



WSSU

Office of the Registrar
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Registration Checklist

Use this checklist to ensure you complete the registration process.

Meet with your Advisor

All Undergraduates (and graduates in certain programs) **must meet with faculty advisors prior to registration**. Advisement periods typically begin one (1) week prior to the beginning of the semester. Many programs have complex degree requirements or require that courses be taken in sequence. Your academic advisor will help you plan the steps to completing your degree program accordingly. Your advisor will also provide you with a registration access pin number necessary for registering for classes. **It is your responsibility to set up an appointment with your advisor or advising office.**

Review course prerequisites and other course restrictions in the Undergraduate or Graduate Catalogs before you register. Be aware of all course and program requirements before registering.

Preparations before registering

You must have your Banner Identification Number, Personal Identification Number (PIN), and registration access pin number (Alternate Pin) before you attempt to register or add/drop courses. If you have lost, forgotten, or disabled any of the above, take appropriate action before you register.

Each course is designated by a 5-digit Course Reference Number (CRN). You can search for courses via the Online Course search. Verify courses and CRNs before you register to make sure you are entering the correct information.

Register during your Access Window

Students are assigned registration access windows during registration. You can find your registration access window on the *Banner Rams* student homepage or by going to *Check Your Registration Status*.

Access windows are assigned by student classification. Classification is based upon the amount of **earned** credit hours.

View and Print your Class Schedule

After you register or make changes to your schedule, view your *Student Schedule by Day and Time* to make sure there are no time conflicts between courses. Print your schedule for your records. It is your responsibility to know the class meeting location and start time.

Comply with Immunization Clearance

All new students are required to submit verified immunization records to the A.H. Ray Student Health Services Center. **These records must be complete within 30 days of the first day of classes.** Failure to comply with North Carolina immunization requirements will result in the permanent cancellation of your registration. For more detailed information visit the Medical, Health History and Immunization Requirements page.

Validate your Schedule

You can view your account on *Banner Rams* after registering for classes during the access window period. Validate your schedule by paying your tuition and fees by the deadline stated in your bill and/or in the registration calendar. Failure to pay your tuition and fees by the deadline will result in the purging (deletion) of your schedule. Students who are canceled for nonpayment must re-register or seek reinstatement during the course add/drop period.

Get a parking permit

If you plan to have a car on campus, you must obtain a parking permit from WSSU Parking Operations. To pay for a decal, visit the Campus Parking page. Decals are available on a first come, first serve basis. You may not park on campus without this permit. For more information, call (336) 750-2905. **Freshmen are NOT permitted to have cars or obtain parking permits unless otherwise approved by WSSU Parking officials.**

Get a Ram Card

Obtain your WSSU Ram Card at the Ram Card office, Room 203 of the Thompson Student Services Center. For questions or more information, please call (336) 750-3112. New students must show proof of course registration (printout from *Banner Rams*) and a photo identification to get your ID card. Your ID card will be automatically activated when the semester begins **after** your class schedule is validated. You will not have access to certain campus services until your ID has been activated.

Review your Schedule

It is your responsibility to drop or withdraw from classes that you do not attend or have stopped attending. Review your schedule and drop any class you have decided not to attend or that you may have registered for in error. View your modified schedule to verify all transactions. Complete course drops by the deadline listed on the University Academic Calendar to avoid academic penalties. **Avoiding academic penalty does NOT ensure a student will avoid financial penalties. For more information, refer to the SAP and Financial Credit Policy.**

Contact your Academic/Departmental Advisor or the University Registrar's Office at (336) 750-3330 if you believe there is a problem with your schedule.