

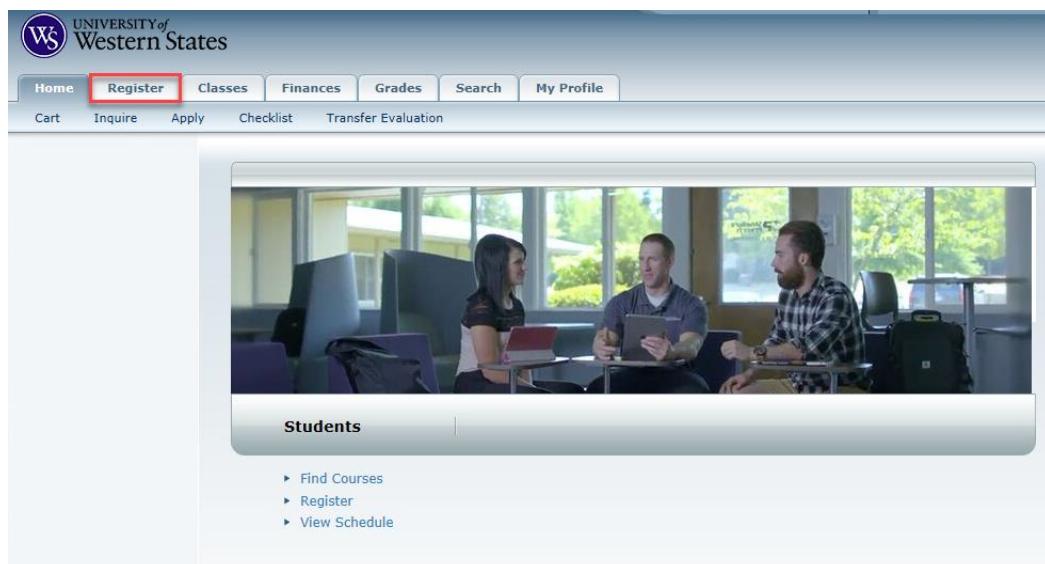
# UWS Course Registration Guide

Revised Sept. 2020

Welcome to UWS! As an online student, you must register yourself for courses each term. Course registration opens about 4 week prior to the start of each term. You will receive an email from the registrar when course registration opens. Please follow the instructions below to register. If you have questions about which courses you need to take, please contact your program director. If you have questions about the course registration process, please contact the registrar at [registrar@uws.edu](mailto:registrar@uws.edu) or student services at [studentservices@uws.edu](mailto:studentservices@uws.edu).

## Registration Instructions

1. Open your web browser, and go to my.uws.edu.
2. Log-in with your UWS username (the first part of your UWS email address) and password. For example, if your email address is jdoe@student.uws.edu, your username would be jdoe.
3. From your dashboard, select the “register” tab.



4. Under the “register” tab, click on the “traditional courses” button.



5. On the “traditional courses” page, select the period you are registering for (year/term).

Welcome UNIVERSITY of Western States

Home Register Classes Finances Grades Search My Profile

Traditional Courses

Related Links: Section Search, View Schedule

**Traditional Courses**

Period: 2019/Summer (highlighted with a red box)

Status: OK to register.

6. Click on the “section search” button on the left sidebar or from the main page to search for courses.

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Catalog Search

Traditional Courses

Related Links: Section Search, View Schedule

**Traditional Courses - 2019/Summer**

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the [Section Search](#) to find courses to add to your cart.

You can review your degree requirements and find required courses using the Academic Plan.

Previous Next

7. Search for the courses you want to take. From the “basic search” tab, you can search by typing in keywords or course codes. From the “advanced search” tab, you will find other options to narrow your search.

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Course Catalog Section Search

Related Links: Registration

**Section Search**

Basic Search Advanced Search Back to Registration

Keywords: Some Keywords (highlighted with a red box, containing Bio, Med, MSN, nutrit, Psychology)

Course Code:

Registration Type:  Traditional  Continuing Education  Both

Results Per Page: 10

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8. When you get your search results, you can view details of the course, such as course dates, number of credits, and seats available. After finding the course you want to take, add it to your “cart” by clicking the “add” button in the far right column.

If blank it is already in your cart

**Section Search**

Showing 1 - 10 of 12

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Add
Evidence-Based Nutrition MSN6101/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Detox & Biotransform Pathways & Imbal MSN6300/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Detox & Biotransform Pathways & Imbal MSN6300/Lecture/02	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Hormone & Neurotransmit Regulatn & Imbal MSN6302/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Whole Food Nutrition and Supplementation MSN6305/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	4.00			75 of 75	<b>Add</b>
Autoimmune Diseases: Causes & Strategies MSN6104/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Meal Planning in Health and Illness MSN7115/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	2.00			75 of 75	<b>Add</b>

**My Cart**

Cart Items

MSN6101/01 3.00 Cr.  
7/8/2019 - 9/20/2019

9. The course will show up in your cart on the right sidebar, and a window will appear that gives you the option to “view your cart” or “proceed to registration”. Add all of the courses you want to take to your cart, then click “proceed to registration”.

**Section Search**

Showing 1 - 10 of 12

Course	Date	Session	Credits	Fees	Schedule	Available Seats	Add
Evidence-Based Nutrition MSN6101/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Detox & Biotransform Pathways & Imbal MSN6300/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Detox & Biotransform Pathways & Imbal MSN6300/Lecture/02	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>
Hormone & Neurotransmit Regulatn & Imbal MSN6302/Lecture/01	7/8/2019 - 9/20/2019	2019 Summer Standard	3.00			75 of 75	<b>Add</b>

**My Cart**

Cart Items

Course MSN6300/Lecture/01 was added to your shopping cart for period 2019/SUMMER/Standard.

**Course Added**

Blank because it is in the cart

**My Cart**

Cart Items

MSN6101/01 3.00 Cr.  
7/8/2019 - 9/20/2019

MSN6300/01 3.00 Cr.

**Course Added**

Course MSN6300/Lecture/01 was added to your shopping cart for period 2019/SUMMER/Standard.

**View Cart** **Proceed to Registration**

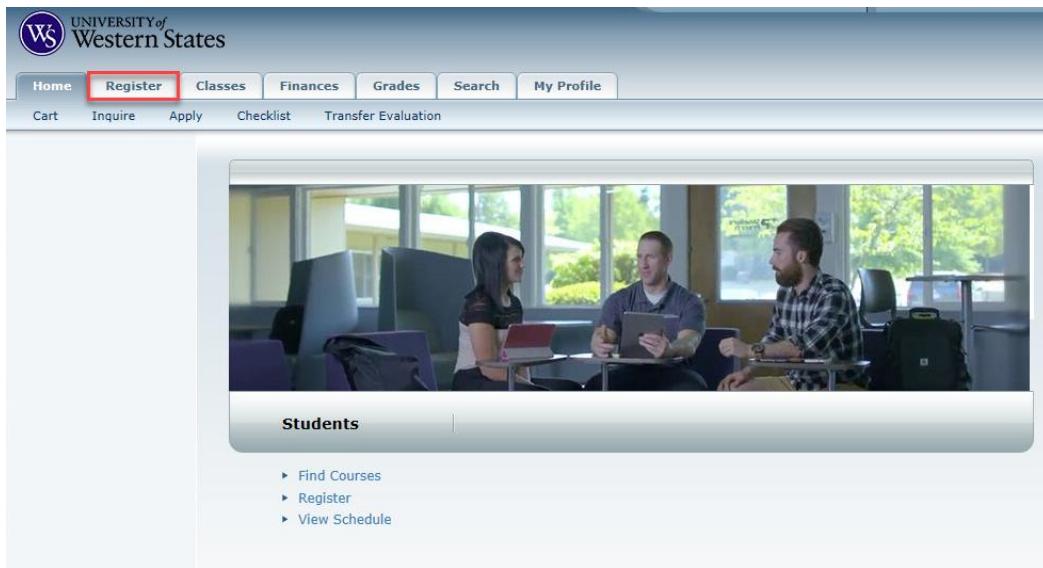
10. Verify all of the courses you added to your cart are correct. If you need to remove a course, click the “remove” button to take the course out of your cart. When you are done, click the “next” button to complete registration for these courses. You must click “next” or the courses will remain in your cart and you will not be registered.

If done correctly, you will notice on the next screen that the “status” for each course will change to “registered”. Click the “next” button to finalize the registration process.

11. You will receive a “congratulations” message on the next screen when you have successfully registered for courses. You can modify your course schedule until the Friday of the first week of the term.

## Dropping a Course

If you need to drop a course from your dashboard, select the “register” tab.



Under the “register” tab, click on the “traditional courses” button.



On the “traditional courses” page, select the period you are registered for (year/term).



Under “registered courses” click the checkbox next to the course you want to drop, and then click “next”.

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Traditional Courses

Related Links A Traditional Courses - 2019/Summer

Select Period Review Schedule Finalize Complete

Courses to Add

Your cart is empty.

You must add courses to your cart before proceeding with registration.

Use the Section Search to find courses to add to your cart.

You can review your degree requirements and find required courses using the Academic Plan.

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input type="checkbox"/>	Evidence Based Nutr - HSN6101 /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered

Instructors:

<input type="checkbox"/>	Dtin Biots Pthw [NB - HSN6300 / Lecture /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered
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Instructors:

Previous Next

This will drop the course and show your updated schedule.

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Traditional Courses

Related Links A Traditional Courses - 2019/Summer

Select Period Review Schedule Finalize Complete

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dtin Biots Pthw [NB - HSN6300 / Lecture /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered

Instructors:

Clicking 'Next' will finalize the registration process

Previous Next

Click next to complete the registration process.

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Traditional Courses

Related Links A Traditional Courses - 2019/Summer

Select Period Review Schedule Finalize Complete

Congratulations! You have completed your Registration for: 2019/Summer

If you need to drop a course after the add/drop deadline has passed, please contact the registrar at [registrar@uws.edu](mailto:registrar@uws.edu) or student services at [studentservices@uws.edu](mailto:studentservices@uws.edu).