Course Registration Process

Step 1: Locate Program Requirements

Program requirements are based on the academic year the program was started.

New students:

- Visit the current catalog: catalog.wctc.edu/programs.
- Select your Program and then "Required Courses."

Current students:

- Go to www.wctc.edu.
- Select "MyWCTC" at the top right of the web page to login.
- Select "myProfile" from the "Academic Profile" card.
- Locate your catalog term.

Visit catalog.wctc.edu and select "Archived Catalogs" or current Catalog (if appropriate).

Please contact your program advisor with any questions or special circumstances: 262.691.5400.

Step 2: Search for courses

Visit wctc.edu/course-search.

- Enter course number (XXX-XXX) in "Course Title/Subject/Course Number" field.
- Choose the correct semester from the drop down menu.
- Choose "Find Course" and view course availability.
- Record the Course Registration Number (CRN) with the section that works for you.
- Please note: Many courses are held on more than one day so the course will run on all days and times listed under one CRN.

Registration for courses is on a first-come, first-served basis. Students are encouraged to register early based upon registration date.

Step 3: Register for courses

Newly admitted students/current students:

- Go to www.wctc.edu.
- Select "MyWCTC" at the top right of the web page to login.
    - » Your username and student ID number can be found on the WCTC acceptance/registration letter.
    - » For assistance locating your username or student ID, contact the Service Desk at 262.691.5555.
- Under the "Registration Resources" card, select "Register for Classes."
- Select "Register for Classes" in the Registration portlet.
- Select the correct academic term from the drop down menu.
- Select "Enter CRNs" tab.
- Enter your class CRNs and click "Add to Summary".
- In the Summary pane, click "Submit".
- Review for errors.
- Choose "Schedule and Options" tab to print or email a copy of your schedule.

Three convenient ways to register

Online web registration:

- Instructions listed above.
- Registration begins at 7:00 a.m. on the first day of any registration period.

Phone registration:

- Call 262.691.5578; Press "1" to speak with registration.

In-person registration:

- Located in the WCTC College Center, C-019, Pewaukee campus only.

For phone and in-person registration hours, go to www.wctc.edu/registration.

Days of the week abbreviations on Course Schedule

M	Monday	T	Tuesday	W	Wednesday	R Thursday
F	Friday	S	Saturday	U	Sunday

MW	Monday and Wednesday
TR	Tuesday and Thursday

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