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. If you have questions about the course registration process, please contact the registrar at registrar@uws.edu or student services at studentservices@uws.edu.

To get started:
1. Open your web browser and go to 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.
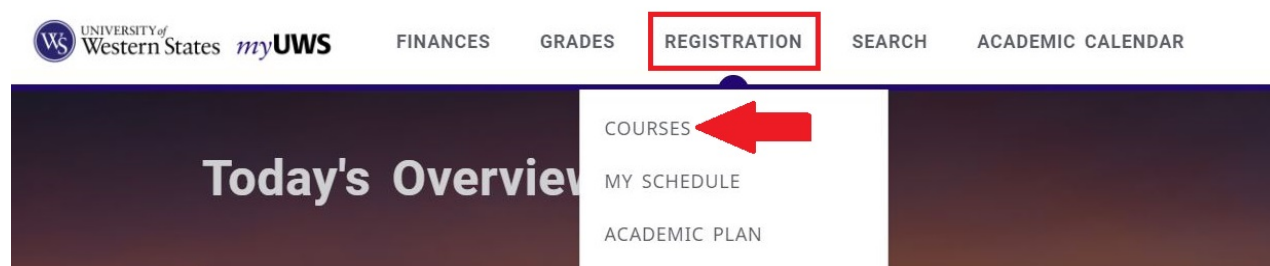
Jump to section:
Register by searching for courses
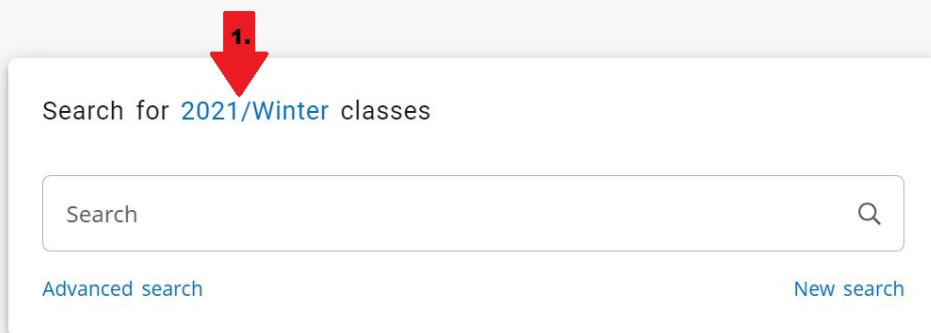Register through your academic plan
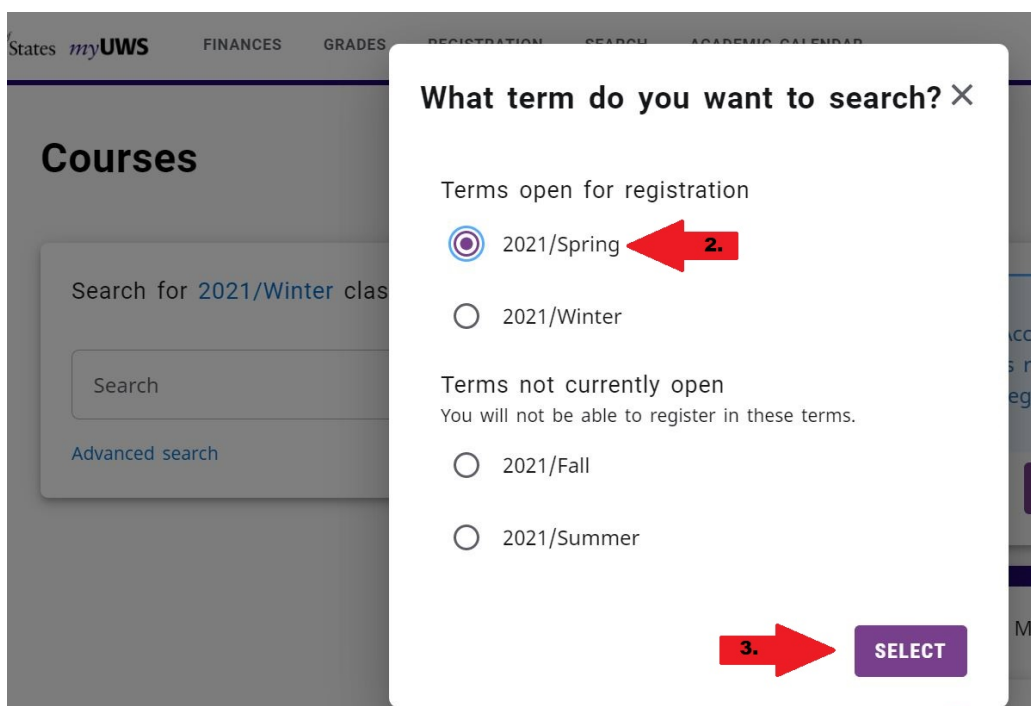Drop a course

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.

States *my***UWS**   FINANCES   GRADES   REGISTRATION   SEARCH   ACADEMIC CALENDAR

Courses

Search for 2021/Winter clas

Search

Advanced search

What term do you want to search? ✕

Terms open for registration

◉ 2021/Spring   ← **2.**

○ 2021/Winter

Terms not currently open
You will not be able to register in these terms.

○ 2021/Fall

○ 2021/Summer

3. →   **SELECT**

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.

Search for 2021/Spring classes

COUN   ✕

Advanced search   New search

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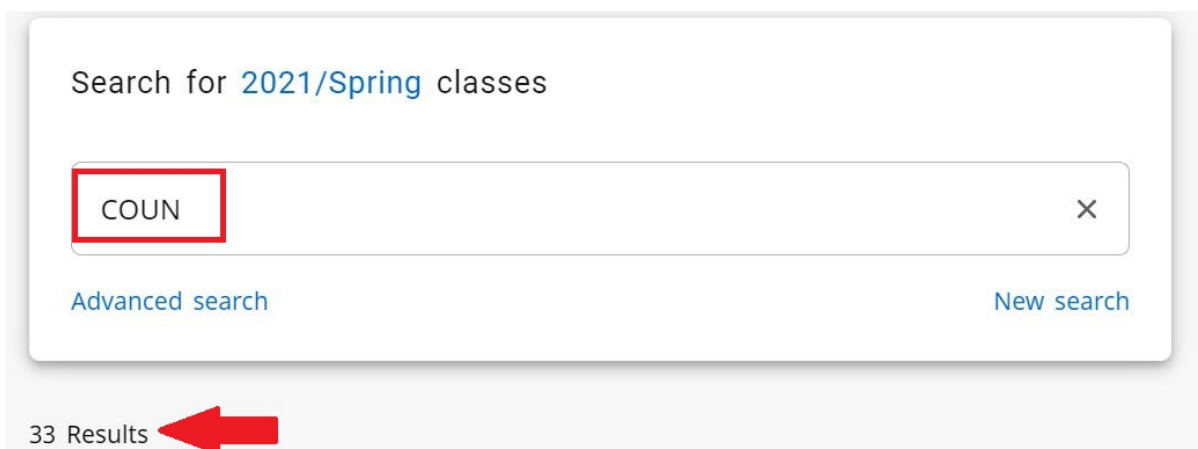
If you are not looking for a specific course, or do not know part of the course name, click "Advanced Search" and choose from the filters provided. "Department" "Curriculum" and "Program" are some helpful filters. Once you have set your filters, click "search".

Advanced Search

Search and add classes to your schedule.

Class level
Select...

Program
Select...   ←

Population
Select...

Department
Select...   ←

Non-traditional Programs
Select...

College
Select...

General education
Select...

Curriculum
Select...   ←

→   🔍 SEARCH

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.

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.*

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.
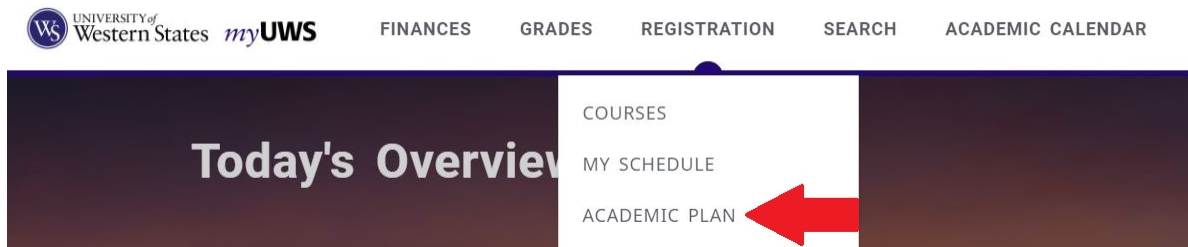
Register through your academic plan

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 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.
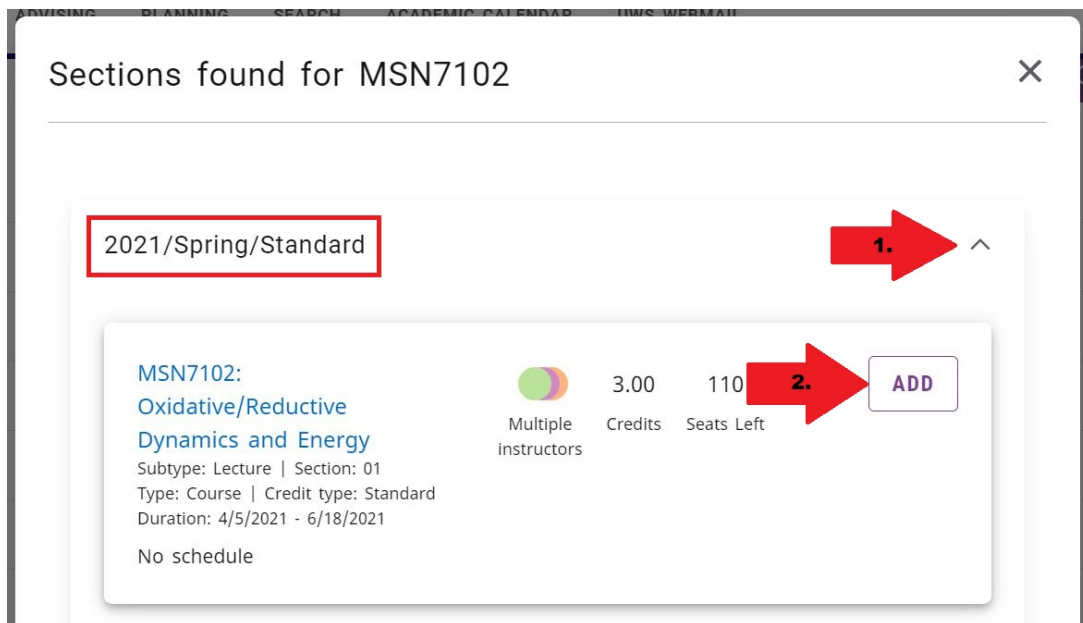

2. Identify the course(s) that you would like to take, click the magnifying glass icon next to the course name. The next pop-out box will show if the course is available to register for next term.
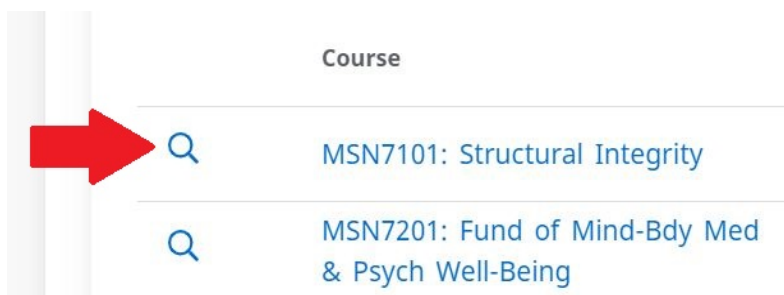
3. In the pop-out box, click the drop-down arrow at the right, then click "add". This will add the course to your cart. Repeat for any additional courses you would like to add.

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.
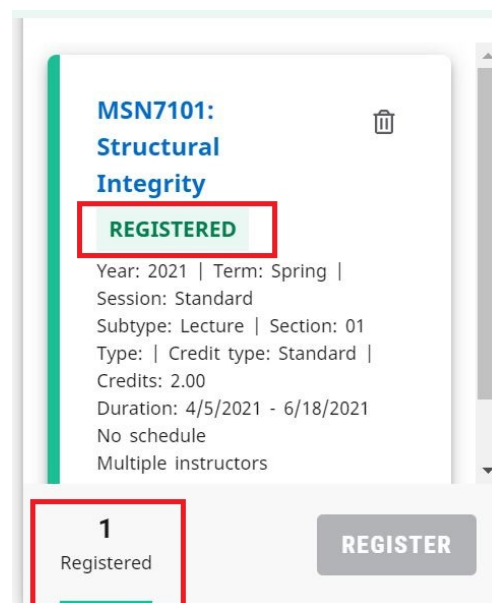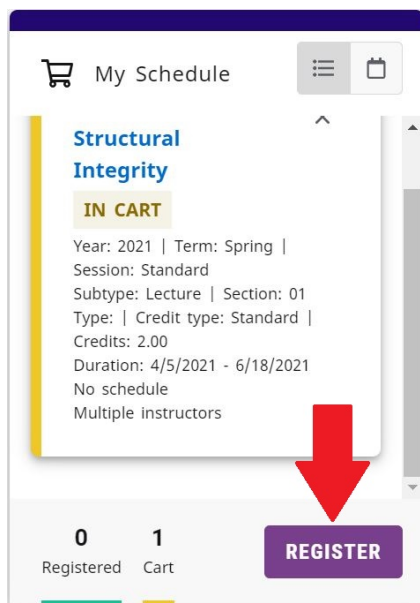
Drop a course

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 or student services at 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.