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?”

Select “Student”

Select “Registration”

Select “Add/Drop Classes”

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
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”

**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.