REGISTER AT UWA

Step 1. To start the registration process, go to the UWA website at www.uwa.edu and click “Current Students”.
Step 2. Have you created your username and password? If not, you need to select “Need An Account”. If you already have a username and password, click on “MY UWA” and log in. If you already have a username and password, but cannot log in, your password may be expired. You can reset your password by clicking “Need an Account” also.
Step 3. Once you have selected My UWA, click on “Login to MyUWA Students”. Please remember that you must include the (@uwa.edu) behind your username when logging onto MyUWA. Your login will be your entire UWA email address and password.
Step 4. Click on “Academic Planning” then “Plan Courses”.
Step 5. You must plan your course(s) by clicking on “View Worksheet”.

Plan Courses

- View Worksheet
  Review your planned courses.

- Course Planning Wizard
  This wizard uses your program evaluation to help plan the courses you need to complete your program.

- Create/Add to Worksheet
  Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

- Modify Worksheet
  Remove courses, change the terms or credits of courses on your worksheet, or make notes.

- Program Evaluation
  Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

- Register
  Register for selected courses on your Course Worksheet.

E-Mail Advisor(s)
Step 6. Review your program and confirm that it is correct by clicking submit. As a transient student you should be entered into an appropriate level transient program.
Step 7. The approved course should be added to your plan based on the receipt of your transient approval form. If the below class is incorrect, please contact the Registrar’s Office at 205-652-3587 before going any further. If the class is the course you wish to take, click “Register”.
Step 8. Here you will select the course(s) you wish to register for. If you have multiple courses listed, check only the ones you want to register for and make sure the planned term is open for registration. Once you have selected your course(s), click “Submit”. If there is a past term planned that is not open for registration, then you must change your term by modifying your plan. Please see instruction on modifying your worksheet at [http://www.uwa.edu/registration.aspx](http://www.uwa.edu/registration.aspx) if needed.
Step 9. Here you will select the section you wish to register for by clicking the box beside that section. In most cases there will be more than one section available. You can choose which section you wish to register for as long as the section status is OPEN. Please note the information displayed in each of the columns below.

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Summer</td>
<td>Open</td>
<td>CSD-500-91 (37140) Theory/Phil of Coll Stud Devel</td>
<td>On-Line</td>
<td>05/29/2012-07/24/2012</td>
<td>Staff</td>
<td>20 / 20</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>
Step 10. You are now ready to register. Select Register in the Action Box beside each course you wish to register for. In the example below, there is only one class available for registration. Be sure to select “PART Complete only available” in the last drop down box before clicking submit.
Congratulations! You are now registered. Always check the status column to confirm your registration below. You will receive a confirmation email to your UWA email address also confirming your registration.

The following request(s) have been processed:

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Summer 2012</td>
<td>Registered for this section</td>
<td>CSD-500-91 (37140) Theory/Phil of Coll Stud Devel</td>
<td>On-Line</td>
<td>05/29/2012-07/24/2012</td>
<td>Staff</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are currently registered:

<table>
<thead>
<tr>
<th>Term</th>
<th>Pass/ Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
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<tr>
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<td></td>
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<td>05/29/2012-07/24/2012</td>
<td>Staff</td>
<td>3.00</td>
<td></td>
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</table>

Here are all of the sections for which you are waitlisted (not registered):

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
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You are not currently waitlisted in any courses.
This completes your registration.

If you are still experiencing difficulties, contact the Registrar’s Office at 205.652.3587.

For proper assistance, please have access to a computer when you call.