STUDENT INSTRUCTIONS – REGISTRATION

The portal can be accessed via the following URL: https://wcportal.wilmington.edu

Enter your NETWORK login and password (this is the login and password used when your computer boots up)

If you run into any problems or have any questions, please contact records@wilmington.edu or call Ruth Clark in the Academic Records office at ext. 464.

For security reasons, please be sure to LOGOUT of the site before leaving your computer.

Click on MY ACADEMICS tab (located across the top of the screen)

You are on your ACADEMIC RECORDS INFORMATION page. From this page you can access your student schedule, grade report for the current term (for 2 weeks from the date current grades are released), your unofficial transcript (you can view your grades from here once the grade reports are no longer accessible), and various forms and resources are also available to access.
TO REGISTER

Click on COURSE SCHEDULES AND REGISTRATION page (located on the left hand side of the screen)
Change TERM to the appropriate term (i.e. SP2013) and make sure PROGRAM is set to Undergrad Program

There are 2 methods for registering for courses:
  Add a course by Code
  Add a course using Course Search

**ADD COURSE BY CODE provides 6 entry blocks.** To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab.** Then click “Add Course(s)”.  

**Your schedule will appear below this box showing you which courses have been added.**

<table>
<thead>
<tr>
<th>Add by Course Code</th>
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<tbody>
<tr>
<td>To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. <strong>If you don't know the course or section codes you need, use the course search tab above.</strong></td>
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<table>
<thead>
<tr>
<th>Course Code</th>
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<td>1.</td>
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<td>5.</td>
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**Add Course(s)**

<table>
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<tr>
<th>Your Schedule (Registered)</th>
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<tr>
<td>Drop</td>
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**No Current Courses for the selected Term and Division.**

If you neglect to add concurrent components (i.e. labs and/or writing components), you will receive an error message.

**Courses Not Yet Registered**

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

**ENG201I-M4**

**Course Info:**
- TR 02:30-03:45PM

**Error:**

**Concurrent Requisite(s): Please select the Add Concurrent Course(s) to view requisite(s)**

**Resolution:**
This course requires one or more courses to be registered along with it. Once you have chosen a section for all the corequisites listed here, you can register for all the courses at once.
Click Add Concurrent Course(s)

**Course:** ENG201I-M4  **Credits:** 3.0  **Term:** Fall - 2012  **Program:** Undergrad Program

ENG201I-M4 is a course with a Concurrent. To register for ENG201I-M4, you must select one of the Concurrent groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Concurrent Courses

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<thead>
<tr>
<th>Add</th>
<th>Concurrent</th>
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<tbody>
<tr>
<td>☑️</td>
<td>ENG201IW M4</td>
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<tr>
<td>☐</td>
<td>ENG201IW M5</td>
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</table>

Check mark the correct component then, click Add Concurrent Course(s)

**ADD COURSES BY USING COURSE SEARCH**

Using this function you can search for courses by title or course code; however, if you click, “More Search Options” you can also search courses according to the day/time they are offered, number of credit hours, etc. If you prefer a comprehensive listing of all course offerings, simply click the “Search” button without entering any parameters.

- **Course Search**

  - **Title:** Begins With [restrict title by]
  - **Course Code:** Begins With [restrict course by]
  - **Term:** FA 2012
  - **Department:** All
  - **Program:** Undergrad Program

  [Search]  [More Search Options]

The Course Search will most likely be used during your advising session to see what courses are being offered and when.