

## Registration Process

All new freshman and transfer students register for their first quarter in residence through the Academic Advising office. New students may not register online, even after they have had their initial schedule worked out with an adviser. However, if you have contact with one of your incoming advisees, you may set up their preliminary schedule and forward it to the Academic Advising office for pre-registration. **The director will check the scheduled classes against math and English placement information.** All other registration steps may be completed on myWWU.



When new students arrive on campus, they will come to you to finalize their registration. You will need to give them final clearance on myWWU, showing that they have spoken with you and that you have approved their schedules. Students who did not pre-register during the summer will come to you without a schedule of classes. They will need you to help them plan their schedules and give them adviser clearance so that they can finalize registration.

*All continuing students must get clearance from their advisers before registering online.* Freshmen and sophomores may register for one quarter at a time; juniors and seniors may register for three quarters at a time. As much as possible, encourage all students to plan for more than one quarter in advance to be certain they meet bulletin requirements for their degrees. Check the [WWU Schedule of Classes](#) to find classes that are open.

Take care to ensure that students have taken the **proper pre-requisites** for all the courses for which they plan to register, by checking both their placement information in myWWU and previous college credits. These pre-requisites have been put in place for good reasons and should not be disregarded. Also note that only students who have completed **45 credit hours**, have finished **English 121 and 122**, and have finished or are concurrently enrolled in **English 223** and their **general studies math** requirement may take **upper division courses**.

**Please review your advisees' classes with them before they register—don't just clear them and send them on their way.** Part of your responsibility is to make sure students are following the academic policies of Walla Walla University. Another part of your function is to get to know the students and make sure their scheduled classes fit their academic strengths. Your knowledge of the requirements of the institution and specific courses will give them much-needed guidance as they plan for graduation.