



Registration and Course Selection Information

View Courses in Open/Close! From the WCSU Homepage:

- Go to wcsu.edu/registration/openclose/
- Click [OpenClose](#)

Once you are ready to register, go to Banner Web:

- Go to [Essentials](#)
- Click [MyBanner](#)
- Click [Secure Login](#) & enter your username (student email) and password

Once you have entered Banner Web:

- Click on the [student](#) tab up on the top
- Click the [Registration Add/Drop Classes](#) tab
- Select the appropriate term from the drop-down menu; click submit
- Enter your [registration PIN](#)

(If a student enrollment agreement appears, acknowledge and review the consentment to pay. If you wish to continue, click [I Agree](#))

If you have courses picked out from Open/Close:

- Use the CRN next to each course chosen
- Enter the CRN in the CRN tab under the “add classes” worksheet
- Once added, click [submit changes](#)
- [Register](#)

If you don't have classes chosen yet:

- Click [Class Search](#)
- Then [Advanced Search](#)
- Select the subject
- Click on [Open](#) to view only open courses
- Select **campus location** to view courses offered on Midtown or Westside
- Select certain days or times to view courses offered on those days or times of the week

(If you receive an error, try to put yourself into as many courses as possible and visit the registrar's office as soon as possible to complete your schedule in-person [Old Main 102])

- Click on the [checkbox](#) next to the course of your choice and then click [register](#)

(If there are constant issues with your registration, please reach out to your advisor.)