

# How to Register via Web4U

To start: Log into Web4U through myWestern

- User ID: W #, Capitalize "W" and include 00
- Pin: Unless you changed it to a personal pin #, it will be the first 6 digits of your social security number (if you have forgotten your pin # - click "Forgot pin?")

Web4U@WWU

Personal Information Student Financial Aid Employee

Search  Go

SITE MAP HELP EXIT

Main Menu

Select "Student"

Welcome, Ima G. Student , to the WWU Information System! Last web access on Jul 11, 2008 at 02:17 pm

[Personal Information](#)

View/Update your address(es) and phone number(s); View/Update Emergency Contact Information; Change your PIN or Security Question.

[Student](#)

Register for classes; Display class schedule; View holds; Make online payment; Display grades & transcripts.

[Financial Aid](#)

Access your financial aid; view your award; view messages about your financial aid application and award.

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Student

Select "Registration"

[Registration](#)

[Student Records](#)

**NEW!** Fall 2009 tuition and fee charges are now visible online and available for payment. However, tuition and fees are NOT DUE until September 23, 2009 and ACCEPTED financial aid (e.g. loans, grants, and scholarships, etc.) will NOT APPLY to your Western student account until approximately September 18, 2009, as long as all requirements are met.

View your holds; View your grades; Order official transcripts; Review charges and payments; Make online payment.

RELEASE: 7.4

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Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Registration

Select "Add/Drop Classes"

[Select Term](#)

[Add/Drop Classes](#)

[Look-up Classes to Add](#)

[Change Variable Credit Hours](#)

[Week at a Glance](#)

[Student Detail Schedule](#)

[Registration Schedule](#)

[Check Your Registration Status](#)

[Voter Registration Information](#)

[Advising Sheet](#)

Here you can also:

- Check your registration status for any holds, you are advised to do so well before registration appointment
- Look up classes to add; a quick feature to find an alternative course if your planned course are full
- Review your freshman advising sheet
- Review your weekly class schedule

Search  Go

Add/Drop Classes:

Fall 2008  
Aug 06, 2008 12:37 pm

**i** Use this page to add or drop classes for the selected section in the Current Schedule section. To add a class enter the CRN # and section number. Classes may be dropped by using the options available in the Action column. When add/drops are complete press the Submit Changes button.

**Variable Credit Hours**  
After registering for a variable credit course, you must return to the Current Schedule section to update your credit hours.

Add Classes Worksheet

CRNs

**Enter in the 5 digit CRN #s that you identified previously using ClassFinder or TimeTable.**

**Multiple CRN #s can be entered at once**

**Select "Submit Changes"**

Add/Drop Classes:

**i** Use this page to add or drop classes for the selected section in the Current Schedule section. To add a class enter the CRN # and section number. Classes may be dropped by using the options available in the Action column. When add/drops are complete press the Submit Changes button.

**Variable Credit Hours**  
After registering for a variable credit course, you must return to the Current Schedule section to update your credit hours.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
**Web Registered** on Aug 06, 2008	<input type="button" value="None"/>	42468	SMNR	101	FG9	Undergraduate	2.000	Letter	Perspectives on Learning
**Web Registered** on Aug 06, 2008	<input type="button" value="None"/>	44022	THTR	201	FG9	Undergraduate	3.000	Letter	Introduction to the Cinema
**Web Registered** on Aug 06, 2008	<input type="button" value="None"/>	44023	A/HI	271	FG9	Undergraduate	3.000	Letter	Visual Culture in East Asia

Total Credit Hours: 8.000  
Billing Hours: 8.000  
Maximum Hours: 17.000  
Date: Aug 06, 2008 12:39 pm

**\*\*Web Registered\*\* means you were successfully registered for that course**

**Be sure to review the Total Credit Hours you are registered for as well as any conflicts with your registration**

**Remember to print a copy of your weekly schedule**

Please note the Registration Phases:

Phase I: Open registration by appointment based on total completed credits; registration is limited to 17 credits during Phase I; schedule changes (add/drop classes) done via Web4U

Phases II and III: Schedule changes continue through the fifth day of the quarter. All online registration ends promptly at 5pm on the fifth day of the quarter

Phase IV: Beginning the sixth day of the quarter, adding and withdrawing from classes must be done in person at the Registrar's Office, OM 230. An override clearance in the system or written permission from the instructor is required to add a class. A "W" grade is assigned on the official transcript to course withdrawals that occur after the second week of the quarter.