul>
Curriculum Course
Abbreviation Number Section Quarter (list)
Autumn 2012 💌 ART 201
Earliest Start Time: Any 🔽 Latest End Time: Any 🔽
Check to exclude course sections requiring Entry Codes.
Find Schedules
Office of the Registrar registrar@u.washington.edu May 23, 2012

Office of the Registrar

*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.

W	UNIVEF	RSITY of	WASHING	TON						Search   Directories   Reference Tools	Â
Sc	hed	dent Guide Ule F he following		- A	uti	umn 2	012				
	Course	e Section	Сош	rse Title	I	General Edu Basic Skills R					H
	ART 2	01	CERAMIC	HANDBUIL	DNG	VLP	A				
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	10396	ART 201	A ST	5	TTh	1130- 220		JECK, DOU		Check enrollment restrictions	
	Display V	isual Sched	ile #1							]]	
	Alternat	e schedule	#2							Register for this schedule	
				Credite		Me	etings				
		e schedule Course Sec		Credits	Days		etings Location	Instructor		Register for this schedule Notes	

Return to the *Registration* page to view the results.

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		Franscript · Change of Addr	ess · D	)irect Deposit Transfer · Credit Card Paym	ent
Regi Select a d Prepared Prepared		n - Autumn Change Quarter age Student 12 at 4:42 p.m.	0		Registration Resources (will open in new window) Time Schedule Schedule Finder Course Catalog Freshman Interest Groups Academic Calendar Final Exam Schedule General Education Search Tips for Closed Classes Tuition Rates
	Mathematics dule not updated	: I. Resolve errors listed b	elow and resul	bmit.	Student Guide
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dd the foll	dule not updated lowing sections: Add Code or Faculty	l. Resolve errors listed b Credits (for variable-credit	Check to select <u>S/NS</u> grading	Restricted section: You do not meet the	Student Guide
dd the foll	dule not updated lowing sections: Add Code or Faculty	l. Resolve errors listed b Credits (for variable-credit	Check to select <u>S/NS</u> grading	Restricted section: You do not meet the	Student Guide

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.

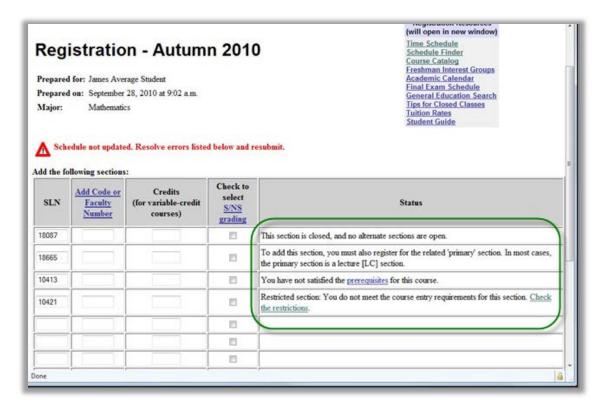
An Add Code may be used to override these restrictions. Contact the offering department regarding access and overload policies.

## 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 <u>regoff@uw.edu</u>, 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.