

# WEB ENROLLMENT

## STEPS FOR ENROLLMENT

1. Log into My Washburn at <http://my.washburn.edu> (make sure you have your WIN). If not, then select the link labeled “**Retrieve Account Information**” that is located at two different locations toward the top of the page (on the left and on the right). You will be asked to provide
  - The last 4 digits of your social security number *and*
  - Your Washburn Identification Number (WIN).When you submit this information, you will then see a page that gives you your
  - User Name (usually your **firstname.lastname**)
  - A temporary password (a 6 digit number).You should return to the login page (that is, <http://my.washburn.edu>) and type in your
  - user name *and*
  - temporary password.When you submit this information, you should then see a page that asks you to provide a permanent password. You are asked to provide this information twice to validate the information. Once you do this, you should then be taken to the Home Page of My Washburn. If, for some reason, you are not, then you should navigate to <http://my.washburn.edu> and login, this time using your user name and your permanent password.
2. FYI--My Washburn may be unavailable due to system maintenance on Wednesdays from 12:00 a.m. to 1:00 a.m., and on Sundays from 3:00 a.m. to 10:00 a.m.
3. Select **Student** Tab at top of screen.
4. Select "**Register for Courses/Add or Drop Classes**" in the right column under Registration in the Student Self-Service box.
5. Select "**Select Term.**"
6. **Make sure you choose the correct term/semester** from the pull-down menu; then, press the “**Submit**” button.
7. To be successful with the registration process, you **MUST READ** the notes/instructions at the top of the screen and follow the instructions exactly.
8. Select "Check your Registration Status."
9. If you are NOT eligible to register, a message will tell you why and there will be instructions for obtaining eligibility.
10. If you are eligible to register, select "**Registration Menu**" at the bottom of the screen.
11. Select "**Register for Courses,**" *or* "**Add or Drop Classes.**"
12. **Enter your registration PIN** which you obtained from your advisor and select the “**Submit**” button.
13. On the next screen, you will see something like “Follow the instructions to ‘Build your Course Schedule.’” Scroll down the page until you see the text boxes that are arranged horizontally across the page.
14. Type in the 5-digit Course Reference Number(s) [CRN(s)] given to you by your advisor. Type one CRN into each box, starting with the text box on the left-hand side of the page; then, click the “Submit” button.
15. On the next page, you will again see something like “Follow the instructions to ‘Build your Course Schedule.’” Scroll down the page again and you should see confirmation of your enrollment. If there are no enrollment errors, then you can proceed to the next section of this web enrollment guide.

16. If you receive an enrollment error message, then you will need to contact me for an override. Please e-mail me at [jay.memmott@washburn.edu](mailto:jay.memmott@washburn.edu) and include the following information in your e-mail:

- Your Washburn Identification Number (WIN)
- The Course Reference Number (CRN) that is generating each error.
- The **exact** content of each error message.

17. As soon as I have time, I will do an override for each error; then, I will e-mail you back asking you to try enrolling again. You need to follow-up and let me know what happens. If you receive another error message, repeat the steps noted in paragraph 16 above.

*AFTER YOU HAVE ENROLLED*

After submitting your courses, you may view your schedule by selecting "View **Student Course Schedule** by Day and Time" at the bottom of the screen. You may also view your schedule by returning to the "Registration **Menu**" and selecting "View Student **Detail Course Schedule**" or "View **Student Course Schedule by Day and Time.**"

## *PAY FOR IT*

Within My Washburn, to to the **Student Tab** and choose the "**IBOD**" button.

**By the Due Date – PAYMENT IN FULL MUST BE MADE.** There are several ways to do this:

- You can pay via the web, or with cash, check, or credit card, either by mail, at the cashier windows in Morgan 205 or at the depository outside that office, or by student financial aid funds posted to your Washburn student account by **THE DUE DATE**.
- If full payment cannot be made by the due date, students may:
- Set up a payment plan – pay 1/4 down, either via the web or with cash, check, or credit card by mail or at a Business Office cashier's window. **IF YOUR FINANCIAL AID WILL PAY PART OF YOUR BILL**, it will count as a first payment. You will still need a payment plan for the balance.
- Provide authorization from a third party to the business office by the due date so that an invoice can be sent. **IF THE ACCOUNT IS NOT CLEARED BY THE DUE DATE, A LATE ENROLLMENT FEE WILL BE ASSESSED, IN THE AMOUNT OF \$25.00 PER EACH 3 CREDIT HOURS, TO A MAXIMUM OF \$100.**

**IMPORTANT: Protect your confidential** information! When you have finished your enrollment activities, log out of My Washburn. Exit from My Washburn through the Logout button. Log back into My Washburn to resume other activities.