

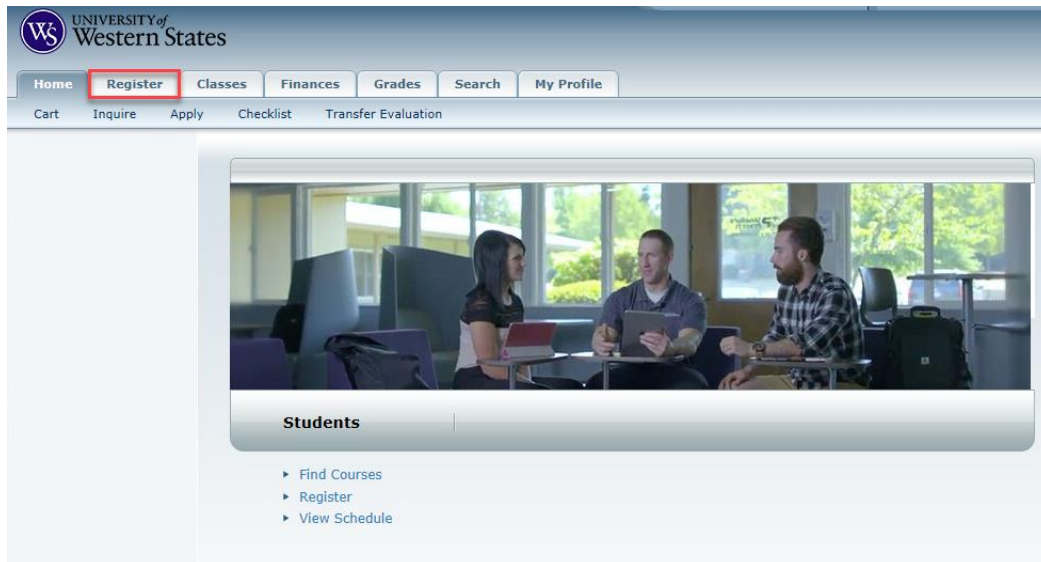
UWS Course Registration Guide

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 or student services at studentservices@uws.edu.

Registration Instructions

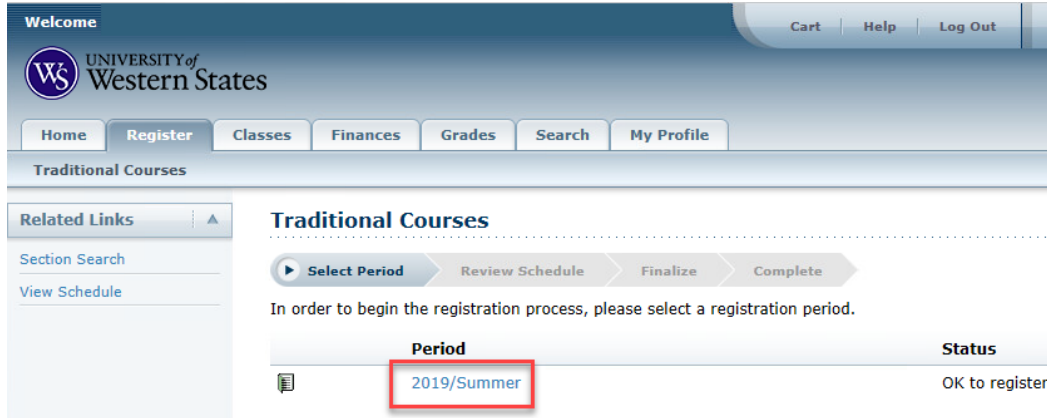
1. Open your web browser, and go to my.uws.edu.
2. Log-in with your UWS username (the first part of your UWS email address) and password. For example, if your email address is jdoe@student.uws.edu, your username would be [jdoe](mailto:jdoe@student.uws.edu).
3. From your dashboard, select the “register”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



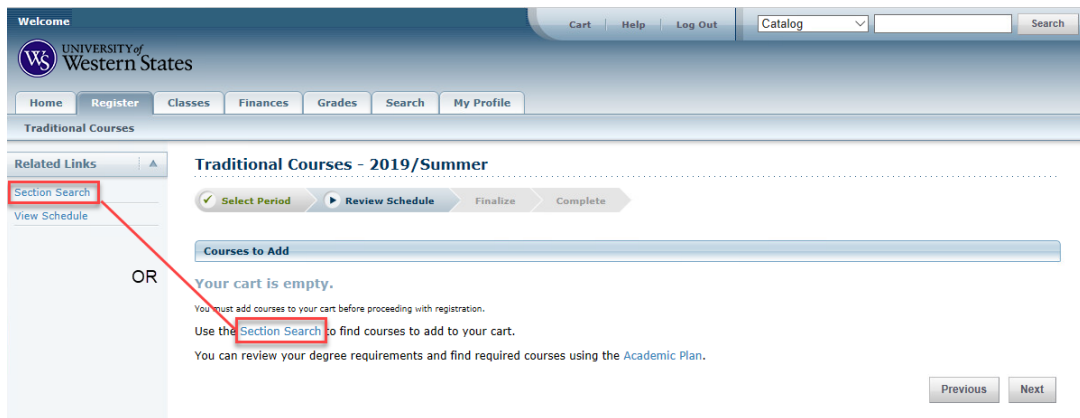
4. Under the “register” tab, click on the “traditional courses” button.



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



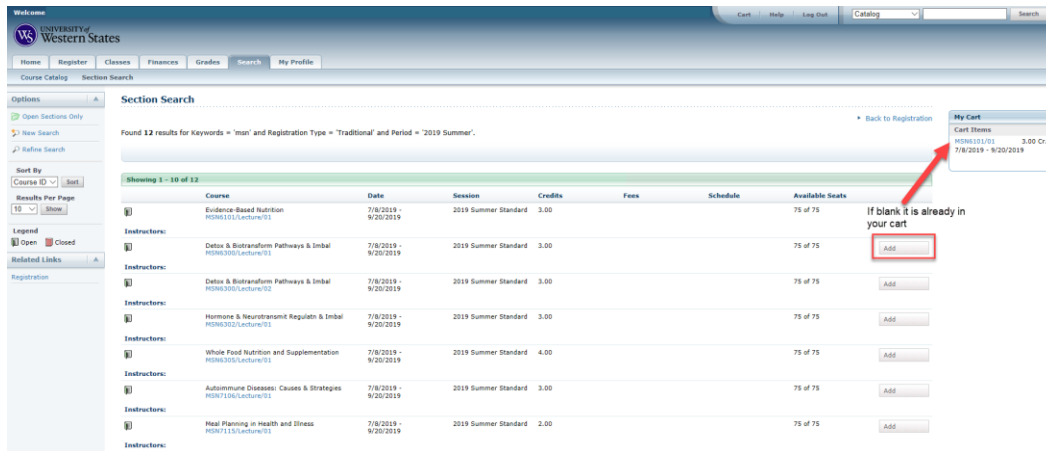
6. Click on the “section search” button on the left sidebar or from the main page to search for courses.



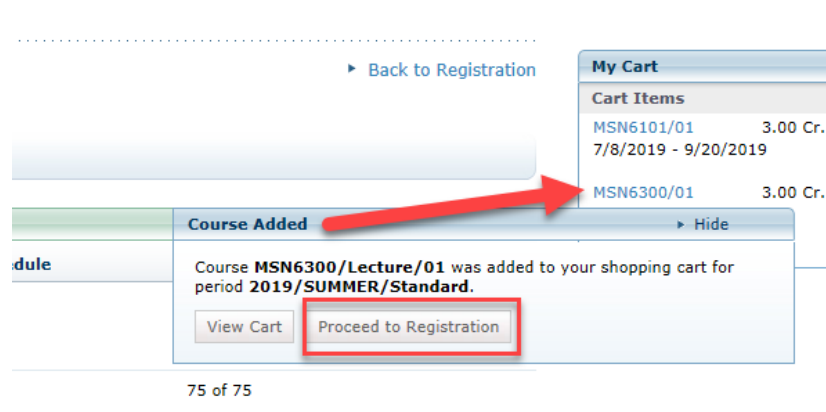
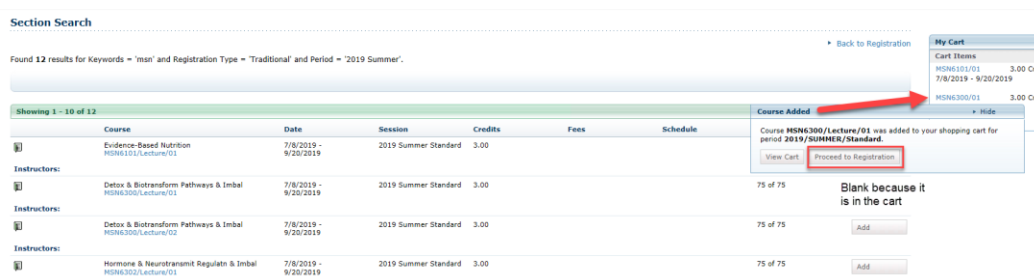
7. Search for the courses you want to take. From the “basic search” tab, you can search by typing in keywords or course codes. From the “advanced search” tab, you will find other options to narrow your search.



- 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.



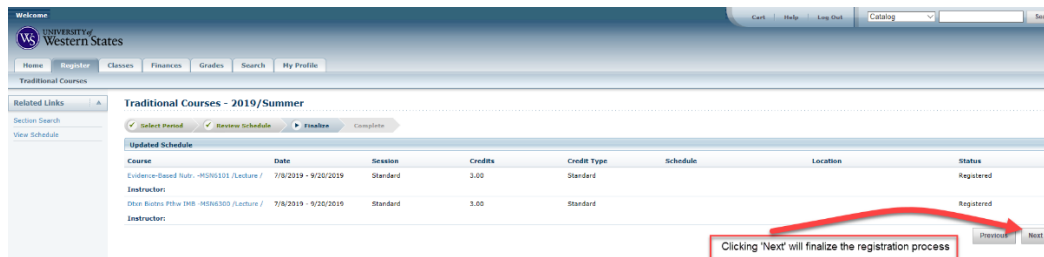
- The course will show up in your cart on the right sidebar, and a window will appear that gives you the option to “view your cart” or “proceed to registration”. Add all of the courses you want to take to your cart, then click “proceed to registration”.



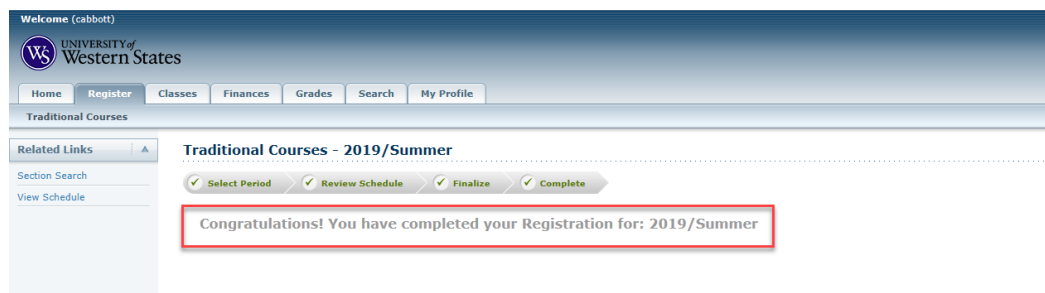
- Verify all of the courses you added to your cart are correct. If you need to remove a course, click the “remove” button to take the course out of your cart. When you are done, click the “next” button to complete registration for these courses. You must click “next” or the courses will remain in your 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.

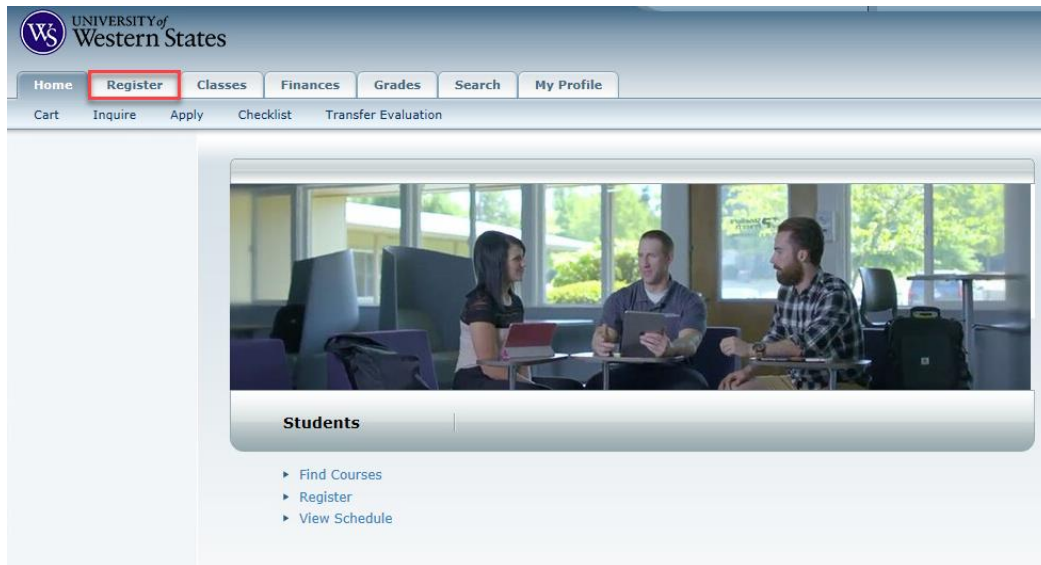


- You will receive a “congratulations” message on the next screen when you have successfully registered for courses. You can modify you course schedule until the Friday of the first week of the term.



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”.

Traditional Courses - 2019/Summer

Registered Courses

Drop	Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
<input checked="" type="checkbox"/>	Evidence-Based Nut. - HSN6101 / Lecture /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered
<input type="checkbox"/>	Dian Sobtes Pflw (H) - HSN6300 / Lecture /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered

Previous Next

This will drop the course and show your updated schedule.

Traditional Courses - 2019/Summer

Updated Schedule

Course	Date	Session	Credits	Credit Type	Schedule	Location	Status
Dian Sobtes Pflw (H) - HSN6300 / Lecture /	7/8/2019 - 9/20/2019	Standard	3.00	Standard			Registered

Clicking 'Next' will finalize the registration process

Previous Next

Click next to complete the registration process.

UNIVERSITY of Western States

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Traditional Courses

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 or student services at studentservices@uws.edu.