Summer 2025

REGISTRATION INFORMATION

**University Registrar's Office
Strategic Enrollment Management**

SUMMER REGISTRATION
Starting Monday, February 3, 2025

Registration for:
- All Washburn University students enrolled for Spring 2025
- Former students who have been readmitted to Washburn University; and
- High School Juniors and Seniors*

*High School Students may enroll for 6 hours maximum after submitting a Non-degree Seeking Application for Admission and a completed Request to Enroll Form. They must report first to the Office of Admissions in Morgan Hall 100 for application processing and enrollment instructions. Then, Student One Stop will process the student's enrollment.

WEB ENROLLMENT
Available 12:01 a.m. on February 3, 2025

Registration for Summer 2025 is available to students on the Web. If you are eligible, you can enroll from home, work (if not prohibited by firewalls), on campus through Navigate360 app, or your MyWashburn account. Many of the students who are currently enrolled in Fall 2024 may participate.

BEFORE YOU CAN ENROLL ON THE WEB

Obtain your WIN (Washburn Identification Number) located on:
- Your iCard (for current students) – obtain your iCard from the Ichabod Service Center in Memorial Union.
- Your Admissions Acceptance Letter or email (for students admitted for the Spring 2025 term).

Obtain MyWashburn Account Information (for students who do not already have a MyWashburn password):
1. Access my.washburn.edu
2. Select **"Activate Account/Retrieve Account Information"**
3. Follow the instructions to access MyWashburn

LATE ENROLLMENT REGISTRATION (Instructor's Permission Required)
Late enrollment is for students who did not enroll before May 28, 2025.

Students who wish to add courses after May 28th must have the instructor's permission. The procedures are as follows:
1. Log into your MyWashburn account
2. Locate the Registration/Student Information card
3. Click the "Request Late Add to Course" link
4. Follow the instructions listed on the page and enter the CRN for the course you wish to add

Once you submit your request, an email message will automatically go to the instructor. The instructor will approve or deny your request. An email will be sent to you informing you of their decision. Courses that are late adds will not immediately appear on your schedule. Processing will be complete in one to two business days.

WEB ENROLLMENT INSTRUCTIONS

MEET WITH YOUR ADVISOR
- ➢ **Determine your course selections** and include alternate courses. Write the CRN (Course Reference Number) and other course information of the course you want to enroll in. List alternate courses/sections in case your preference of courses is not available.

- ➢ **Obtain your Registration PIN** (Personal Identification Number) from your academic advisor before leaving. (When registering on the web, you will be asked for your Alternate PIN which is the same as the Registration PIN obtained from your advisor.)

IF USING MYYWASHBURN.EDU TO REGISTER USE THESE DIRECTIONS.

IF USING YOUR NAVIGATE360 APP, PLEASE FOLLOW DIRECTIONS IN THE APP.

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1. **Log into MyWashburn (my.washburn.edu) – Make sure you have your PIN.**
2. **Locate the Registration/Student Information card**
3. **Click the Registration Dashboard link**
4. **Click on Register for Classes**
5. **Select Spring 2025 and enter PIN (issued by your advisor) and click Continue**
6. **Build your Course Schedule/Add a Course**
   a. Enter the Course Reference Numbers (CRNs) of your desired courses in the "Enter CRNs" tab. You may obtain CRNs for courses when you visit with your advisor OR by searching for classes through the "Find Classes" tab
   b. Select Add to Summary
   c. Click "Submit" on the bottom of the page in the Summary section to register for the course.
      a. If the course does not appear in the Status as "Registered", a Registration Error has occurred.
      b. The error is listed in a popup window and will prevent you from enrolling in that course.

IMPORTANT: If you choose a variable credit course, it will list the lowest number of credits available. To change the number of credits for a variable credit course or to change a course to A/Credit/Pass/Fail or Audit, you must go to another screen. To do this, select "Schedule and Options" tab, make the change, and click "Submit".

DROP COURSES FROM YOUR EXISTING SCHEDULE
1. In the **"Enter CRNs"** tab, under the Summary section, select the Action pull-down to the right of the course you want to drop.
2. Select the **Drop designator**.
3. Select **Submit** on the bottom of the page. The deleted course will be removed from the Summery section.

To see your Current Schedule with days/times indicated, select "Schedule and Options" tab. You have successfully completed the Web Registration process if the Student Course Schedule accurately displays the courses for which you attempted to register for.

IMPORTANT: Protect your confidential information!

When you have finished your enrollment activities, log out of MyWashburn through the Logout button.

Log back into MyWashburn to resume other activities.

ENROLLMENT GUIDELINES

1. The groups of students who must enroll *in person* and are NOT eligible to enroll on the Web are:
   a. High School Students
   b. Washburn Institute of Technology students seeking an associate degree at Washburn University (Contact the School of Applied Studies at 785-670-1282)
   c. All students admitted by exception must go to the Center for Student Success and Retention located in the Plass Learning Resource Center for advising and enrollment

2. Registration may be unavailable when regular maintenance is scheduled, which is every Sunday from 3:00 a.m. to 10:00 a.m.

3. You may register and/or change your course schedule during and after your specified time of the CLASSIFICATION SCHEDULE, and at any time during the OPEN REGISTRATION period.

4. If you have a hold, the system will not allow you to register until the hold has been cleared. Please contact the Student One Stop at sos@washburn.edu if you have any questions regarding holds.

5. After registering for your courses, view your course schedule and make certain it is accurate.

6. If you change your mind about any courses, you may add and drop as often as necessary during and after your classification schedule and Open Registration. Be certain to check again to verify that your schedule has changed.

7. Student One Stop in Morgan Hall (University Registrar's Office) will assist those students having difficulty enrolling.

8. No student may enroll for more than 20 hours without the consent of the Dean of the academic unit where the student is declared. (Undeclared students go to the Dean of the College of Arts and Sciences.)

9. Undergraduate courses in which the student receives a D or an F may be repeated. Any undergraduate course in which the student receives a C or better may be repeated with the approval of the Department Chair. Only the repeated grade will be included in determining the cumulative grade point average. **It is the responsibility of the student to report repeated courses to the University Registrar's Office.** Repeated courses will also be noted by the University Registrar's Office when such circumstances are identified. Students who are taking graduate courses may repeat courses in which they received a grade of C, D, or F if the repeat is granted by the dean/chair of the department offering the course.

10. Beginning the second week of classes, changing your grade mode and variable credits to a course must be processed at the Student One Stop, 101 Morgan Hall, or e-mail the request to enrollment@washburn.edu.

11. A/Credit/Pass/Fail option may be selected for one course during the term. The A/Credit/Pass/Fail course may not be a course required in your program (including minor, correlated courses and required courses outside department).

12. Student enrolled for Audit may convert to credit status before the deadline dates listed in the Academic Calendar for Spring 2025.

13. Qualified students with disabilities must register with the University Diversity and Inclusion office to be eligible for services. For complete information go HERE

Once you have submitted your registration, you will be obligated to pay all associated tuition and fees unless you withdraw yourself from the courses prior to the published 100% tuition refund date.
Click here to view [Course Tuition Refund Dates.](#)

Information regarding Tuition/Fees, Payment of Tuition/Fees, Liability of Charges, Tuition Refund Policy and Delinquent Payment can all be found on the [University Bursar's website](#).