Fall 2024

REGISTRATION INFORMATION

**University Registrar's Office
Strategic Enrollment Management**

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Enrollment at a Glance

Advance Registration
Tuesday, March 19 – Friday , March 22, 2024
(Pages 5-6)
   For: Students currently enrolled in Spring 2024

Open Registration
Saturday, March 23 – Friday, August 16, 2024

     For: 1) New students
              2) Readmitted former Washburn students
              3) Students enrolled Spring 2024 who did
                  not Advance Register

Procedures:
1. Review class offerings
2. See an Advisor and confirm your class selections
3. Enroll in classes
4. Pay tuition and fees
5. Obtain new I.D. if needed

Late Enrollment
Saturday, August 17 – Friday, August 23, 2024
  For everyone who did not enroll before classes started or for students who need to change their schedules.

  For the Semester Schedule click HERE

DISABILITY SERVICES
Qualified students with disabilities must register with the University Diversity and Inclusion to be eligible for services. For complete information go HERE

OUR MISSION
Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and community.
        Approved by the Washburn Board of Regents

WEB ENROLLMENT
Available 8:00 a.m. on March 19, 2024

Advance Registration and Open Registration for Fall 2024 are available to students on the Web. If you are eligible, you can enroll from home, work (if not prohibited by firewalls), or on campus through Navigate360 app. or your MyWashburn account. The majority of students who are currently enrolled in Spring 2024 may participate.

BEFORE YOU CAN ENROLL ON THE WEB

Obtain your WIN (Washburn Identification Number) located on:
- Your iCard (for current students) – obtain your iCard from the Ichabod Service Center in Memorial Union.
- Your Admissions Acceptance Letter or email (for students admitted for the Fall 2024 term).

Obtain MyWashburn Account Information (for students who do not already have a MyWashburn password).
Access my.washburn.edu
Select **"Activate Account/Retrieve Account Information"**
Follow the instructions to access MyWashburn

FACTS YOU NEED TO KNOW

The groups of students who must enroll _in person_ and are NOT eligible to enroll on the Web are:
- **High School Students**
- **Washburn Institute of Technology students seeking an Associate Degree at Washburn University must go to the Benton 306**
- **All students admitted by exception must go to Academic Advising located in the University Library and Student Success building, in person for advising and enrollment**

Registration may be unavailable when regular maintenance is scheduled, which is every Sunday from 3:00 a.m. to 10:00 a.m.

You may register and/or change your course schedule during and after your specified time of the CLASSIFICATION SCHEDULE, and at any time during the OPEN REGISTRATION period.

If you have a hold, the system will not allow you to register until it has been cleared.

After registering your courses, view your course schedule to make certain it is accurate.

If you change your mind about any courses, you may add and drop as often as necessary during and after your classification schedule and Open Registration. Be certain to check again to verify that your schedule did change.

The Student One Stop in Morgan Hall 101A (University Registrar's Office) will assist those students having difficulty enrolling.

Dates, times, and enrollment schedules may vary.

Instructions for Web Enrollment are listed on **page 4** and instructions are on each screen on the web.

WEB ENROLLMENT INSTRUCTIONS

1. MEET WITH YOUR ADVISOR
    Determine your course selections and include alternate courses.
    Write the CRN (Course Reference Number) and other course information on the **Registration Worksheet**.
    List alternate courses/sections in case your preference of courses is not available.
    Obtain your Registration PIN (Personal Identification Number) from your academic advisor before leaving. (When registering on the web, you will be asked for your Alternate PIN which is the same as the Registration PIN obtained from your advisor.)

2. IF USING MYYWASHBURN.EDU TO REGISTER USE THESE DIRECTIONS. IF USING YOUR NAVIGATE360 APP, PLEASE FOLLOW DIRECTIONS IN THE APP..
    Log into MyWashburn (my.washburn.edu) – make sure you have your PIN
    MyWashburn may be unavailable due to regular system maintenance on Thursdays from 12:01 a.m. to 1:00 a.m., and on Sundays from 3:00 a.m. to 10:00 a.m.

    Locate the Registration/Student Information card

    Click the Registration Dashboard link

    Click on Register for Classes

    Select semester and enter PIN (issued by your advisor) and click Continue

    - **Build your Course Schedule/Add a Course**
        1. **Enter the Course Reference Numbers (CRNs)** of your desired courses in the **"Enter CRNs"** tab.
            You may obtain CRNs for courses
            - when you visit with your advisor OR
            - by searching for classes through the "**Find Classes"** tab
        2. Select **Add to Summary**.
        3. **Click "Submit" on the bottom of the page in the Summary section** in order to register for the course.
            - If the course does not appear in the Status as "Registered", a **Registration Error** has occurred.
            - The error is listed in a popup window and will prevent you from enrolling in that course.
        4. **IMPORTANT:** If you choose a variable credit course, it will list the lowest number of credits available. To change the number of credits for a variable credit course or to change a course to A/Credit/Pass/Fail or Audit, you must go to another screen. To do this, select **"Schedule and Options"** tab, make the change, and then click **"Submit"**.

    - **Late Adds (Opens in a new window in MyWashburn)**
        Locate the Registration/Student Information card
        Click the "Request Late Add to Course" link
        Only for courses in progress that require instructor's permission. Electronic permit will be required of the instructor.
        Follow the instructions listed on the page and enter the CRN code you wish to add. After submitting this form, an email will be forwarded to the instructor for consideration.

    - **Drop Courses from your Existing Schedule**
        1. In the **"Enter CRNs"** tab, under the **Summary** section, select the Action pull-down to the right of the course you want to drop.
        2. Select the Drop designator.
        3. Select **Submit** on the bottom of the page.
            The deleted course will be removed from the **Summary** section.

    To see your Current Schedule with days/times indicated, select "**Schedule and Options"** tab.
    You have completed the Web Registration process if the Student Course Schedule by Day and Time accurately displays the courses for which you attempted to enroll.

    Beginning the second week of classes, the "Change Course Option" will no longer allow changes for semester courses. For part of term courses, students may change variable credit hours. Students must process the options for changing a course **in person** at the Student One Stop, 101 Morgan Hall, or e-mail their request to enrollment@washburn.edu.

    Register for Courses summary and video is available if further help is needed.

NOTE: Once you have submitted your registration, you will be obligated to pay all associated tuition and fees unless you withdraw yourself from the courses prior to the published 100% tuition refund date.

3. **PAY FOR THE TERM**
    1. For questions concerning payments and for lists of payment options, go HERE

IMPORTANT: **Protect your confidential information!** When you have finished your enrollment activities, log out of MyWashburn through the Logout button. Log back into MyWashburn to resume other activities.

ADVANCE REGISTRATION – Fall 2024 and Summer Session 2024
March 19 through March 22

Advance Registration is for eligible students who are currently enrolled at Washburn University during Spring 2024. Follow enrollment instructions listed under **Web Enrollment Instructions** on page 3. In order to access Web registration and build your course schedule, you will have to observe the schedule listed below. Your registration timeframe is based on your classification.

NOTE: For registration purposes, a student's classification will be based on the number of credit hours the student has **completed** at Washburn University, any **courses in progress** at Washburn University, and any transfer credit hours that **have been posted**.

Classifications:
Freshman	0 to 29 credit hours
Sophomore	30 to 59 credit hours
Junior	60 to 89 credit hours
Senior	90 or more credit hours
Graduate	pursuing graduate courses/degree

- You may register on your assigned dates according to your classification, which includes your current courses in progress. You may also register after your specified classification two-day block. Please note that Advance Registration is closed during the weekend.

- Non-degree seeking students will be classified according to their completed and in-progress credit hours.

ADVANCED REGISTRATION CLASSIFICATION SCHEDULE

Undergraduate students will be able to register on their assigned dates of the Classification Schedule <u>after</u> their Classification Schedule and during Open Registration. Graduate students may register on any of the dates below and during Open Registration.

Seniors:	March 19	Sophomores:	March 2 1
Juniors:	March 20	Freshmen:	March 22

OPEN REGISTRATION
Fall 2024 is from March 23,2024 at 8 am to August 16 at 5 pm
Summer 2024 is from March 23, 2024 at 8 am to May 27, 2024 at 5 pm

For:
- All Washburn University students enrolled for Spring 2024 who did not advance register;
- Former students who have been readmitted to Washburn University; and
- High School juniors and seniors.*

*High School Students may enroll for 6 hours maximum after submitting a Non-degree Seeking Application for Admission and a completed Request to Enroll Form. They must report first to the Office of Admissions in Morgan Hall 100 for application processing and enrollment instructions. Then, the Student One Stop will process the student's enrollment.

REGISTRATION ASSISTANCE
STUDENT ONE STOP
UNIVERSITY REGISTRAR'S OFFICE
MORGAN HALL 101A
(785) 670-2162

UNIVERSITY SERVICE ADVISORS WILL BE AVAILABLE TO ANSWER QUESTIONS OR TO PROVIDE ASSISTANCE.

        IMPORTANT: Students participating in Enrollment must make certain that they have **obtained their WIN and MyWashburn account information** before registering on the Web. See **BEFORE YOU CAN ENROLL ON THE WEB** on page 3 for details.

To Enroll: Follow the STEPS FOR ENROLLMENT on page 4, Web Enrollment.
New students, returning students, and current students who did not advance register must begin the enrollment process at Step 1.
- The groups of students listed under **Facts You Need to Know** on page 4 will need to enroll **_in person_**.

LATE ENROLLMENT

Late enrollment for fall is for students who did not enroll before August 17, 2024.

Students new to Washburn University must complete an Application for Admissions form and be eligible for admission before they can enroll.

LATE ENROLLMENT (Instructor's Permission NOT Required)
Web Enrollment: Saturday, August 17 through Friday, August 23, 2024

Students must make certain they have obtained their WIN and MyWashburn account information before they can enroll on the Web. See **BEFORE YOU CAN ENROLL ON THE WEB** on page 4 for details. To register your initial schedule or drop/add, follow the **STEPS FOR ENROLLMENT** on page 5.

LATE ENROLLMENT (Instructor's Permission Required)
Web Enrollment: Beginning Saturday, August 24, 2024
Students who wish to register courses or **ADD a course(s)** must have the instructor's permission. The procedures are as follows:

> **Log into your MyWashburn account**
>
> **Locate the Registration/Student Information card**
>
> **Click the "Request Late Add to Course" link**
>
> **Follow the instructions listed on the page and enter the CRN for the course you wish to add.**

Once you submit your request, an email message will automatically go to the instructor. The instructor will approve or deny your request. An email will be sent to you informing you of their decision.

Courses that are late adds will not immediately appear on your schedule. Processing will be complete in one to two days.

Note: Students may drop individual courses online using their My Washburn account through Friday, November 15, 2024, or visit the Student One Stop, Morgan Hall 101A.

ENROLLMENT GUIDELINES FOR STUDENTS

General Guidelines:

1. No student may enroll in as many as 9 hours concurrently during the Summer Term, provided no more than 6 hours are taken in the same early or late session or term. A student may petition the Dean of the academic unit where the student is declared to enroll in additional hours. (Undeclared students go to the Dean of the College of Arts and Sciences.)

2. Undergraduate courses in which the student receives a D or an F may be repeated. Any undergraduate course in which the student receives a C or better may be repeated with the approval of the Department Chair. Only the repeated grade will be included in determining the cumulative grade point average. **It is the responsibility of the student to report repeated courses to the University Registrar's Office.** Repeated courses will also be noted by the University Registrar's Office when such circumstances are identified. Students who are taking graduate courses may repeat courses in which they received a grade of C, D, or F if the repeat is granted by the dean/chair of the department offering the course.

3. A/Pass/Fail option may be selected for one course during the summer term. The A/Pass/Fail course may not be a major, or correlate course. See the Academic Calendar for Fall 2024 for last dates to select this option.

4. Student enrolled for Audit may convert to credit status before the deadline dates listed for specific summer session in the Academic Calendar for Fall 2024. A/Credit/pass/fail option may be selected for one course outside the major area of study.

5. Auditor ONLY: Students enrolled for Audit may convert to credit status by the date listed in the Academic Calendar for Fall 2024. for a specific summer session.

6. Juniors ONLY: Course Number: Junior status is required for enrollment in English 300. Courses numbered 500-699 may be open to graduate students depending on the academic program. Courses numbered 700-999 are open to graduate students only.

Tuition and Fees

- General information on
  Tuition/Fees
- Payment of tuition/fees
- Liability for charges
- Tuition Refund Policy
- Delinquent Payments

All information can all be found on
the [University Bursar's website](#).