



Wharton County Junior College

How to Register for Classes Online

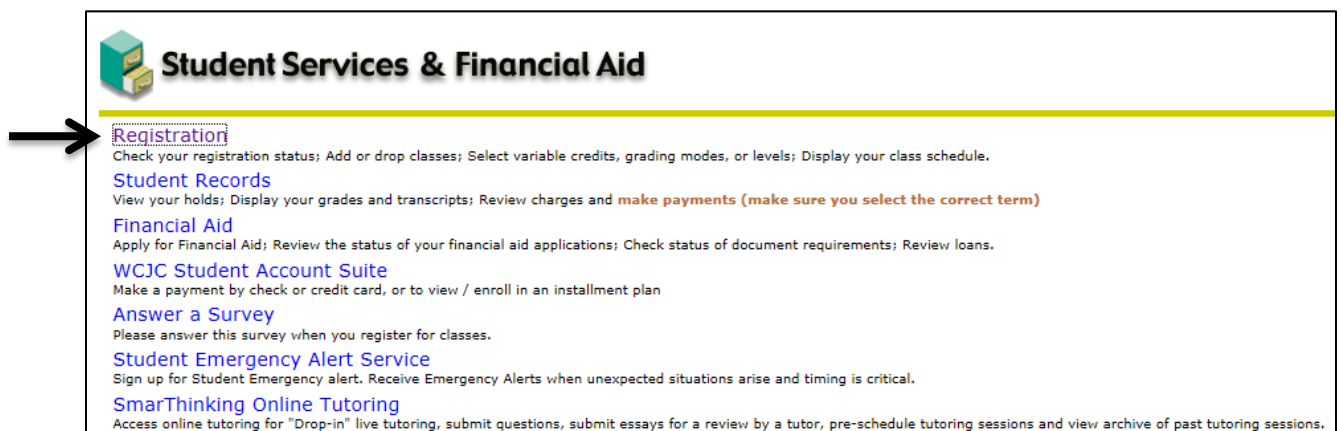
Step 1 Access the WCJC website at www.wcjc.edu

Step 2 Login to WCJC Online Services. Click [here](#) for login instructions.

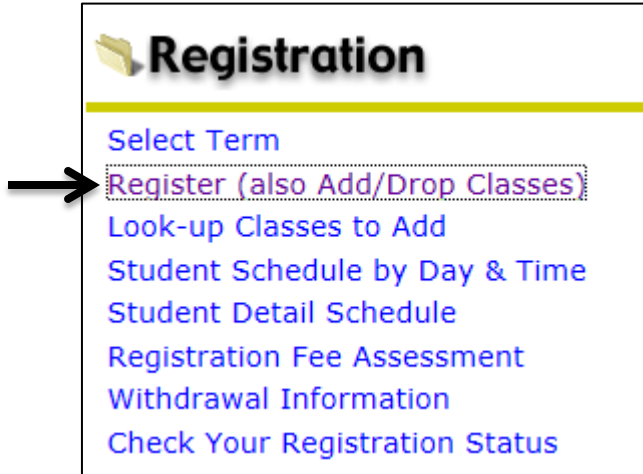
Step 3 Click "Student Services and Financial Aid" to access the self-service menu.



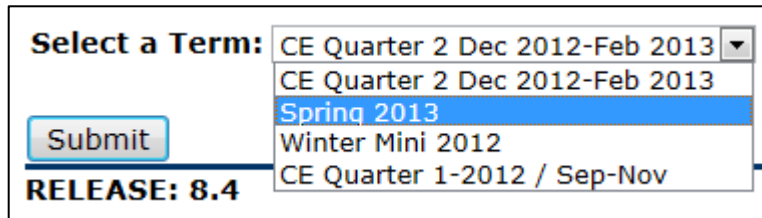
Step 4 Click "Registration"



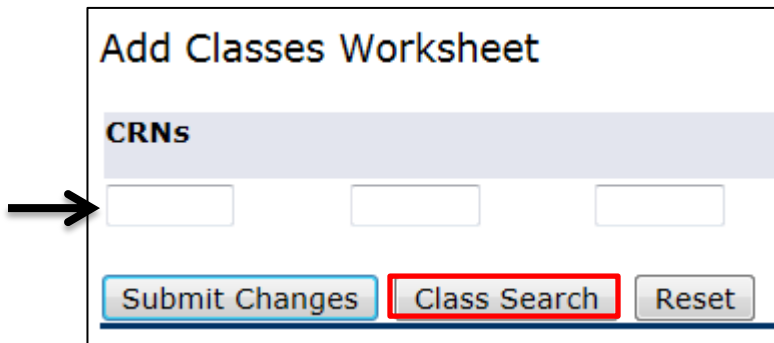
Step 5 Click "Register (also Add/Drop Classes) in the Registration Menu.



Step 6 Select the term for which you wish to register from the drop down menu.



Step 7 To add a class, enter the CRN (Course Reference Number) from the online searchable schedule to the "Add Classes Worksheet".



Step 8 If you do not know the CRN, click "Class Search" referenced in the image above.

Step 9 To get the most specific results from your search, use the “Advanced Search” option.

The screenshot shows a search interface with a 'Subject:' dropdown menu. The menu is open, displaying a list of subjects: Accounting, Agriculture, Anthropology, Art, Automotive Technology, Basic Peace Officer Certificat, Biology, Business, Business Computer App-BCIS, and Business Management-BMGT. The 'Accounting' option is highlighted in blue. Below the dropdown are two buttons: 'Course Search' and 'Advanced Search'. A black arrow points to the 'Advanced Search' button.

Step 10 Select the subject and fill in the course number, for ex. Math 1314 Scroll down if you wish to narrow your selection by campus or other criteria. Click “Section Search”.

The screenshot shows a detailed search form with the following fields and options:

- Subject:** A dropdown menu with 'Mathematics' selected. Other options include History, Human Services-CHLT, Human Services-DAAC, Human Services-GERS, Human Services-PMHS, Human Services-PSYT, Humanities, Instrumentation Tech-INTC, and Kinesiology-PHED.
- Course Number:** A text input field containing '1314'.
- Title:** An empty text input field.
- Schedule Type:** A dropdown menu with 'All' selected. Other options are Clinical and Internship.
- Instructional Method:** A dropdown menu with 'All' selected. Other options are Face-to-Face instruction and Interactive TV.
- Credit Range:** Two text input fields for 'hours to' hours.
- Campus:** A dropdown menu with 'Wharton' selected. Other options are Richmond and Sugar Land.
- Part of Term:** A dropdown menu with 'All' selected. Other options are 1st 8-weeks of semester and 2nd 8-weeks of semester. Below it is the text 'Non-date based courses only'.
- Instructor:** A dropdown menu with 'All' selected. Other options are Aldana, Dawn M and Alexander, Candice.
- Session:** A dropdown menu with 'All' selected. Other options are Afternoon Class and Dual/Concurrent.
- Start Time:** Hour (00), Minute (00), am/pm (am).
- End Time:** Hour (00), Minute (00), am/pm (am).
- Days:** Checkboxes for Mon, Tue, Wed, Thur, Fri, Sat, Sun.
- Buttons:** 'Section Search' and 'Reset'.

Step 11 The results of your search will be populated. Select the course you want by clicking checkbox on the left side of the page. You can continue to search for classes by clicking “Add to Worksheet” or register for the selected class by clicking “Register”.

Sections Found

Mathematics

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input checked="" type="checkbox"/>	20091	MATH	1314	101	WHA	3.000	College Algebra (Core 020)	MWF	08:00 am-08:50 am
<input type="checkbox"/>	20089	MATH	1314	102	WHA	3.000	College Algebra (Core 020)	MWF	10:00 am-10:50 am
<input type="checkbox"/>	20090	MATH	1314	103	WHA	3.000	College Algebra (Core 020)	TR	09:25 am-10:40 am
<input type="checkbox"/>	20087	MATH	1314	104	WHA	3.000	College Algebra (Core 020)	TR	10:50 am-12:05 pm
<input type="checkbox"/>	20092	MATH	1314	130	WHA	3.000	College Algebra (Core 020)	M	06:00 pm-08:40 pm

Step 12 Once you have made your final course selections, click “Submit Changes”

Add Classes Worksheet

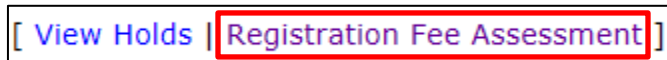
CRNs

20091

Step 13 The CRNs listed on the “Add Classes Worksheet” will now be added to your “Current Schedule”.

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Web Registered on Nov 05, 2012	None	20173	SOCI	1301	102	Undergraduate	3.000	Standard	Letter	Intro to Sociology (Core 080)
Web Registered on Nov 05, 2012	None	20671	BIOL	1406	103	Undergraduate	4.000	Standard	Letter	General Biology I (Core 030)
Web Registered on Nov 05, 2012	None	20672	BIOL	1406	L03	Undergraduate	0.000	Standard	Letter	General Biology I (Core 030)
Web Registered on Nov 05, 2012	None	22103	GOVT	2302	933	Undergraduate	3.000	Standard	Letter	Amer Natl/State Gov (Core 070)
Web Registered on Nov 13, 2012	None	20091	MATH	1314	101	Undergraduate	3.000	Standard	Letter	College Algebra (Core 020)

Step 14 Click “Registration Fee Assessment” at the bottom of the “Add/Drop Classes” page.



Step 15 Remember, you are not officially registered for your classes until payment is received in full by check, credit card, or installment agreement.

Click “Pay Now/Installment Plan” at the bottom of the “Registration Fee Assessment” page to pay online. Payment may also be made at any campus Business Office.



Step 16 You can print your schedule by clicking the “Student Schedule by Day and Time” link as noted in the image above.

Step 17 If you are currently enrolled, the schedule displayed is for the current week. To see the schedule for the next term, enter the start date for that term in the “Go To” date field and click “Submit”. Notice the format (MM-DD-YYYY).