

## 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](http://catalog.wctc.edu/programs)
- Select your Program and then "Required Courses"

#### Current students:

- Log-in to myWCTC: [mywctc.wctc.edu](http://mywctc.wctc.edu)
- Select "myProfile"
- Locate your catalog term

Visit [catalog.wctc.edu](http://catalog.wctc.edu) and select "Archived Catalogs" or current Catalog (if appropriate).

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

### Step 2: Search for courses

Visit [wctc.edu/course-search](http://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 that many courses are held on more than one day so the course will run on all days and times listed under one CRN.

Some programs operate on a "Block Schedule." If your program operates on a block schedule, you can locate it by following the steps below:

- Log-in to myWCTC: [mywctc.wctc.edu](http://mywctc.wctc.edu)
- The Block Schedules for your program will be located in your "Academic Profile."

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

#### 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

### Step 3: Register for courses

#### Newly admitted students/current students:

- Log-in to myWCTC: [mywctc.wctc.edu](http://mywctc.wctc.edu).
  - » Your password is initially your student ID number.
  - » 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.
- Select "myProfile," located in your Academic Profile.
- Under "Additional Links Below," select "Registration."
- Select the correct academic term from the drop down menu.
- Select "Add/Drop Courses." You may be prompted to complete the demographics survey.
- Enter your class CRNs in boxes at bottom of page.
- Choose "Submit Changes."
- Review for errors.
- "Confirm Registration" to process your request. Requests are not processed until they are confirmed.
- Choose "Concise Student Schedule" to print 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.
- See hours below.

#### In-person registration:

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

- Hours:

Summer hours:

Monday – Thursday: 8:00 a.m. – 5:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.

Regular semester hours:

Monday – Thursday: 8:00 a.m. – 6:00 p.m.

Friday: 8:00 a.m. – 4:30 p.m.



# WAUKESHA COUNTY TECHNICAL COLLEGE

## Advising

800 Main Street, Room C-021

Pewaukee, WI 53072

262.691.5400 (Phone); 262.691.5123 (Fax)

[www.wctc.edu/advising](http://www.wctc.edu/advising)

## Course Planning Grid

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 a.m.						
8:00 a.m.						
8:30 a.m.						
9:00 a.m.						
9:30 a.m.						
10:00 a.m.						
10:30 a.m.						
11:00 a.m.						
11:30 a.m.						
12:00 Noon						
12:30 p.m.						
1:00 p.m.						
1:30 p.m.						
2:00 p.m.						
2:30 p.m.						
3:00 p.m.						
3:30 p.m.						
4:00 p.m.						
4:30 p.m.						
5:00 p.m.						
5:30 p.m.						
6:00 p.m.						
6:30 p.m.						
7:00 p.m.						
7:30 p.m.						
8:00 p.m.						
8:30 p.m.						
9:00 p.m.						
9:30 p.m.						
10:00 p.m.						



WAUKESHA  
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