

RE: FYS CampusWeb REGISTRATION Procedure
FROM: The Registrar

TO REGISTER OFF CAMPUS

GO TO: <http://campusweb.warren-wilson.edu>

STEP 1

Welcome to Warren Wilson College CampusWEB

- Student/Faculty Login ← **CLICK HERE TO ACCESS YOUR PERSONAL LOGIN PAGE**
 - Alumni Login
 - Course Descriptions ← **CLICK HERE TO VIEW THE ENTIRE COURSE CATALOG**
 - Class Schedule ← **CLICK HERE TO VIEW THE FALL 2009 SCHEDULE OF COURSES**
 - Online Housing Registration (**For returning students only**)
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STEP 2

From the CAMPUSWEB Home Page, click Student/Faculty Login to begin online registration

Access the CampusWEB System by entering your Login ID and Personal Identification Number (PIN).
Include ALL digits when entering your Login ID or PIN.

Login ID

PIN

When finished, click the 'Login' button.

STEP 3

Student Login
Logout

Student Directory
Faculty/Staff Directory
My Advisor

My Permissions
My Parent Access
My Schedule
My Grades
My PIN
My Address
My Transcript

→ **My Registration SELECT THIS TO BEGIN YOUR REGISTRATION.**
Course Descriptions
Class Schedule

STEP 4

A) Using the list of Fall 2009 First-Year Seminars (available at www.warren-wilson.edu/~fye) **find the following for your preferred seminars** (it's a good idea to be prepared with your top 3-4 choices):

- **Course Number** (e.g. FRS XXX)
- **Section Number** (e.g. F00)



{YOU WILL SEE THE FOLLOWING INFORMATION ON YOUR SCREEN.}

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Course Descriptions
Class Schedule

This is your current registration. Use the **drop & add** buttons to make any changes.
No current registration.

If you know the class you want to add, enter it here and click 'Add'.

Department-	Choose Department 
Course Number	<input type="text"/>
Section (use zeros when entering sections—e.g. F00, 100)	<input type="text"/>
Mode	Normal 
<input type="button" value="Add"/>	

B) Fill in this form

- **Use the pull-down menu to select First-Year Seminar (FRS)**
- **Enter the Course Number**
- **Enter the Section Number**

If a seminar is already filled to capacity, you will see a new screen with the message:

Class is full; cannot add it. Click here to return to Registration screen.

Click the link and attempt to add your next choice of seminar.

If you have successfully claimed a seat, your registration will appear at the top of the screen with the message:

Add pending

C) Click SUBMIT to complete your registration. (Don't neglect this step!)

D) You may go to “My Schedule” to confirm that your have added this course.

REMEMBER TO **SUBMIT** YOUR REGISTRATION AND LOGOUT ONCE YOU COMPLETE YOUR REGISTRATION