



11/12/10

INSTRUCTIONS FOR WEB ENROLLMENT FOR STUDENTS

- Go to Missouri Western's homepage <http://www.missouriwestern.edu>
- Click on "**GoldLink**"
- Under Secure Access Login Enter **User name** (email account) and **Password** and click "Login"
- Click on "**Student Academics**" tab
- In the "**Registration**" section, click on "**Add or Drop Classes**"
- Click on drop down box and select the appropriate semester for which you are enrolling, click on "**Submit**"
- Enter Alternate PIN (this is the PIN you must obtain from your advisor for registration)
- If you don't know the CRNs (Course Reference Number) for the courses for which you wish to register, click on "**Class Search**" at the bottom of the page.
- Here you will have several choices. If you want to search all courses within a **Subject** area, click on "**Class Search.**"
If you want a specific course such as ENG 104, select "**English**" in the **Subject** area, and type in "**104**" in the box labeled "**Course Number.**"

You can look up courses by additional searches such as:

- By instructor
- By campus
- By day and/or time

PLEASE NOTE by searching this way it will narrow the selection of courses you will see for that specific course.

- Click on by course section.
- Click on "**Register**" button at the bottom of page.

This shows that you registered for the course you checked.

If you do know the CRN (Course Reference Number) for the courses for which you want to register, you can type the CRNs in the area labeled **Add Classes Worksheet**. Once you have finished inputting the CRNs, click on "**Submit Changes**" to register for these courses.

- If the class is closed, either click the "**Submit Changes**" button to clear the closed class entry or do "**Class Search**" for another course.
- When you are finished entering all of your classes, you are ready to view and print your schedule.
- Click on "**RETURN TO MENU**" in the upper right corner. (See **TO VIEW/PRINT SCHEDULE** section of this handout.)

TO DROP CLASSES

- Click on the drop down box in the “**Action**” column and select “**Web Drop-before first day**” then click “**Submit Changes**” button at the bottom.

TO VIEW/PRINT SCHEDULE

You have three options to view schedules:

1. Click on “**Week at a Glance.**” If you are enrolled in CED 131 (Griffon Edge), you will have to click on the “**Next Week**” button to see the remainder of the schedule. Also if you enrolled in a course that begins after the first week of classes, you have to keep clicking on “**Next Week**” to see those courses on your schedule.
 2. Click on “**Student Detail Schedule.**” This shows the detail of the schedule, the date the class begins, class location, instructor’s name, and date you registered for the class, etc.
 3. Click on “**View/Print Your Class Schedule (Condensed Version).**” This prints your schedule all on one page.
- Click on the printer icon on the browser toolbar OR click on **File**, then **Print**, select printer to use, and then click **Print**.

TO VIEW/PRINT BILL

- Go to the “**Student Account**” page and Click on “**Account Summary by Term.**” This will show all charges to the student’s account—including room and board if applicable.
- Click on the printer icon on the browser toolbar OR click on **File**, then **Print**, select printer to use, and then click **Print**.

TO VIEW HOLDS

- Click on “**Student**”
- Click on “**Registration**”
- Click on “**Registration Status**”

This shows dates/times the student is allowed to register, lists holds, class specifications, registration permits and overrides, earned credit, etc.

Directly below this you will see a section for “**View Holds.**” Click on this and it will pull up the hold type, the processes that will be affected, and whom you need to contact to get the hold released.

TO VIEW MIDTERM GRADES AND FINAL GRADES

- Click on “**Student**” then on “**Student Records**” then select “**Midterm Grades**” or “**Final Grades.**”



Tips for Web Enrollment:

- If you have attempted to login with your user name and password and have not been successful, you must contact the IT Services Help Desk at (816) 271-4555.
- You must obtain your “Alternate PIN” from your advisor. This is your registration PIN and will change every semester.
- If you limit your “Class Search” by instructor or only searching for MWF courses, you will get a narrower list of available classes. It is really better to select the Subject area and enter the Course Number to do a general search.
- If you want to see how many available seats are remaining in a specific section, you can click on the 5-digit underlined CRN for that course, and it will pull up another screen. Click on the underlined text within the shaded box (showing the course name, CRN, Subject and Course reference, and Section number), and it will pull up another screen showing enrollment numbers for that specific section.
- **ERRORS:**
 - If you are enrolling in a lecture/lab course, you need to select both the lecture section and the lab section as you enroll to prevent from getting a “Link Error” message. Just remember the lecture sections will list the number of credit hours. Lab sections will show as zero credit hours.
 - If you get a “Repeat Count Exceeds” message, it is because you are trying to enroll in a course that you have taken previously. If you want to repeat a class, you must go to the Registrar’s Office, Eder 102, and have that course entered if you received credit for the class from a prior enrollment attempt.
 - If you get a “Prereq or Test Score” error, it is because either you have not taken the prerequisite for the course or the system is not recognizing that you have taken the prerequisite for the course. You must go to the department the course is through, have them check your prerequisite, and have them override this. If you are unsure what department to go to, your academic advisor will be able to assist you.
- In order to view the type of lab associated with PED 101 (e.g. walking, swimming, aerobic, etc.) you will need to click on the 5-digit underlined CRN. At this point another screen will pull up that lists what type of lab the specific sections are.
- If you leave the computer for more than 20 minutes you will get the message:



20 minute inactivity caused web session timeout.

The classes for which you have already enrolled will be saved.

- If you enroll using a computer in a public area (computer lab), please remember to get completely out of the system by exiting out of the web browser to protect anyone from obtaining your G#.