Enrollment Instructions and Screenshots:
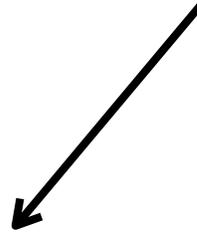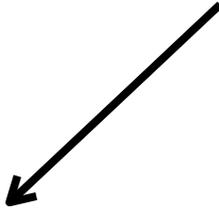
Click on "Student Academics" tab

Click on "Add or Drop Classes" and this will open up the following window:

At the bottom of this screen is your address and phone number. Please review this and update if needed as this is where any Missouri Western mail will be sent. Once you have read through this Registration/Fee Agreement, you need to click on the box with the red check toward the bottom of the screen.

This opens up the Registration window. Now click on "Add or Drop Classes" or "Schedule Planner" here:
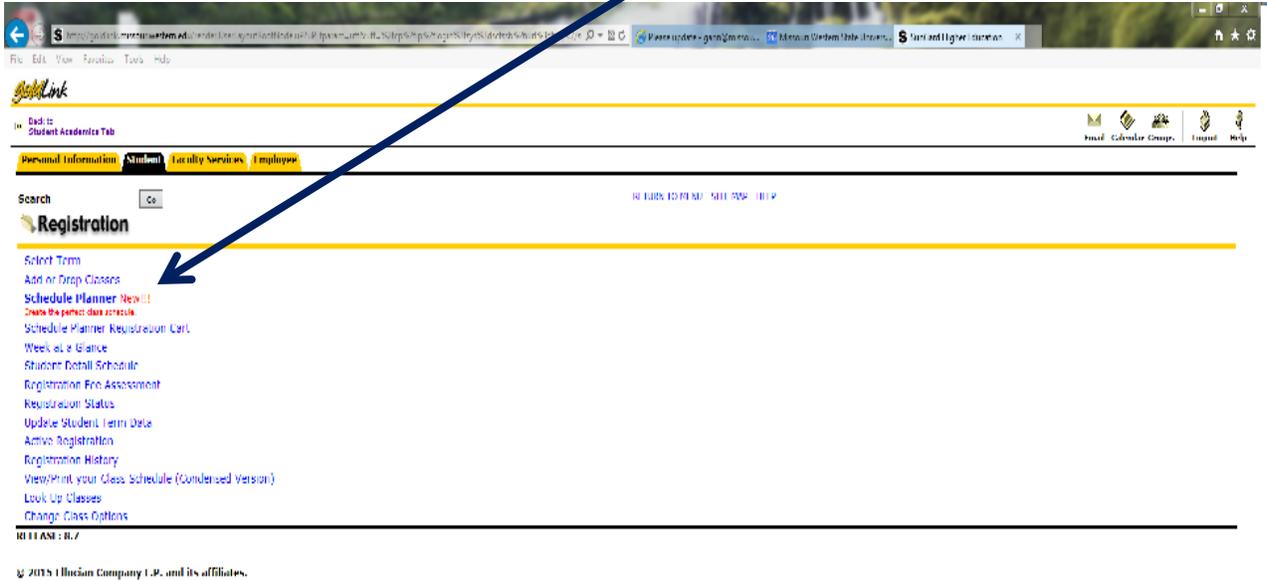
Here you will go to the drop down menu and choose the upcoming semester for registration. Click on "Submit".
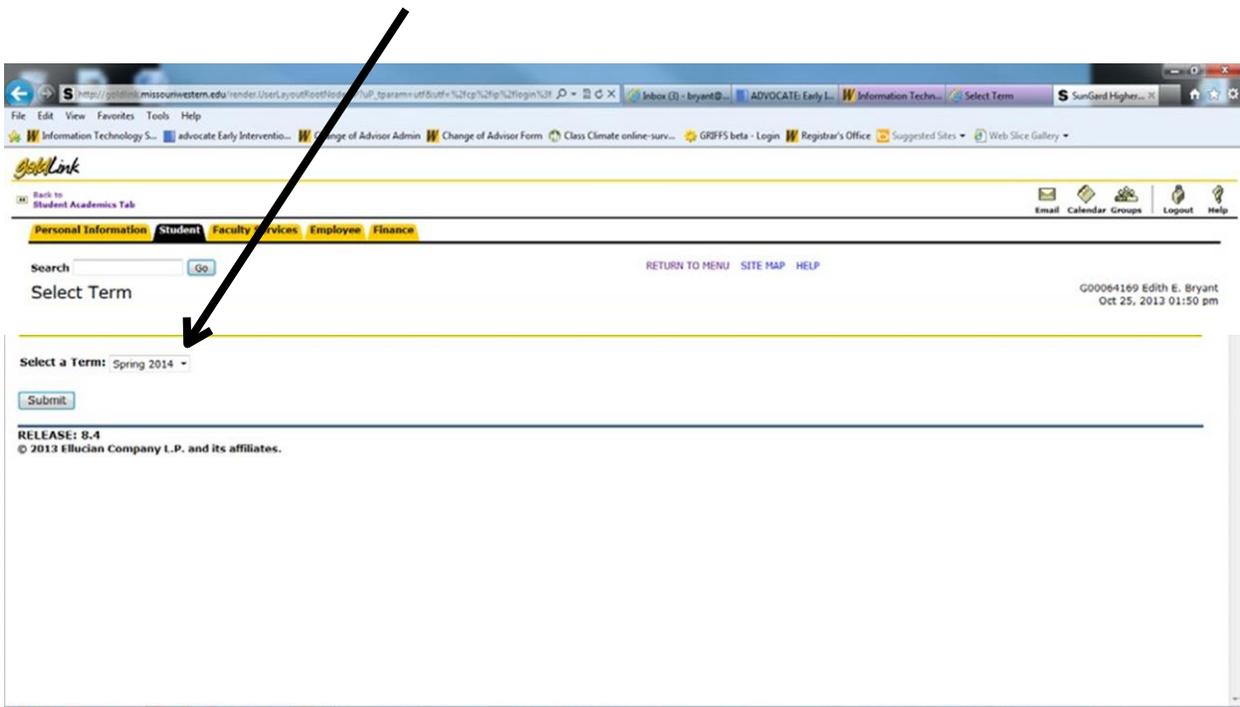
It will ask for your Alternate PIN here. Enter the 4-digit PIN and click on "Submit".
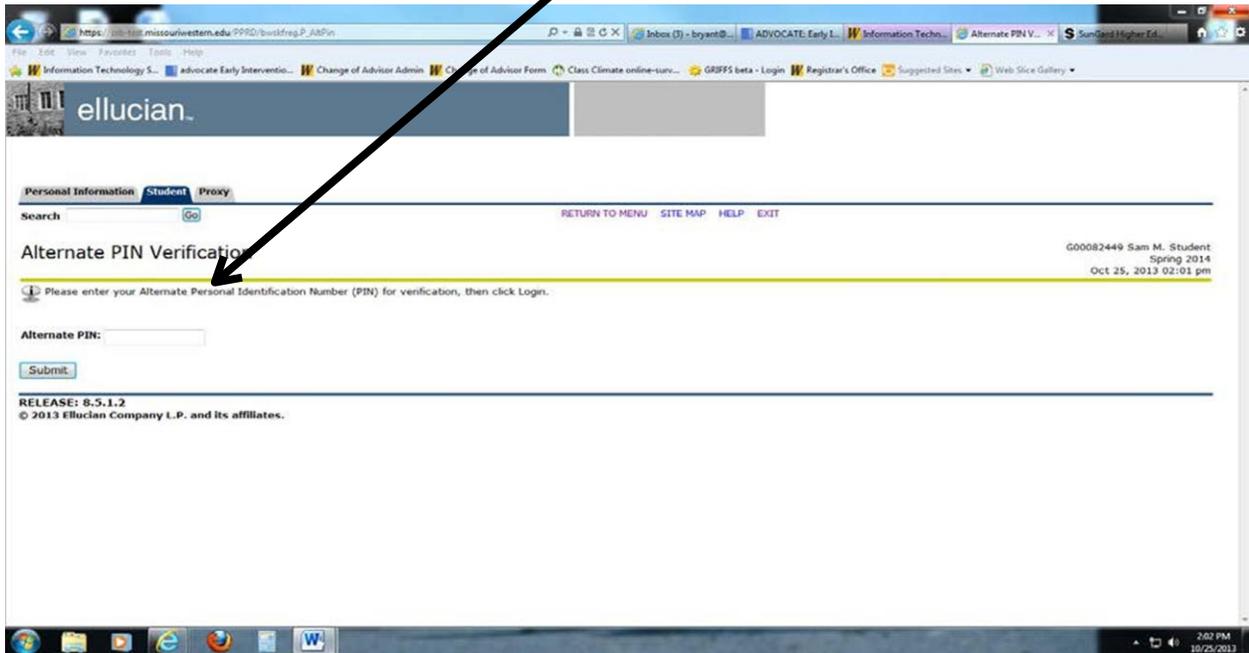
You will then have a window where you can enter the 5-digit CRNs or you can do the class search.
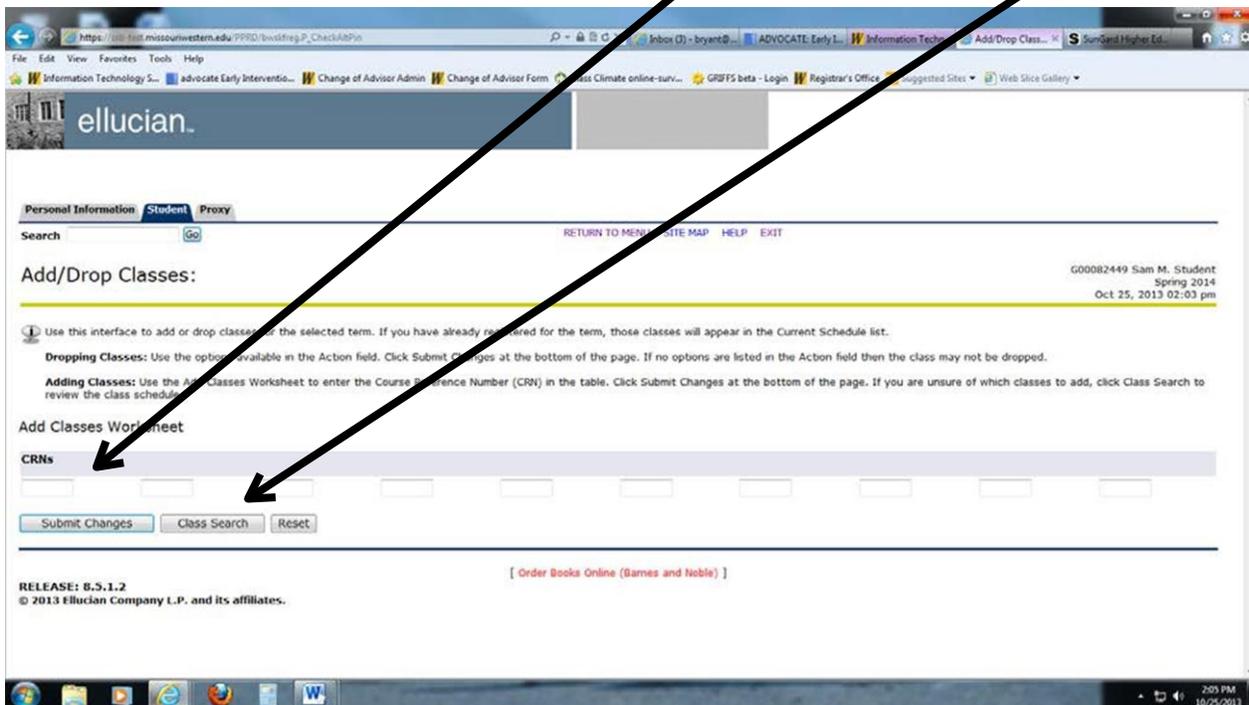
If you enter the 5-digit CRNs, click on "Submit Changes" and all classes that are open will be entered, unless there is a time conflict or the prerequisites have not been met (check for error messages.)

If you are doing a class search, you simply choose the subject area here:
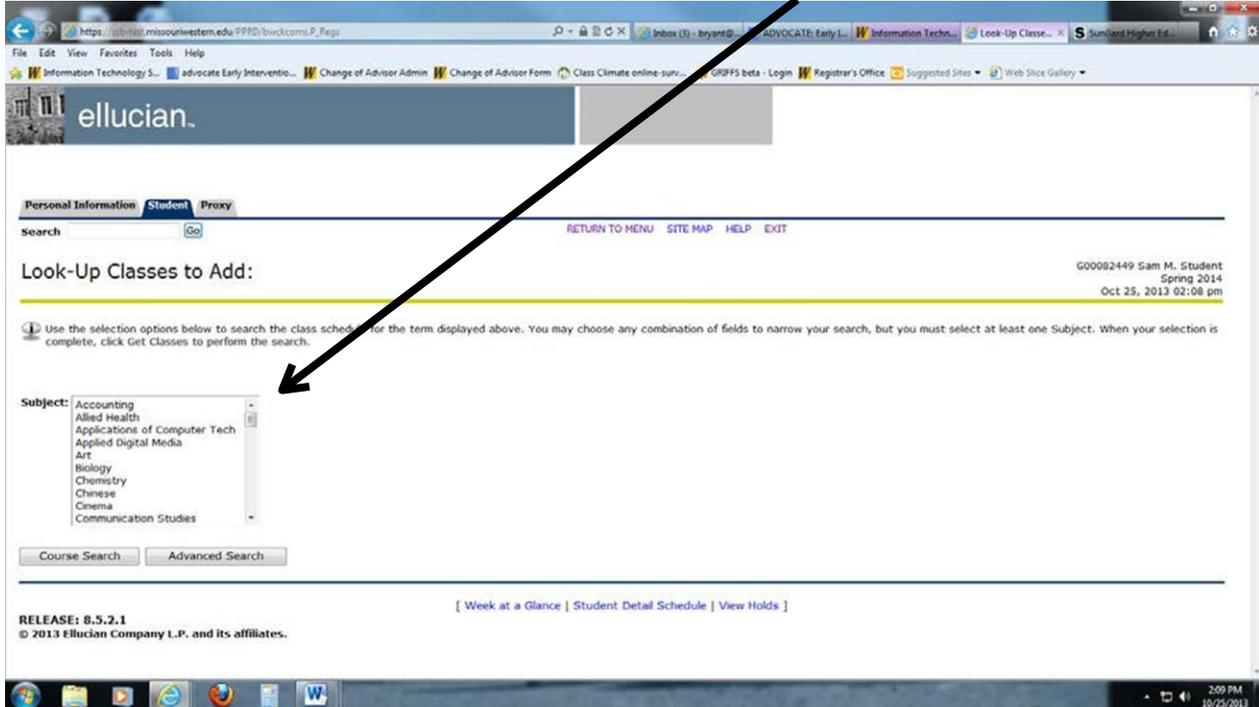
Then click on "Course Search" for a list of classes in that subject area or "Advanced Search" if you want to narrow down the options for each class. If you click on "Course Search" this is the screen that will appear (chosen subject is Communication Studies):
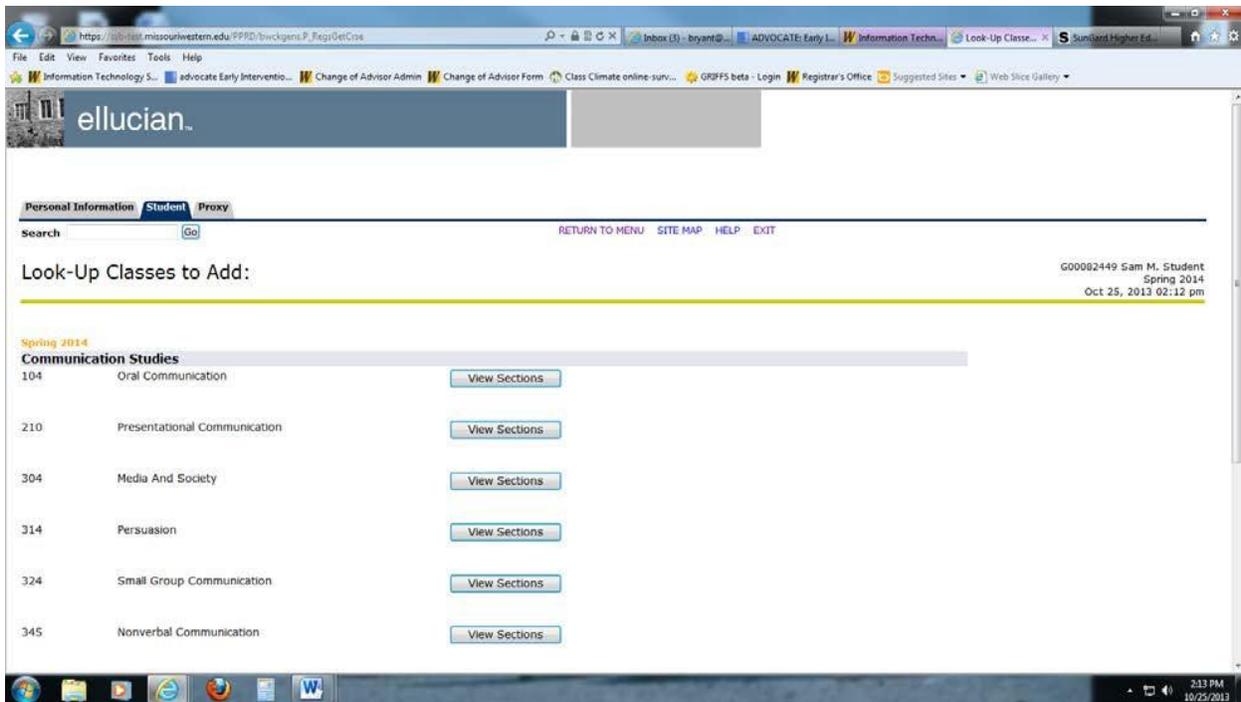
Click on "View Sections" to the right of COM 104 to see what offerings are available for that course. If the course has a box on the left, that section is open. You can see the section numbers, the days/times of the week, how many seats are remaining, the instructor, the start/stop dates of the class, and the room and building. To get registered into a section you simply click on the box of the preferred section and click "Register at the bottom.

This will go to a screen that shows you the class(es) you are enrolled in.

To enter the remainder of your classes, you will go through the same process under Class Search and choose your desired sections. If you want to change a class after you have it on your schedule, you can go to the drop-down arrow under the "Action" column and change the drop down to "Web drop-before first day" and it will remove that class from your schedule.

CHECK FOR ERROR MESSAGES!

If the class does not add after checking the box and clicking on "Register", it could be that you have not met the prerequisites or there is a time conflict. Look for this message:

🛑 **Registration Add Errors**

Right below that it will show whether it was a prerequisite error, time conflict error, link error, program restriction error, etc.

If you get a prerequisite error, you have not taken the class(es) required to take prior to enrolling in the class you are trying to get into.

If you get a time conflict error, this means you are trying to enroll in another class that is at the same time as another class you are already enrolled in. Check the error message for which CRN it is in conflict with and work out the time conflict problems.

If you get a link error, it is because the class you have chosen has a class that is required to be taken with another class. Example: PED 101 lecture requires a PED 101 lab; BIO 101 lecture requires a BIO 101 lab; CHE 310 requires you to take CHE 311 as well, etc. Check the University catalog for these specific requirements.

If you get a program restriction error, this means that you have not met the major program requirements to be enrolled in the course. Check the University catalog for these specific requirements.

If you have any questions regarding registration, please contact the Student Success & Academic Advising Center at 816.271.5990, email advisor@missouriwestern.edu, or stop by Eder Hall 209.