

# UWS Course Registration Guide

Revised Jan. 2021

As an online student, you must register yourself for courses each term. **Course registration for the next quarter opens in week 6 of each quarter.** You will receive a reminder email during week 5 before registration opens. Please follow the instructions below to register.

If you have questions about which courses you need to take please contact student services at [studentservices@uws.edu](mailto:studentservices@uws.edu). 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).

## To get started:

1. Open your web browser and go to [myUWS](https://myUWS).
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@students.uws.edu, your username would be jdoe.*

**There are two easy ways to register in myUWS: by searching for courses or from your academic plan.**

## Jump to section:

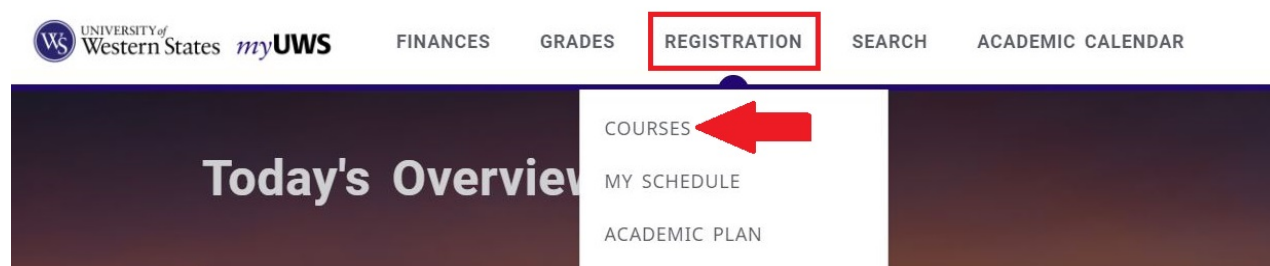
[Register by searching for courses](#)

[Register through your academic plan](#)

[Drop a course](#)

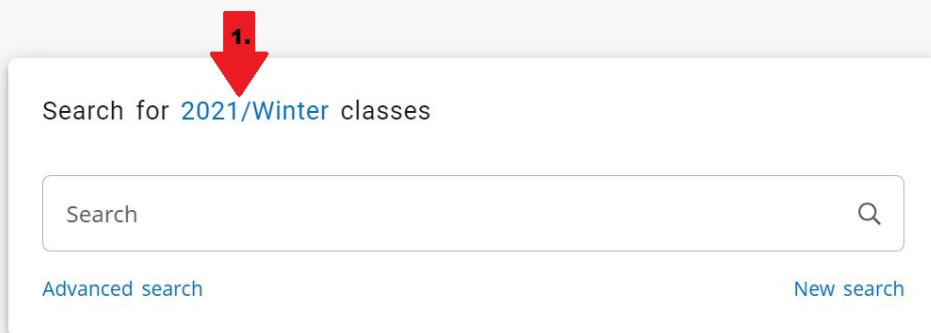
## Register by searching for courses:

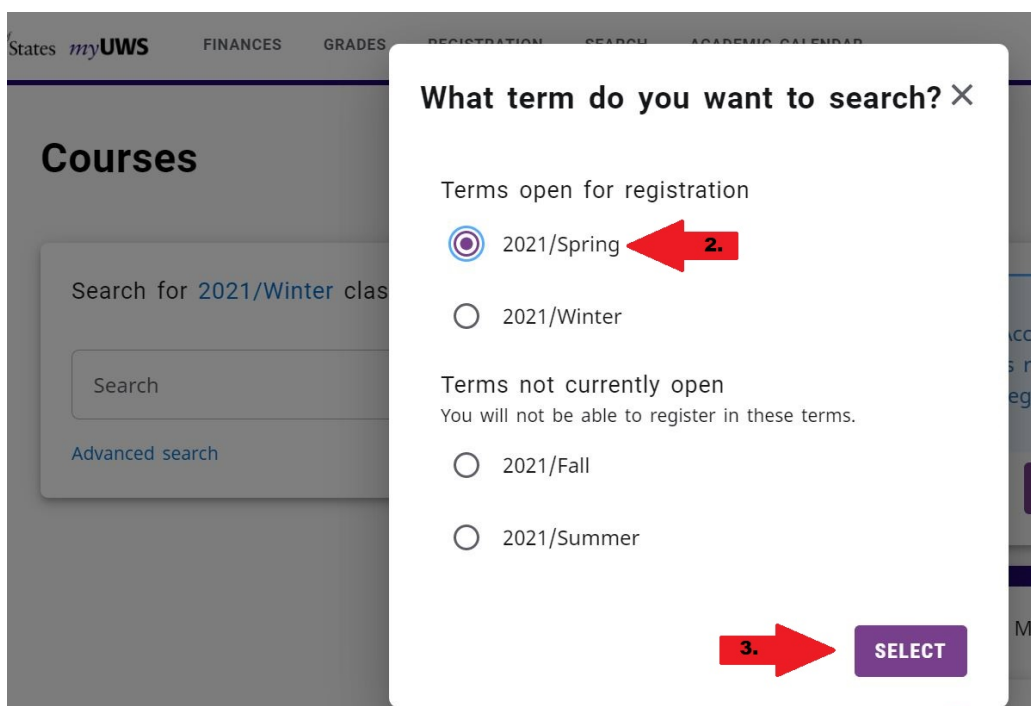
1. From the myUWS homepage, hover your mouse over “Registration”, then click “courses”.



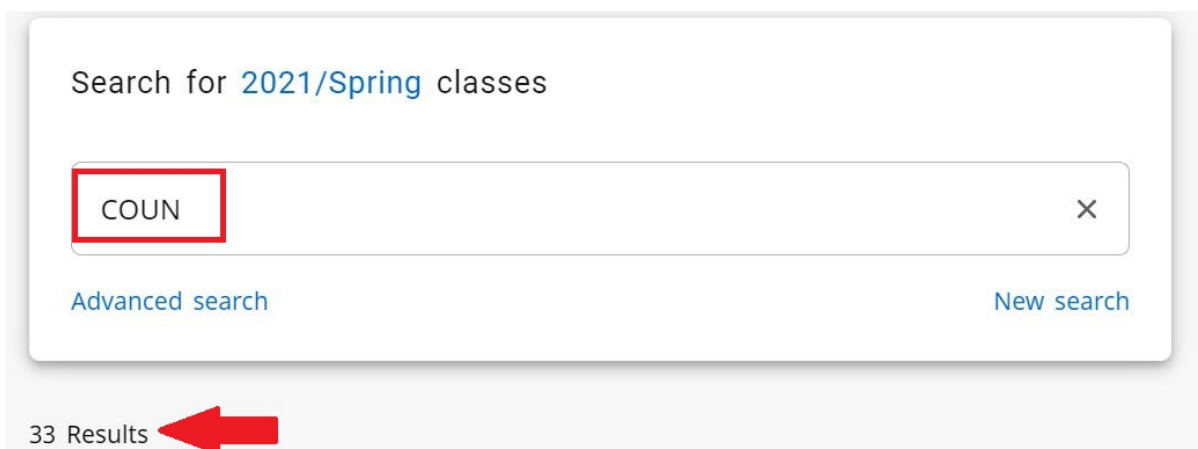
2. From the “courses” page, click the term name to select the term you want to register for.  
Note, the term selection box will open in a pop-out window.

## Courses

The image shows a pop-out window titled 'Courses'. At the top, it says 'Search for 2021/Winter classes'. Below this is a search input field with the placeholder text 'Search' and a magnifying glass icon. At the bottom of the window, there are two links: 'Advanced search' on the left and 'New search' on the right. A red arrow with the number '1.' points to the '2021/Winter' text, indicating that this is the element to be clicked.



3. If you know all or part of the course name that you want to register for, type it in the search bar and press “Enter” on your keyboard. The search results will appear below.



If you are not looking for a specific course, or do not know part of the course name, click “Advanced Search” and choose from the filters provided. “Department” “Curriculum” and “Program” are some helpful filters. Once you have set your filters, click “search”.

### Advanced Search

Search and add classes to your schedule.

4. In the list of search results, you can view details of the course, such as course dates, number of credits, and seats available. Find the course you want to take, then click the “add” button to add the course to your cart.

**COUN6115: Human Growth & Development**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple  
instructors

4.00

Credits

50

Seats Left

**ADD**

5. Courses that have been added to your cart will show up to the right of the search results. Click “register” to finalize registration for your selected courses. *Note: you can add multiple courses to your cart and then register all at once.*

**COUN6101: Ethics and Professional Identity**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple instructors

4.00

Credits

35

Seats Left

**ADD**

**COUN6115: Human Growth & Development**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple instructors

4.00

Credits

50

Seats Left

**My Schedule**

**COUN6115: Human Growth & Development**

**IN CART**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard | Credits: 4.00

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple instructors

0 Registered 1 Cart

**REGISTER**

6. After clicking the “register” button, you will receive a “congratulations” confirmation at the top of your screen and the course(s) will show as registered at the right.

UNIVERSITY of Western States **myUWS**

FINANCES GRADES REGISTRATION SEARCH ACADEMIC CALENDAR UWS WEBMAIL

✓ Congratulations! You have completed your Registration.

Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple instructors

4.00

Credits

49

Seats Left

**COUN6115: Human Growth & Development**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard

Duration: 4/5/2021 - 6/18/2021

No schedule

Multiple instructors

4.00

Credits

49

Seats Left

**COUN6115: Human Growth & Development**

**REGISTERED**

Year: 2021 | Term: Spring | Session: Standard

Subtype: Lecture | Section: 01

Type: Course | Credit type: Standard | Credits: 4.00

Duration: 4/5/2021 - 6/18/2021

No schedule

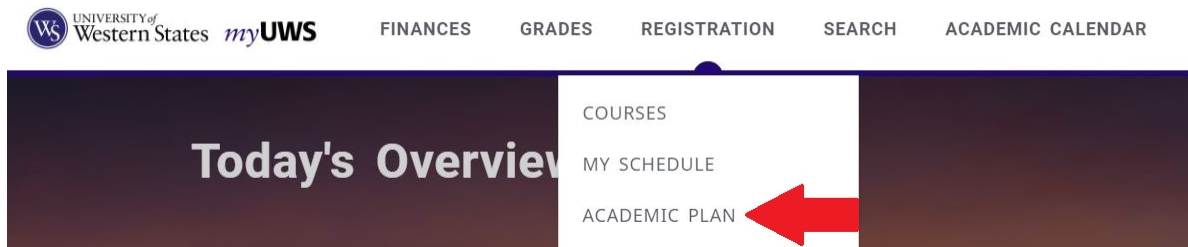
Multiple instructors

1 Registered

**REGISTER**

## Register through your academic plan

1. From the myUWS homepage, hover your mouse over “Registration”, then click “academic plan”.



The academic plan shows the required courses for your program as well as elective course options. Please contact student services at [studentservices@uws.edu](mailto:studentservices@uws.edu) if you are unsure about what courses to take or what is required.

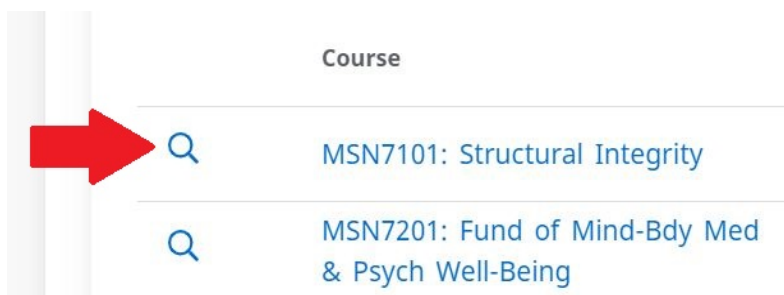
Courses you have completed will be indicated by a green check. Courses you are currently taking will be indicated by an hourglass. Courses you have not yet taken will be indicated by a magnifying glass.

MS HNFM Core

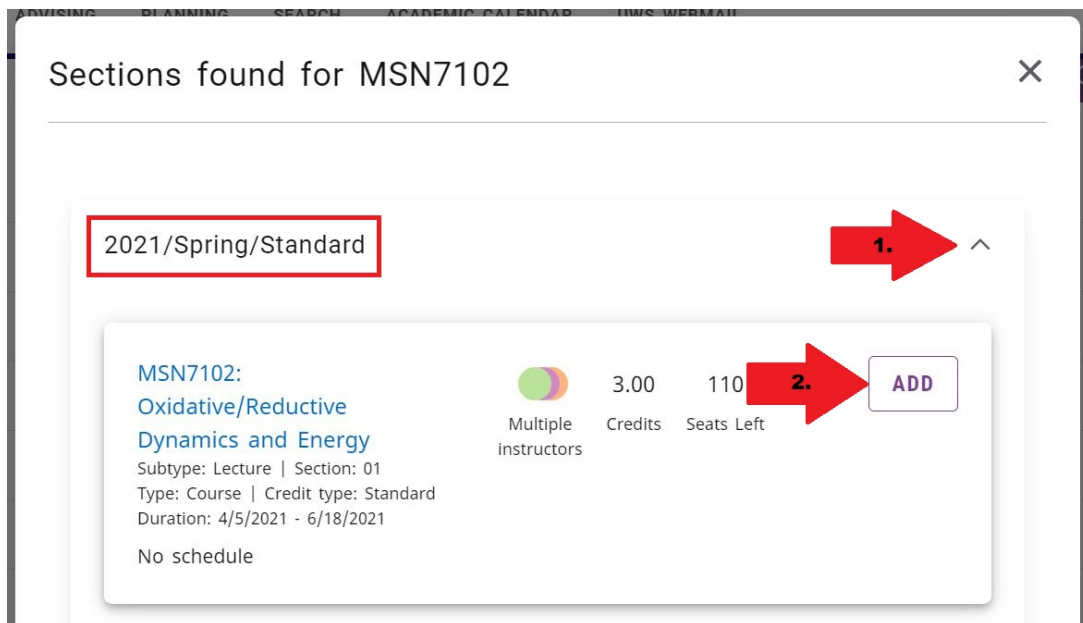
Required credits completed 32.35%

	Course	Subtype	Credits	Sequence	Required	Minimum grade
Completed ✓	MSN6202: Sports Nutrition and Exercise Metabolism	Lecture	3.00	003	Yes	C
✓	MSN6204: Gastrointestinal Imbalances	Lecture	4.00	003	Yes	C
In progress ⌚	MSN6300: Detox & Biotransform Pathways & Imbal	Lecture	3.00	004	Yes	C
Not completed 🔍	MSN6302: Hormone & Neurotransmit Regulatn & Imbal	Lecture		006	Yes	C
Not completed 🔍	MSN7102: Oxidative/Reductive Dynamics and Energy	Lecture		005	Yes	C

2. Identify the course(s) that you would like to take, click the magnifying glass icon next to the course name. The next pop-out box will show if the course is available to register for next term.



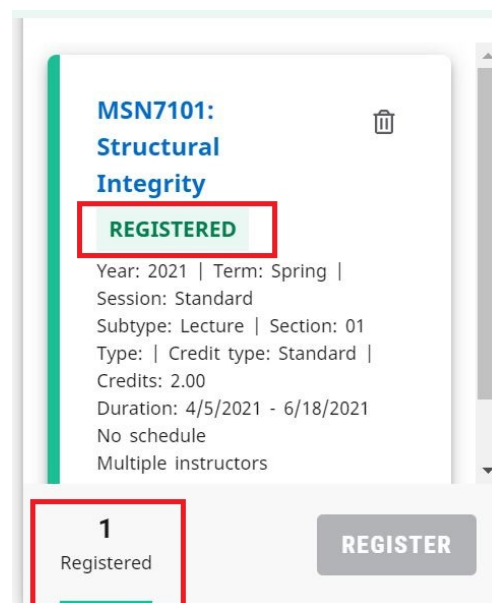
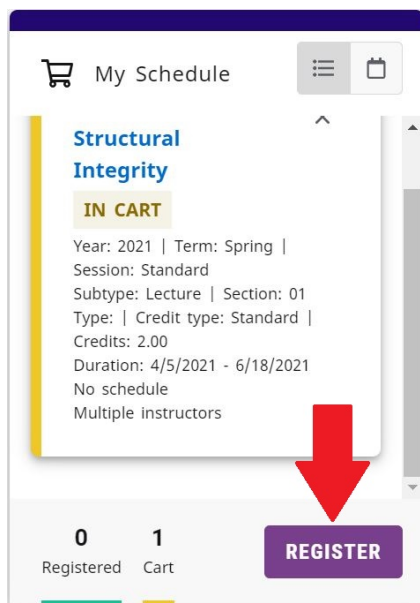
3. In the pop-out box, click the drop-down arrow at the right, then click “add”. This will add the course to your cart. Repeat for any additional courses you would like to add.



4. To complete registration, close the pop-out box, then click the cart icon at the top of the page.



5. Click “register” to finalize registration for your selected courses. *Note: you can add multiple courses to your cart and then register all at once.* After clicking the “register” button, you will receive a “congratulations” confirmation at the top of your screen and the course(s) will show as registered in the cart.



## Drop a course

You can drop courses through the first week of class each quarter, until Sunday at 11:59 pm Pacific time. 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).

1. To drop a course from the [myUWS](#) home page, click the cart icon at the right.



2. In the cart, ensure you have the correct term selected, then click the trash can icon next to the course you wish to drop. In the next pop-out box, click “drop course” to confirm.



3. If successful, you will see a confirmation at the top of the cart and the course will no longer appear in the cart.

