Registration Instructions for PennWest

After you have download and configured your microsoft authenticator (additional instructions available on your home campus IT page) go to My PennWest

Click on SIGN IN
Students will be brought into the my.pennwest.edu landing page. The page is organized with tiles to assist with navigation. Everything that a student would need to complete is located on the Student Quick Access tile.
When clicking on Student Self-Service the page brings users into the Student Profile. This is the one-stop location for most student academic information. It contains items such as: program, current registration, holds, registration information, links to registration and Degree Works.

From this page, students should click on the Registration link in the bottom left corner to begin the search for classes and to see important information concerning registration time and dates.
Prior to registration being open, students should click on the Prepare for Registration link.

This link shows important registration information, including your classification for courses restricted by level (FR, SO, JR, SR, GR), any holds you may have and your registration date (time ticket).

Note: Your classification level may be different than your registration time ticket level. Registration time tickets are determined by earned credit hours, courses you completed, not current term credits. Classification levels, to determine if you are eligible for a level restricted course, include earned (completed) and current term (in progress courses).
Prior to registration opening, students can click on the Browse classes link to search for courses. Enter the term that you wish to search for.

The campus field is highly recommended to be populated. For summer and winter terms, most courses are listed as online campus. For Fall or Spring terms, students should search by their current campus to find on campus options.
Disclaimer: the selection of a campus in the first field search doesn’t dynamically change the subject search results. However, the results of those two combinations are dynamic. Thus, if a student selects an Edinboro Campus and a Clarion course no results will show.

Clicking on the title of the course will open a new popup window that allows the student to explore some of the important information related to the course. Students may also click on the gear icon in the far right to adjust what columns they can see to assist with navigation.

Generally, on campus courses are restricted to on campus students from that campus location.
To start your search over again, click on the **SEARCH AGAIN** green icon on the far right of the page.
REGISTRATION LIVE VIEW

When registration opens, the searching and results view changes slightly to add features like the day planner and the shopping cart. Additionally, the bookstore links are then included as well.

All the same approaches outlined previously still apply. Notice that there are two new panels on the bottom of the screen, however.
Follow the same steps to search for courses but notice that the **ADD** button is no longer grayed out. This indicates that the course is available to be added to your shopping cart. Adding a course to your shopping cart is just like any online retail check out, **until you click submit** the registration isn’t complete.
Click on the ADD button for the CRN (Course Reference Number) that you wish to register for. Once the course is in your shopping cart it will display as below, grayed out with the word “PENDING” in the status.

Pending status courses will also show pending in your SCHEDULE panel to the left prior to registration.

Next click SUBMIT to process the registration request. “PENDING” will change to “REGISTERED”.

If the request is successful, the word “PENDING” will be amend to “REGISTERED” and be highlighted in green. If the course has meeting times, those will automatically display in the SCHEDULE panel to the left.

If you encounter a registration error, the program will demonstrate that to you in the top right of the page. Those errors are key to understanding where you need to go to resolve them.

If the course registration attempt gives you an attribute error that generally means that you are attempting to register for a course that is restricted to students on a certain campus.
If you decide that the course you have registered for is not going to work in your schedule, you can also DROP the course from your registration.

Click on the “**ACTION**” and select the word “**DROP**” and then click submit and the course will be removed from your schedule. Drops do not incur academic or financial penalty until after the add/drop period is over for the term. Those dates will be viewable on the academic calendar and students will receive reminders about important dates.

Please see the example below.
After choosing the Drop option, click the Submit button to finalize your schedule change.

Once you have complete this action students can search again and repeat the process until their schedule is complete.