SCHOOL OF DIVINITY

REGISTRATION

FIG. 1 : IT'S ABOUT TO GET REAL.

REGISTRATION FOR FALL CLASSES

Keep your mouse finger loose.

Sharpen your e-pencils and prepare to register for your first semester of classes. Wait, recommence breathing. The pages that follow will introduce you to the process of registration and guide you through the steps of registering for fall classes. Read carefully and here's to successful registration!

Where do I start?

Review the requirements for the Master of Divinity (MDiv) degree in the *Programs of Study* section of the 2015-2016 Academic Bulletin.

Courses in the divinity school often have heavy reading and writing workloads. Course descriptions in the bulletin or on the Academic Resources web page of our website can help you plan your tentative course schedule. As you prepare a list of courses to take in the fall, have a number of course options to sign up for since courses tend to fill up quickly. Credit hours per semester for full-time students range from 9 credit hours to a maximum of 16 credit hours. To keep on track with your degree you need to average at least 14 credit hours per semester. All incoming students will be limited to 14 credit hours during online registration. After meeting with your adviser during Orientation, you may take up to 16 credit hours by filling out an Add Form, available online or in the Office of Academic Affairs.

What should I think about when planning my schedule?

1. What restrictions do you have on your weekly schedule in the following areas:
    - Work commitments off-campus?
    - Commuting to Winston-Salem? How far? Parking on or off-campus?

2. Our language requirement states that you need to have two semesters, 6 credit hours, of a foreign language on your college transcript. Did you study a language in college?
    - What language?
    - How many semesters?

WIN

The Wake Information Network (WIN) is your one-stop source for accessing Wake online services and resources. Most of your academic services are under VirtualCampus in WIN. Included in these services are: tracking how each of your credits are applied to your degree, viewing your final grades, viewing the Schedule of Classes each term, registering for classes and viewing your class schedule.

3. Will you be taking either a biblical language or foreign language for your MDiv or for Ordination?
    - I will be taking Hebrew.
    - I will be taking Greek.
    - I will be taking a foreign language in the college (e.g., German). If so, which one?

4. Art of Ministry I is a course that is offered in the fall semester at 8:00am on Mondays and is required in your first year.

5. Look for a balance in your first semester schedule. Think about the courses you are interested in and ones that are required.

Questions Prior to Registration

What courses are available to take this fall? You can find links to our fall course schedule and elective course descriptions on the Academic Resources web page of our website.

1. In WIN under *Virtual Campus* you are able to search our courses to see how many seats are available by clicking "Register for Classes Using Class Search." Our courses are listed under the following headings:

   Biblical Studies • Historical Studies • Ministerial Studies
   Spirituality • Theological Studies

2. Please note: Since you are in the School of Divinity you cannot register for courses that are offered in the college through registration in WIN. There is a process and form to register for these courses that will be explained during New Student Orientation.

3. CRNs (Course Reference Numbers) are the numbers you use during registration. Please have a list of all CRNs ready to go when registration opens. Have alternative courses on your list in case your first choice is already full. *CRNs are listed on each semester's Course Offerings on the Academic Resources web page of School of Divinity website.*

BEFORE THE WEEK OF REGISTRATION:

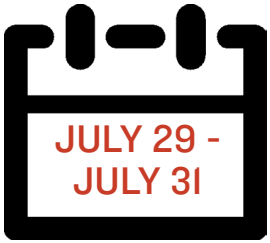
LOGIN TO YOUR WIN ACCOUNT and get comfortable with the site. Go through the links at the top. *Virtual Campus* is the link where all things related to your degree are found. Check to see if you have any holds.

Virtual Campus >> Check Your Holds and Registration Status

QUESTIONS? EMAIL ADMISSIONS: DIVINITY@WFU.EDU

Registration

You will be able to register for classes:



Beginning at 8:00am on Wednesday, July 29 you will have access to register for courses. The registration period will close at 5:00pm on Friday, July 31.

HAVE THIS GUIDE AVAILABLE WHEN YOU START REGISTERING!

A couple of notes:

In future semesters you will need a PIN to register for courses (which will be provided by during advisement sessions). During this registration week, only incoming divinity students will be able to register so a PIN is unnecessary. You will also be able to add and drop courses throughout the week.

After you register, look to see if a list of required texts are available for your courses. In WIN, under *Virtual Campus* select "Purchase Course Materials" under "Your Course Materials" to order books directly from the book store. You can also search for books on The Wake Forest University Bookstore website by inputting the required information for each course you have registered for. Comparison tools for pricing are also available.

Watch for registration errors which usually means that there is a restriction on the course that you do not meet (e.g., prerequisites, POI - permission of instructor, or full).

If a course is full, email Susan Robinson, Administrative Coordinator for Academic Affairs, and you will be put on a wait list that will start after the registration week is complete.

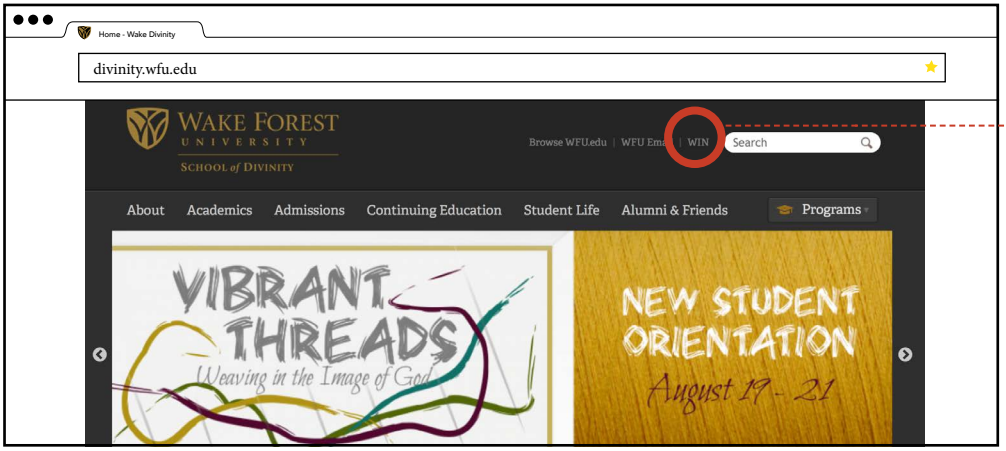
STEP 1

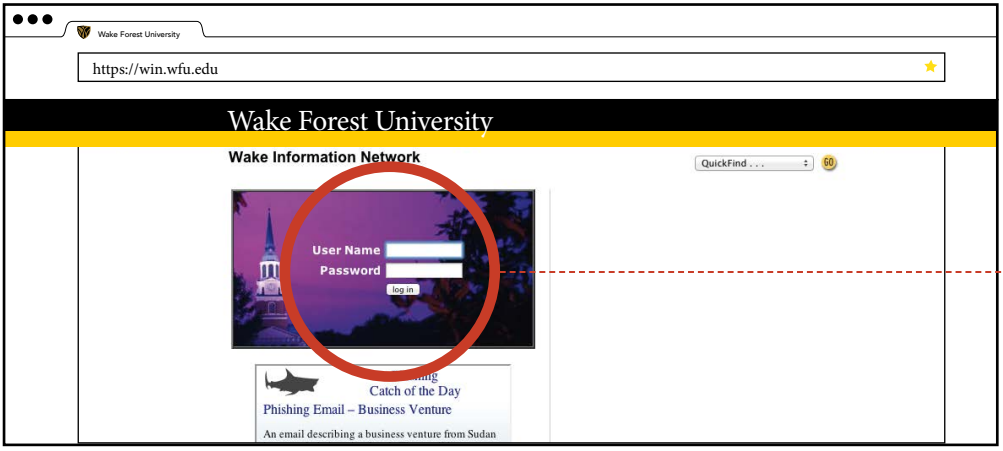
HOW TO ACCESS WAKE FOREST INFORMATION NETWORK (WIN)

You can access WIN from the School of Divinity homepage: *divinity.wfu.edu*

You can also access WIN directly at *win.wfu.edu*

Enter your Wake Forest username and password to log in.

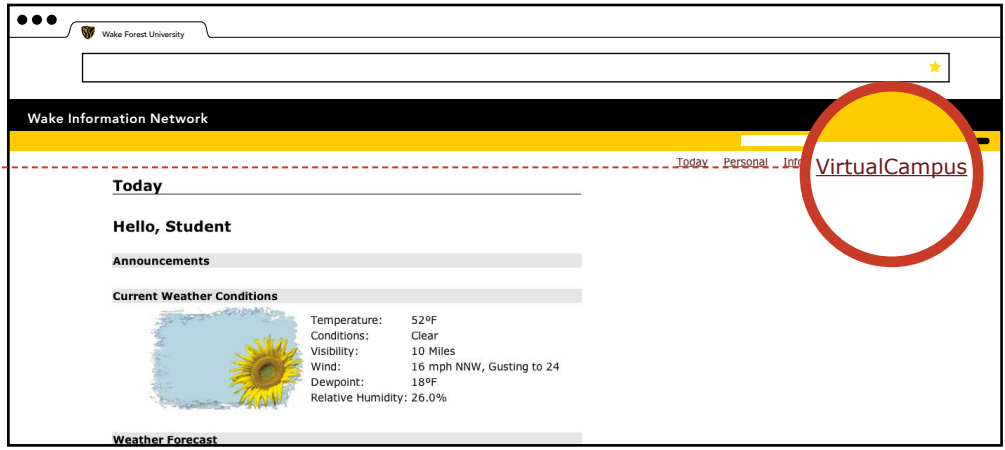




STEP 2

HOW TO ACCESS THE REGISTRATION SYSTEM

You can access *Virtual Campus* using the link on the top right-hand corner on your WIN home screen.

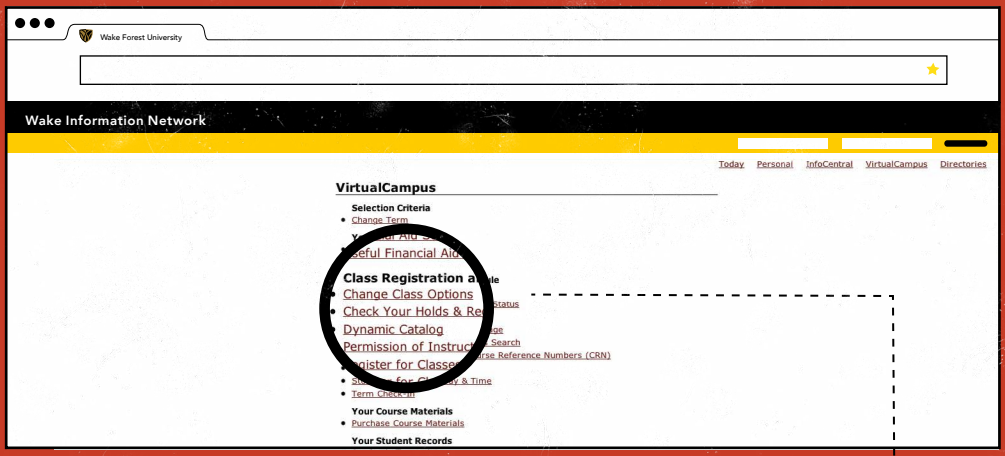


HAVING TROUBLE ACCESSING WIN OR OTHER TECHNICAL PROBLEMS?

Please contact **THE HELP DESK AT (336) 758-4357**

STEP 3

IN VIRTUAL CAMPUS, YOU WILL FIND A SECTION TITLED "CLASS REGISTRATION AND SCHEDULE"



SELECT "CHECK YOUR HOLDS & REGISTRATION STATUS"

Make sure you do not have any holds on your student account.

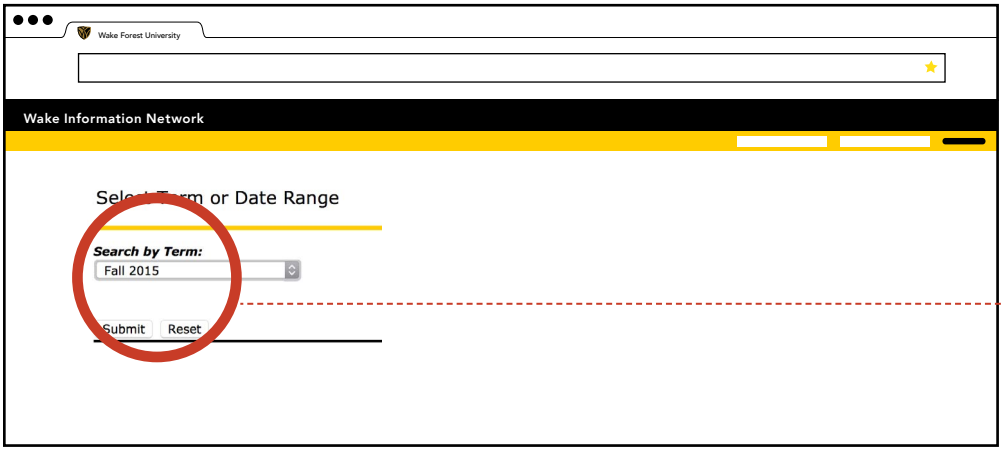
LIST YOUR HOLDS HERE AND YOUR PLAN OF ACTION TO TAKE CARE OF THEM:

STEP 4

HOW TO SEARCH FOR CLASSES

Under Class Registration and Schedule, select the link "Register for Classes Using Class Search."

Please select the appropriate term (Fall 2015) to search for classes offered by Using the drop-down menu under "Search by Term."



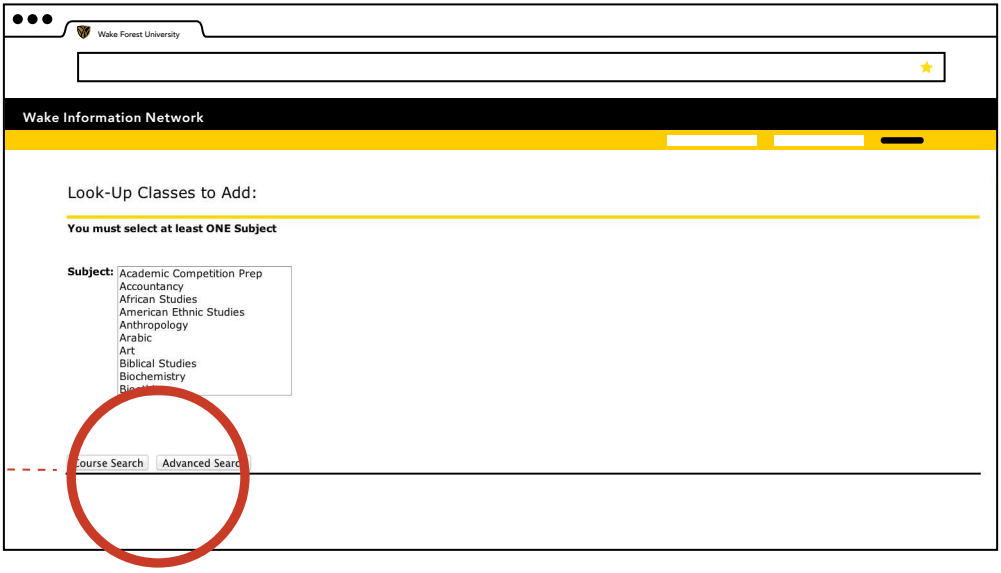
REMEMBER, YOU CAN REGISTER BEGINNING AT YOUR ASSIGNED TIME (JULY 29 AT 8:00 A.M. EST) AND COMPLETE IT BY JULY 31 AT 5:00 P.M. NOTE: YOU WILL BE PERMITTED TO MAKE CHANGES AFTER YOU INITIALLY REGISTER UNTIL AUGUST 14 AT 5 P.M. EDT.

SELECT AN ACADEMIC DEPARTMENT TO VIEW COURSE OFFERINGS.

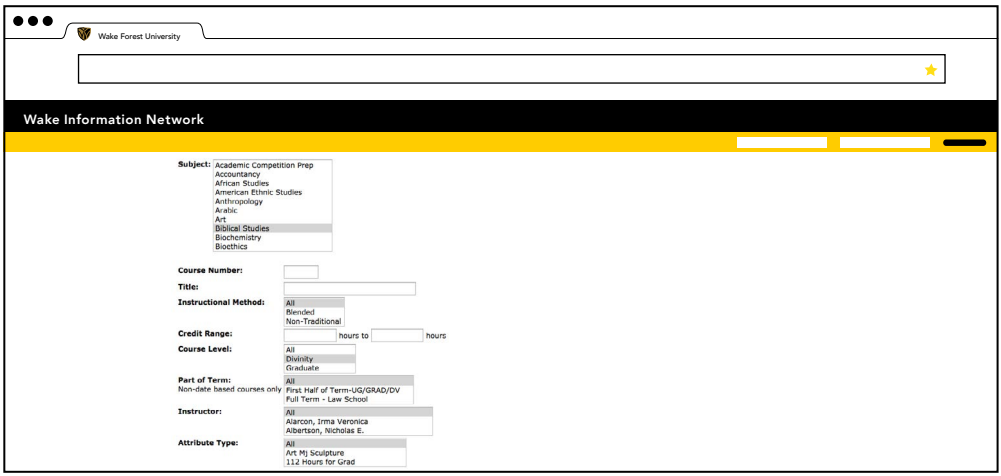
THERE ARE TWO WAYS TO SEARCH FOR COURSES:

1. Selecting a department and clicking ***Course Search*** will produce a list of all courses offered in that department. Select the specific course to see all of the sections offered.

2. Selecting ***Advanced Search*** from this screen will allow you to search for courses using a variety of parameters/filters. Using Advanced Search is recommended.



HERE ARE WHAT THE OPTIONS LOOK LIKE UNDER ADVANCED SEARCH

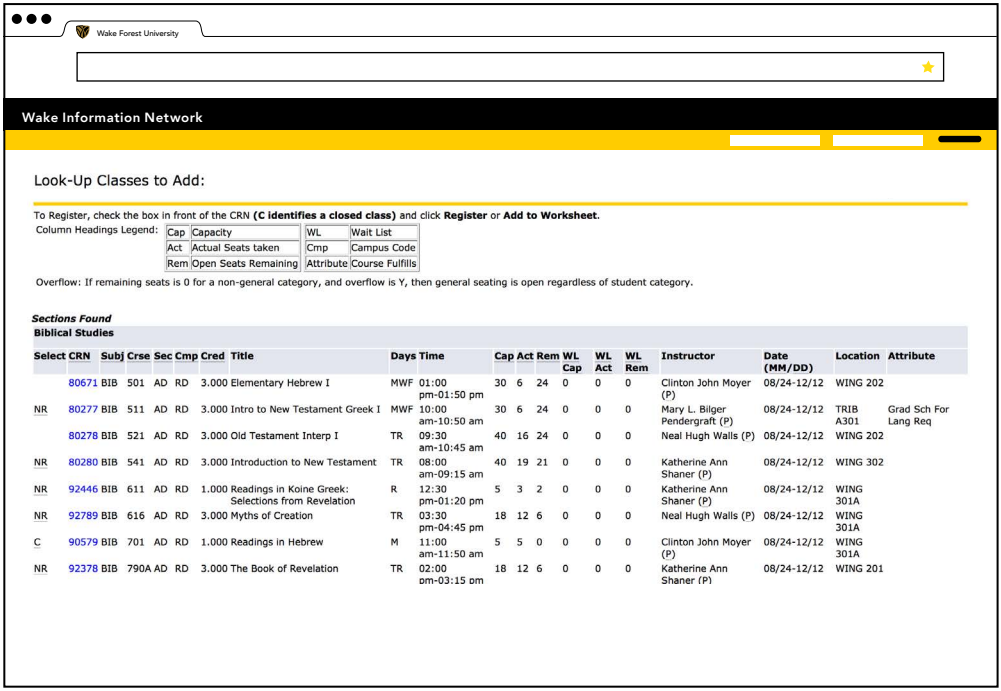


Under ***Advanced Search***, you will be able to select subject (Biblical Studies, Historical Studies, etc.), course number (if you know what specific course you are looking for), term, instructor, etc.

For example, selecting the appropriate subject under ***Subject***, "Divinity" under ***Course Level***, and "All" under ***Part of Term*** and clicking ***Section Search*** at the bottom of the page will produce a full listing of ***all courses*** offered in that academic subject.

You can also search for half-semester under ***Advanced Search*** by selecting either "First Part of Term" or "Second Part of Term." For Fall 2015 there is only one course being offered part-of-term (in the second part-of-term): SPI 790B, Sabbath as Spiritual Practice. *Part-of-term courses are noted on the Course Offering Lists that are posted on the Academic Resources web page.*

HERE ARE THE RESULTS OF SEARCHING FOR ALL DIVINITY COURSES IN THE BIBLICAL STUDIES SUBJECT



Wake Forest University

Wake Information Network

Look-Up Classes to Add:

To Register, check the box in front of the CRN **(C identifies a closed class)** and click **Register** or **Add to Worksheet**.

Column Headings Legend:

Cap	Capacity	WL	Wait List
Act	Actual Seats taken	Cmp	Campus Code
Rem	Open Seats Remaining	Attribute	Course Fulfills

Overflow: If remaining seats is 0 for a non-general category, and overflow is Y, then general seating is open regardless of student category.

Sections Found

Biblical Studies

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location	Attribute
	80671	BIB	501	AD	RD	3.000	Elementary Hebrew I	MWF	01:00 pm-01:50 pm	30	6	24	0	0	0	Clinton John Moyer (P)	08/24-12/12	WING 202	
NR	80277	BIB	511	AD	RD	3.000	Intro to New Testament Greek I	MWF	10:00 am-10:50 am	30	6	24	0	0	0	Mary L. Bilger Pendergraft (P)	08/24-12/12	TRIB A301	Grad Sch For Lang Req
	80278	BIB	521	AD	RD	3.000	Old Testament Interp I	TR	09:30 am-10:45 am	40	16	24	0	0	0	Neal Hugh Walls (P)	08/24-12/12	WING 202	
NR	80280	BIB	541	AD	RD	3.000	Introduction to New Testament	TR	08:00 am-09:15 am	40	19	21	0	0	0	Katherine Ann Shaner (P)	08/24-12/12	WING 302	
NR	92446	BIB	611	AD	RD	1.000	Readings in Koine Greek: Selections from Revelation	R	12:30 pm-01:20 pm	5	3	2	0	0	0	Katherine Ann Shaner (P)	08/24-12/12	WING 301A	
NR	92789	BIB	616	AD	RD	3.000	Myths of Creation	TR	03:30 pm-04:45 pm	18	12	6	0	0	0	Neal Hugh Walls (P)	08/24-12/12	WING 301A	
C	90579	BIB	701	AD	RD	1.000	Readings in Hebrew	M	11:00 am-11:50 am	5	5	0	0	0	0	Clinton John Moyer (P)	08/24-12/12	WING 301A	
NR	92378	BIB	790A	AD	RD	3.000	The Book of Revelation	TR	02:00 pm-03:15 pm	18	12	6	0	0	0	Katherine Ann Shaner (P)	08/24-12/12	WING 201	

** The CRN number for each course will be in blue text. This is the number you will need in order to register for your courses during the registration process. They are also noted on the Course Listings provided on the Academic Resources web page on the School of Divinity website.*

** Once the seats available for your specific class are full you will not be able to register for the class. Seats remaining are under the "Rem" column for each course.*

** A wait-list will be kept for classes that are full. To be placed on a wait-list for a class, email your name, student ID number, and desired class(es) to Susan Robinson, Administrative Coordinator for Academic Affairs.*

WHAT DO ALL OF THESE ABBREVIATIONS MEAN?

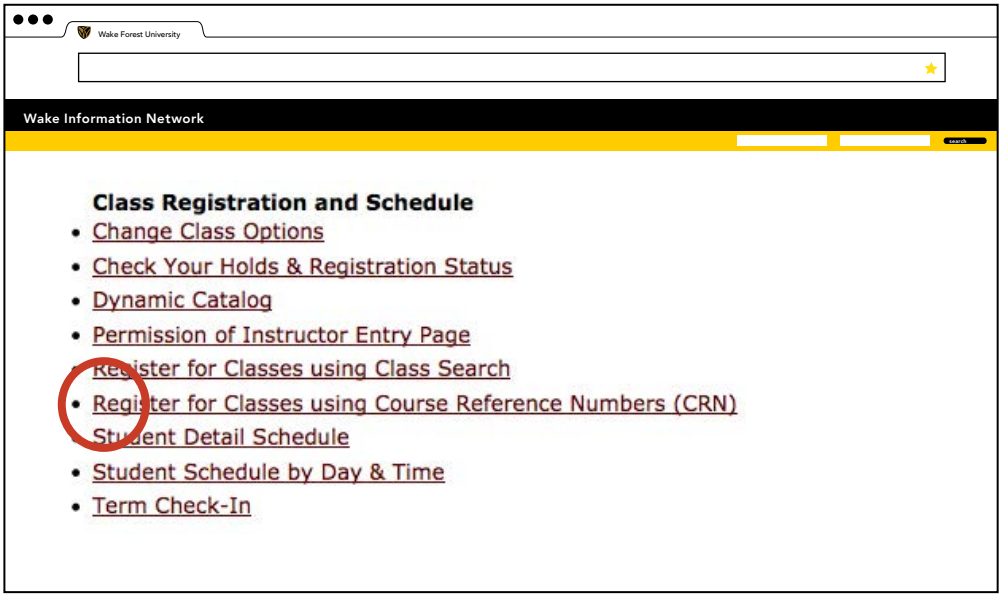
(understanding each column, left to right)

Open Box	Class is potentially open for you to register
"C"	Class is closed
CRN	Course Reference Number. Each class has its own unique number
Subj	Academic department
CRSE	Course number
Sec	Some courses have multiple sections (like MIN 501)
Cred	Credit hours
Title	Name of course
Days	Days the class meets. Ex: TR (Tues, Thurs)
Time	Time the class meets
Cap	Total capacity of the class
Act	Number of seats already taken
Rem	Number of seats remaining
Instructor	Name of instructor
Date	Beginning and ending dates of the class
Location	Building and room number
Attribute	List course attributes. This column will list if the course fulfills certain requirements or if it counts towards certain programs.

STEP 5

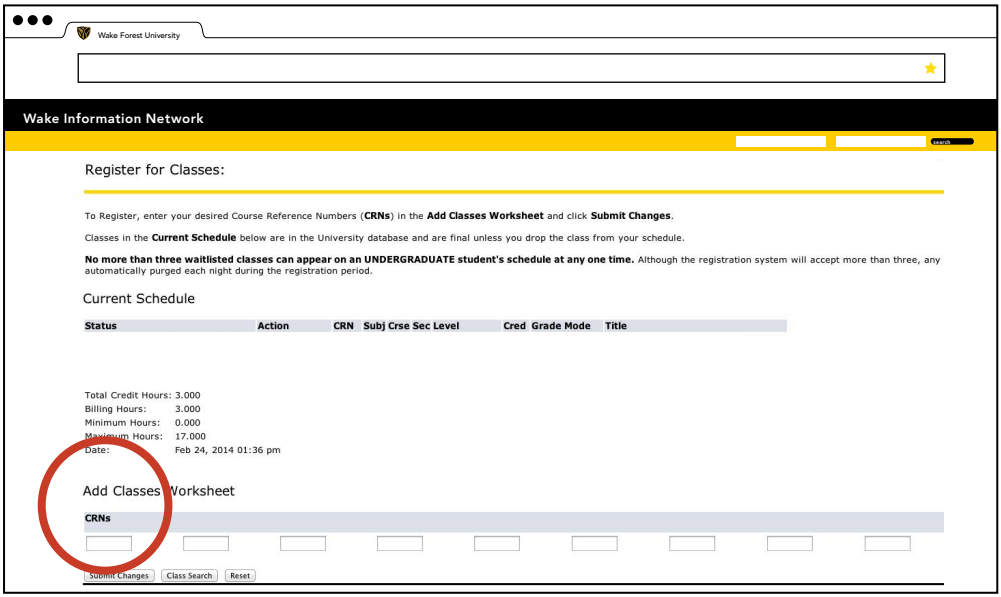
HOW TO REGISTER FOR A CLASSES

Under *Virtual Campus* select "Register for Classes using Course Reference Numbers (CRN)" under *Class Registration and Schedule.*



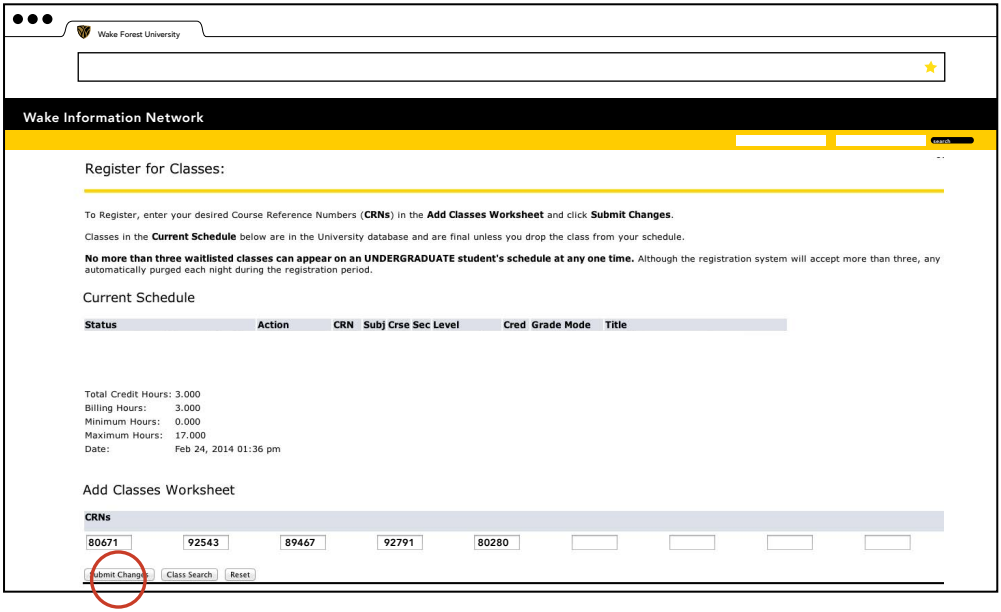
LIST THE COURSE REFERENCE NUMBERS FOR THE COURSES YOU PLAN TO REGISTER FOR BELOW:

Near the bottom of the page, you will find the *Add Classes Worksheet* which contains several text boxes beneath it.

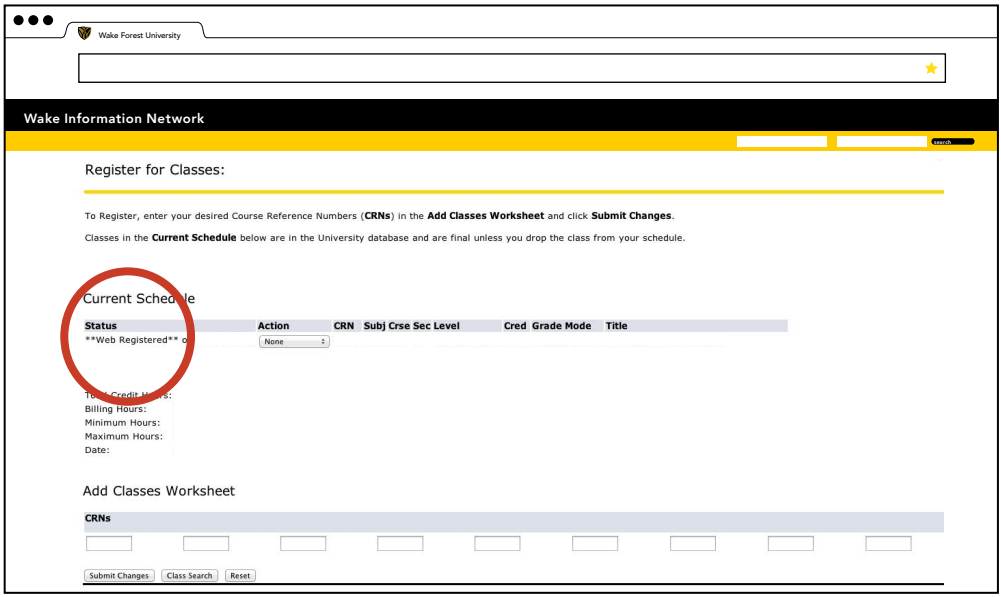


Enter one *CRN* per box.

When you have entered all *CRNs* for all classes click *Submit Changes*.



IF YOU WERE ABLE TO REGISTER SUCCESSFULLY FOR THE CLASS, YOU WILL SEE THE FOLLOWING SCREEN



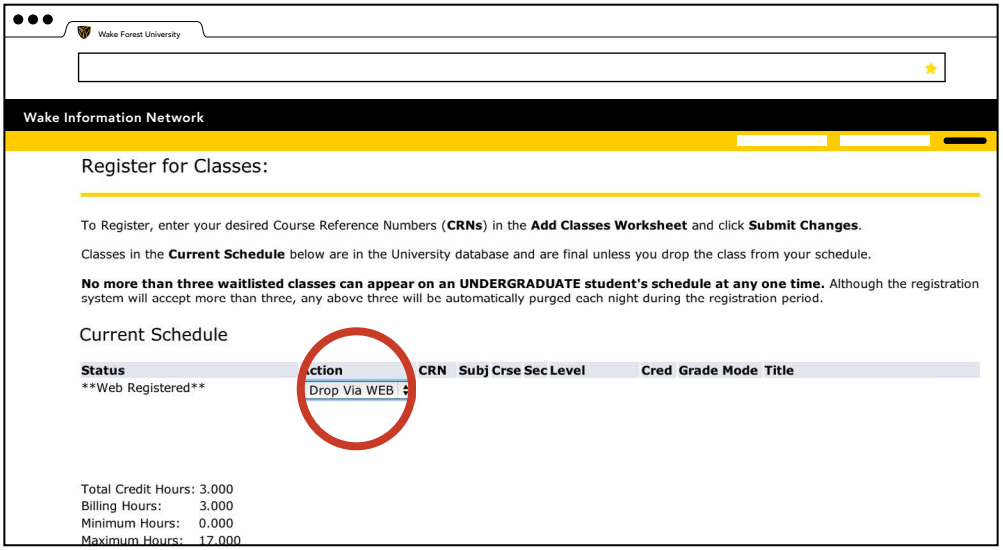
Under Current Schedule, it will say "Web Registered," and the details of the course you registered for will follow to the right. Make sure to confirm that the classes for which you are registered are the ones that you intended.

WHAT THE $&%$#@!?

Why are some courses already full? Our continuing students registered for fall courses during the spring semester. If a course you want is full, there might be openings during the drop/add period, and if not, most classes will be offered again in future semesters. Follow the wait-list instructions earlier in this guide if you wish to be placed on one for a class.

HOW TO MAKE CHANGES

If you happened to register for a class by mistake, you change your mind, or you find something else you would like to add instead, you can drop the class from this screen as well.



1) Go to the drop-down menu in the Action column on the line of the class you would like to drop.

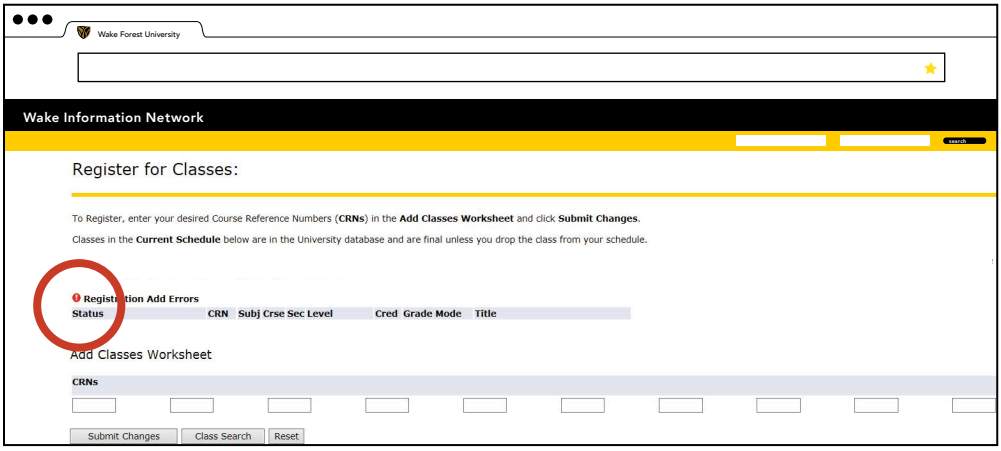
2) Select "Drop Via WEB."

3) Make sure to scroll to the bottom of the page and click **Submit Changes.**

CLASSES I MIGHT BE INTERESTED IN TAKING IN THE FUTURE:

COMMON REGISTRATION ERRORS

As you attempt to register for classes, you might receive messages that are called Registration Add Errors. Registration Add Errors will appear at the bottom of the screen.



The example above shows a registration error.

HERE ARE SOME COMMON REGISTRATION ERRORS.

	Definition	What Do I Do?
Class Restriction	Course or section is restricted to students in a particular classification (e.g., first-year, second-year, third-year).	Your classification level must be the same as the course at the time you take it.
Missing Prerequisite and/or Test Score	Prerequisite is missing or insufficient to register for the course.	Prerequisites are listed in the course description in the School of Divinity bulletin or course descriptions on the Academic Resources web page.
Time Conflict	Course conflicts with another registered class.	Find another class that meets at a different time.
Duplicate Course	Course is the same as another registered course.	Register for another course.
Maximum Hours Exceeded	Maximum hours for that registration round will be exceeded with addition of the class.	Make adjustments to schedule. Cannot exceed the limit established for the registration round.
Instructor Signature	Permission of instructor is required to register for class.	Seek permission of instructor. Contact Susan Robinson for more information.
Closed Section	Section is at maximum capacity.	Register for another course.

STEP 6

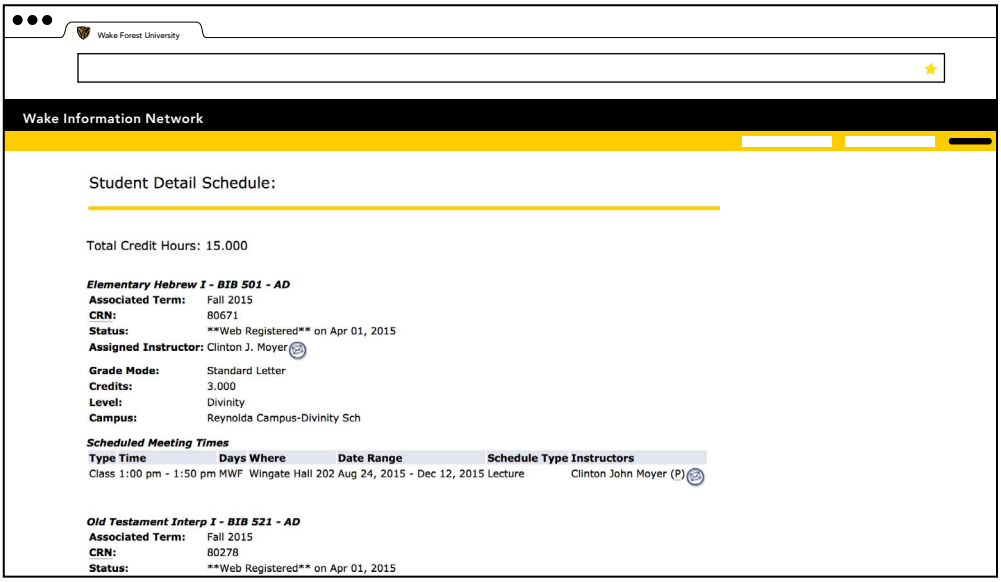
CONFIRM REGISTRATION

Finally, confirm that you are registered for the classes that you intended.
For a list of your registered classes:

1) Select Virtual Campus.

2) Look under Class Registration and Schedule.

3) Select Student Detail Schedule (see below).



WHAT'S NEXT?

August 15 - 21

You can make changes to your schedule by emailing Susan Robinson or seeing her in the Office of Academic Affairs (Wingate Hall, Suite 203).

August 21

You will meet with your faculty adviser during New Student Orientation and have the opportunity to make changes to your schedule afterward.

August 24

The drop/add period begins on the first day of class. You will be able to make changes to your schedule by using add and drop forms, available on the Forms web page under Academic Resources or in the Office of Academic Affairs.

WAKE FOREST
UNIVERSITY

SCHOOL *of* DIVINITY

DIVINITY.WFU.EDU
DIVINITY@WFU.EDU
336.758.3748