



## Registering for Classes

To register for your courses, please follow the instructions below or visit <https://wayne.edu/registrar/registration/how-to/>

### *Use Your Plan of Work and Registration Dates*

1. Using your Plan of Work, you may refer to your required courses so you know what you must take each semester.
2. The registration dates are posted online at <http://reg.wayne.edu/students/calendar.php>. Register during the Priority Registration period to avoid any additional fees.

### *Browse Classes (first step)*

1. To see which classes are available for the current academic term, access the Registration Portal through Academica, [www.classschedule.wayne.edu](http://www.classschedule.wayne.edu), or <https://wayne.edu/registrar>
2. Select Register/Browse Classes
3. Select Browse classes (be sure to note the Course Reference Number (CRN) of the classes you wish to take.
4. Select a Term, hit Continue
5. You can search for classes by typing in the subject abbreviation or by placing the cursor in the box to expand a list of departments offering courses in that term. There is also an “Advanced Search.”
6. Once you have entered your search criteria and selected your desired course, click Search
7. The Search results will tell you the CRN of each section, title, number of credits, the instructor, times and days, campus, and number of seats available. You can increase the number of classes shown or move through the pages at the bottom of the screen.
8. Clicking on the title of the course will display a Class Detail window. **NOTE:** important information about deadlines for tuition cancellation and withdrawals are displayed in this window.
9. Be sure to write down your courses and CRN numbers for faster registration.

### *Register for Classes Using Academica (second step)*

1. Log into Academica at <https://login.wayne.edu> using your WSU Access ID and password.
2. Select Student Resources – Registration – then Registration Portal
3. Click on Register for Classes
4. Select a Term, then hit Continue
5. Read and confirm the Financial Responsibility Agreement
6. Using the Enter CRN tab, enter the CRN and click Add to Summary to add the class to your schedule. Click Submit to register.
7. You can use the Schedule and Options tab to email a list of classes to yourself and up to three additional email addresses. Clicking on the print icon will allow you to print a detailed schedule and a class schedule by day and time.
8. If you receive any registration error messages, or if you need permission to register for the desired course, please submit a Course Override Request form at <http://business.wayne.edu/resources/grad-override.php>.