

STUDENT INSTRUCTIONS – REGISTRATION

The portal can be accessed on campus using the link available on the wc@home page located under “Strictly Business” or off campus via the Wilmington College website (www.wilmington.edu) using the “WC Portal” link which is located at the bottom of the page under Resources or by using 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). For security reasons, please be sure to LOGOUT of the site before leaving your computer.

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

Once on WCPortal Home Page: Click MY ACADEMICS tab (across the top of the screen)

You are on your ACADEMIC RECORDS HOME 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), various forms, resources, and calendars.

Wilmington College
HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

Welcome back **Cody Tester** ([Personal Info](#) | [Logout](#))

You are here: My Academics > Academic Records Home

My Academics

- Academic Records Home
- Academic Information
- Student Schedule-click for details
- Grade Report
- GPA Projection
- Unofficial Transcript
- Forms and links
- Higher Learning Commission Accreditation Report
- Calendars, Schedules & Resources - printable
- Course Schedules and Registration
- Degree Information
- Graduation Information

My Academics

Academic Information

Undergrad Program

Faculty Advisors: Alexander, J. Wynn Primary Advisor

Intended Majors: Sport Management

First Conc: Allied Health

Degree: Bachelor of Science

Student Schedule-click for details

[Student Schedule-click for details](#) > Student Schedule

Course Schedule for Cody Tester

[View Details](#)

Fall - 2017 - All Divisions
Course Title Meets
No Courses to display.

Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

Higher Learning Commission Accreditation Report

HLC Documents

- [HLC Assurance Report \(.pdf, 1864K\)](#)
- [Assessment Timeline \(.pdf, 196K\)](#)

[Go to Main Screen](#)

Calendars, Schedules & Resources - printable

Academic Calendar and other Resources

- [2017 - 2018 Academic Calendar](#)
- [Registration Dates](#)
- [2017 - 2018 Main Course Inventory](#)
- [2017 - 2018 Catalog Addendum](#)
- [2016 - 2017 Catalog Addendum](#)
- [Self Designed Major Guidelines](#)

Fall 2017

- [FA17 MAIN Campus Schedule](#)
- [FA17 Schedule of Classes](#)
- [FA17 Abbreviated Drop/Add Schedule](#)
- [FA17 Final Exam Schedule](#)

Reminder:

GPA PROJECTION

Please select a Program for which to calculate your projected GPA.

Program:

Unofficial Transcript

Program: **Undergrad Program**

[View Unofficial Transcript](#)

Forms and links

Official Transcript - Order Form

[Click here to order an Official Transcript](#)

Forms

- [Course Authorization Form](#)
- [Course by Appointment](#)
- [Early Late Exam Request](#)
- [Grade Appeal](#)
- [Independent Study](#)
- [Major/Minor Amendment Form](#)
- [Petition for Administrative Action](#)
- [Petition to Academic Standard & Appeals](#)
- [Proficiency Exam Form](#)
- [Registration Planning Form](#)
- [Self-Designed Major Amendment Form](#)
- [Self-Designed Major Application](#)
- [Transient Student Application](#)

Final Examinations - [Friday, Monday, Tuesday, December 8, 11 - 12](#)
 Residence Halls Close - [Tuesday, December 12, 9:30 p.m.](#)

Spring 2018

- [SP Schedule for Web Registration Time Table](#)
- [Advising Notes](#)
- [SP18 Schedule of Classes](#)
- [SP18 Abbreviated Drop/Add Schedule of Classes](#)

Summer 2018

Registration for summer classes begins October 17.

All students can register on a first come, first served basis, provided they have been cleared for summer registration by their advisor.

[SU18 MAIN Schedule of Classes](#)

Campus Building Abbreviations

BAIL	Bailey Hall
BCAC	Boyd Cultural Arts Center
CH	College Hall
CSA	Center for Science & Agriculture
CSS	Center for Sport Sciences
EQS CTR	Equestrian Center
FIFE	Fife Building
HC	Hermann Court
KEL	Kelly Center
RCC	Robinson Communication Center

For Campus Map, click [HERE](#)

Need Help?

Welcome to WCportal. If you any problems or questions, please email records@wilmington.edu or stop by College Hall 105 for assistance.

[Office of Academic Records - Staff Directory](#)

TO REGISTER

Click on **COURSE SCHEDULES AND REGISTRATION** page, (located on the left hand side of the screen), then click on the Course Schedules and Registration portlet.

Wilmington College

Welcome back [Personal Info](#) | [Logout](#)

HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI HELP MY PAGES

You are here: My Academics > Course Schedules and Registration

My Academics

- Academic Records Home
- Course Schedules and Registration
- Announcements
- Course Schedules and Registration
- Degree Information
- Graduation Information

Search...

[Show search options](#)

Quick Links

- My Pages
- Wilmington Web Site
- WC OWA Email
- Bookstore
- WC Blackboard
- WILpay

Proxy Login Tools

- Re-Login As Current User
- Log Back Into Original User

Course Schedules and Registration

Course Schedules and Registration - Add/Drop Courses

Add/Drop

Term:

Student Program: Undergrad Program *Select the Student Program for this registration and then select the Course Program to find a course.*

Add/Drop course period is OPEN. Student Registration is open from 09/18/2017 to 01/18/2018

You are currently registered for **12 credits.**

Program: *Select which courses will be displayed in the schedule & searches below.*

Add by Course Code: **Course Search**

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

Change TERM to the appropriate term (i.e. SP 2018) 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.

Course Schedules and Registration - Add/Drop Courses

Add/Drop

Term:

Student Program: Undergrad Program *Select the Student Program for this registration and then select the Course Program to find a course.*

Add/Drop course period is **OPEN**. Student Registration is open from 09/18/2017 to 01/18/2018

You are currently registered for **12 credits**.

Program: *Select which courses will be displayed in the schedule & searches below.*

Add by Course Code

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 above.**

Course Code:	Course Code:
1. <input type="text"/>	2. <input type="text"/>
3. <input type="text"/>	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

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

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).

Click Add Concurrent Course(s)

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).

AG133-M1

Course Info:

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.

Add by Course Code **Course Search**

Title:

Course Code:

Term:

Department:

Program:

[More Search Options](#)

Your Schedule (Registered)

Drop	Swap	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="checkbox"/>	EN101-M1 Writing II	MWF 01:50-02:50PM	MAIN Campus College Hall 303	4.00

Check mark the correct component then, click Add Concurrent Course(s). In this example, the only available concurrent course is AG133L M2.

Welcome back Casey Test ([Personal Info](#) | [Logout](#))

HOME FINANCIAL AID MY ACADEMICS STUDENT LIFE WC CINCINNATI ALUMNI AND FRIENDS HELP MY PAGES

You are here: My Academics > Course Schedules and Registration

My Academics

- Academic Records Home
- Course Schedules and Registration
- Degree Information
- Graduation Information

Search...

Quick Links

- My Pages
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- WC Blackboard
- WILpay

Course Schedules and Registration

[Add/Drop](#) > [Results](#) > [Add/Drop Courses](#) > Add Concurrent Course(s)

Course: AG133-M1 Princ of Crop/Animal Product II Credits: 4.0 Term: Spring - 2018 Program: Undergrad Program

AG133-M1 is a course with a Concurrent. To register for AG133-M1, you must select one of the Concurrent groups listed here. Check the Add box and click the Add Requisite Course(s) button.

Concurrent Courses	Add	Concurrent
Lab required	<input type="checkbox"/>	
AG133L M1	<input type="checkbox"/>	
AG133L M2	<input checked="" type="checkbox"/>	
AG133L M3	<input type="checkbox"/>	

The concurrent requisite - lab has now been added to the schedule.

Term: SP 2018

Student Program: Undergrad Program *Select the Student Program for this registration and then select the Course Program to find a course.*

Add/Drop course period is OPEN. Student Registration is open from 09/18/2017 to 01/18/2018

You are currently registered for **8 credits.**

Program: All *Select which courses will be displayed in the schedule & searches below.*

Messages

AG133L-M2 , AG133-M1 Added

Add by Course Code | **Course Search**

Title: **Begins With**

Course Code: **Begins With**

Term: **SP 2018**

Department: **All**

Program: **All**

[More Search Options](#)

Your Schedule (Registered)		Title	Title	Schedule	Location	Credits
<input type="checkbox"/>	<input type="radio"/>	AG133-M1	Princ of Crop/Animal Product II	MWF 08:00-08:45AM	MAIN Campus Center for Sci. and Agr.	148 4.00
<input type="checkbox"/>	<input type="radio"/>	AG133L-M2	Princ of Crop/Animal Prod II Lab	M 03:10-05:00PM	MAIN Campus Fife Avenue Building AGR	0.00
<input type="checkbox"/>	<input type="radio"/>	EN101-M1	Writing II	MWF 01:50-02:50PM	MAIN Campus College Hall 303	4.00

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.

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

Course Schedules and Registration - Add/Drop Courses

Add/Drop

Term: SP 2018

Student Program: Undergrad Program *Select the Student Program for this registration and then select the Course Program to find a course.*

Add/Drop course period is OPEN. Student Registration is open from 09/18/2017 to 01/18/2018

You are currently registered for **12 credits.**

Program: Undergrad Program *Select which courses will be displayed in the schedule & searches below.*

Add by Course Code | **Course Search**

Title: **Begins With**

Course Code: **Begins With**

Term: **SP 2018**

Department: **All**

Program: **Undergrad Program**

[More Search Options](#)