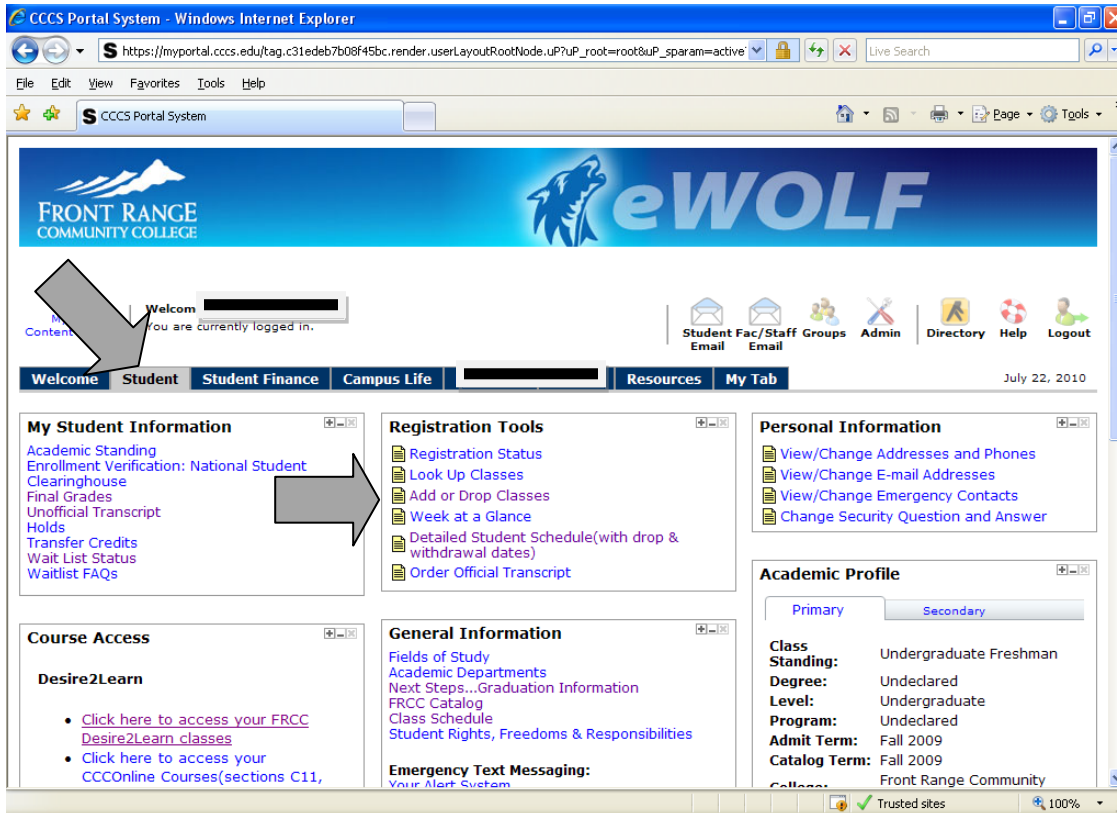
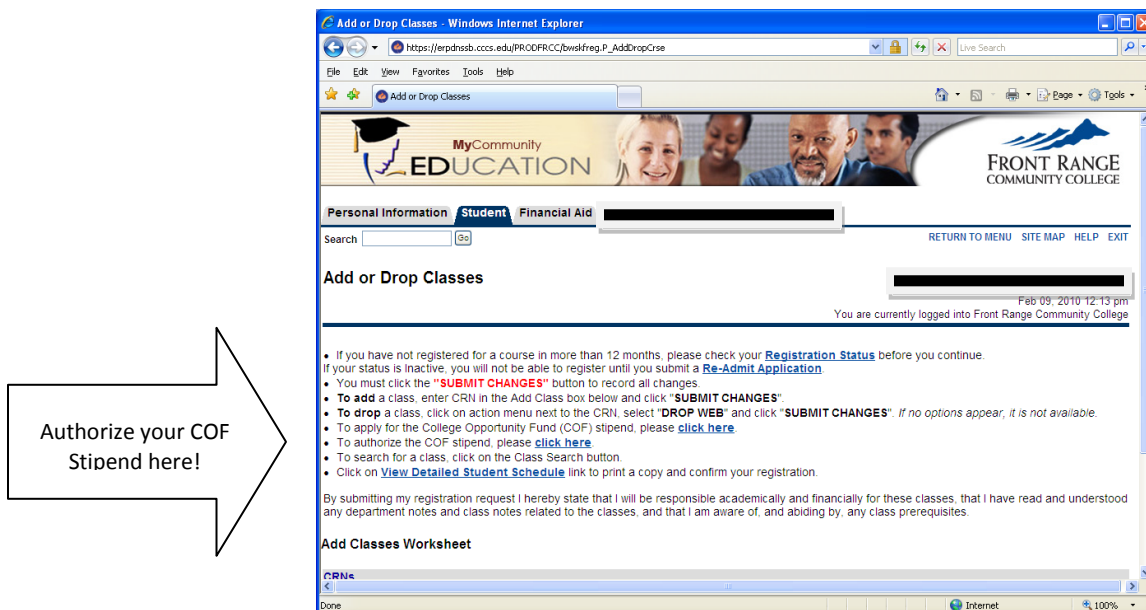


Online Registration Instructions

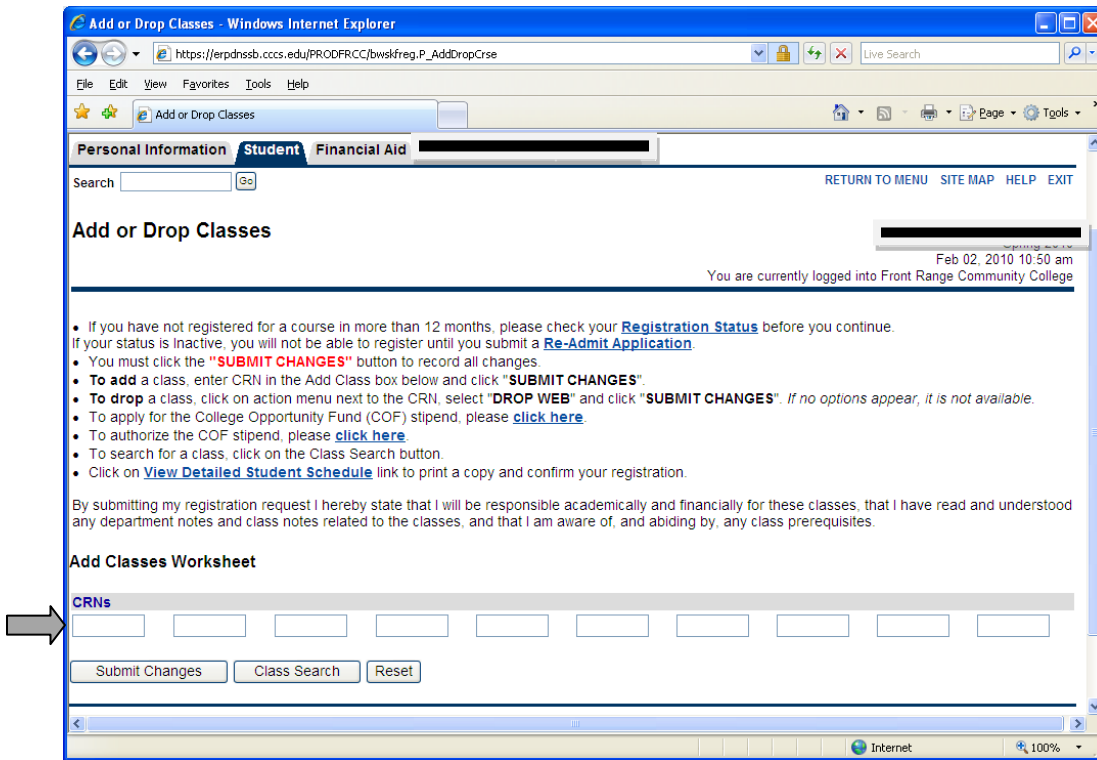
1. Go to www.frontrange.edu.
2. Under the **Current Students** tab, choose **eWolf**. This will take you to the FRCC eWolf portal.
3. Enter your Username (**S number**) and **Password**. You must capitalize the "S" in your Student ID number.
New Students: Please contact an advisor for your Password by calling:
Westminster (303)404-5000 • Larimer (970)226-2500 • Boulder (303)678-3722 • Brighton (303)404-5099
4. Once you are logged in to eWolf, click on the **Student** tab and then **Add or Drop Classes** in the Registration Tools section.



5. At "Select a Term," choose the appropriate semester. Click **Submit**.
6. *Authorize your College Opportunity Fund stipend before you register.* Once you do this, click **Return to Menu** twice to return to the Registration Menu. Click on **Add or Drop Classes** in the Quick Links section again.

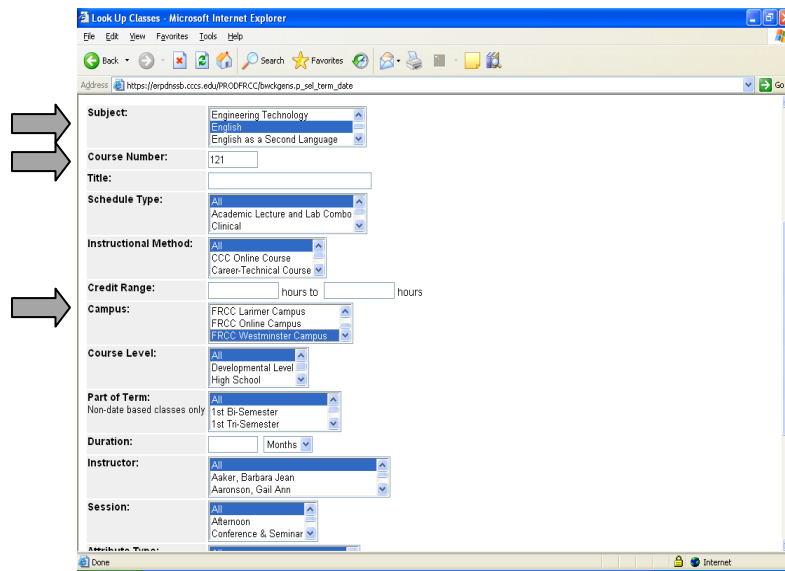


7a. If you know the five-digit course registration number (CRN) for your courses, enter the CRN(s) in the **Add Classes Worksheet** section of the Add or Drop Classes screen. Once you have added the CRN(s), click the **Submit Changes** button. **If the section you selected is full, you may have the option to add your name to a waiting list for the course. To select this option, choose WAITLIST from the drop down menu and be sure to hit the SUBMIT CHANGES button. To confirm that you are on a waitlist, please check your student schedule.**



7b. If you do not know the CRN for your course, click on the **Class Search** button. On the “Look Up Classes” screen, enter only the **subject**, **course number**, and **campus** for the best results (example: English / 121 / FRCC Online Campus). Click on the “Class Search” button and review the results. Register for a course by checking the box to the left of the section (days/times) you want. **Closed sections will have a “C” instead of a check box. It may still be possible to waitlist for a closed section. Note the CRN and follow the instructions in step 7a above.**

For the best search results, search **ONLY** by Subject, Course Number and Campus.



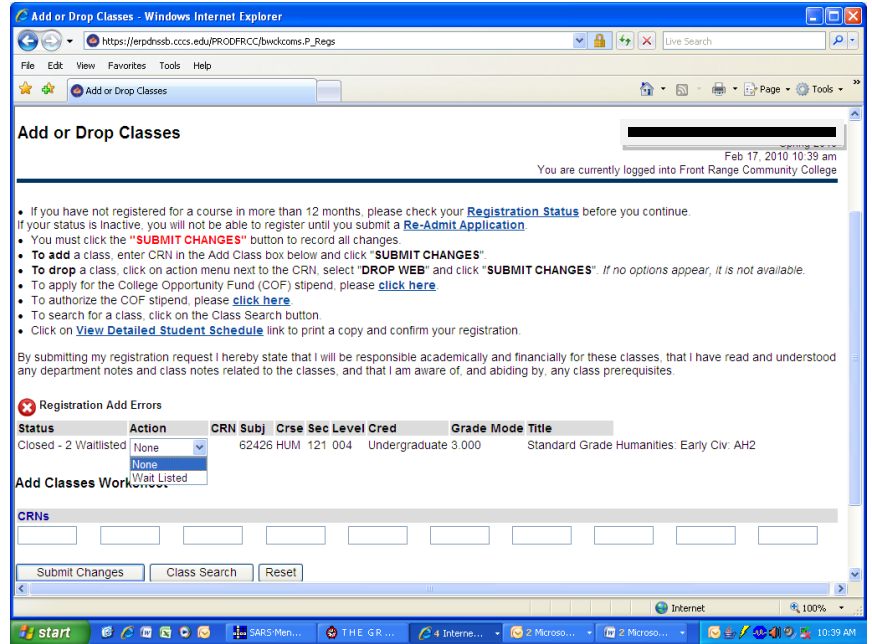
To search for another course, click the “Back” button on your web browser.

Waitlists

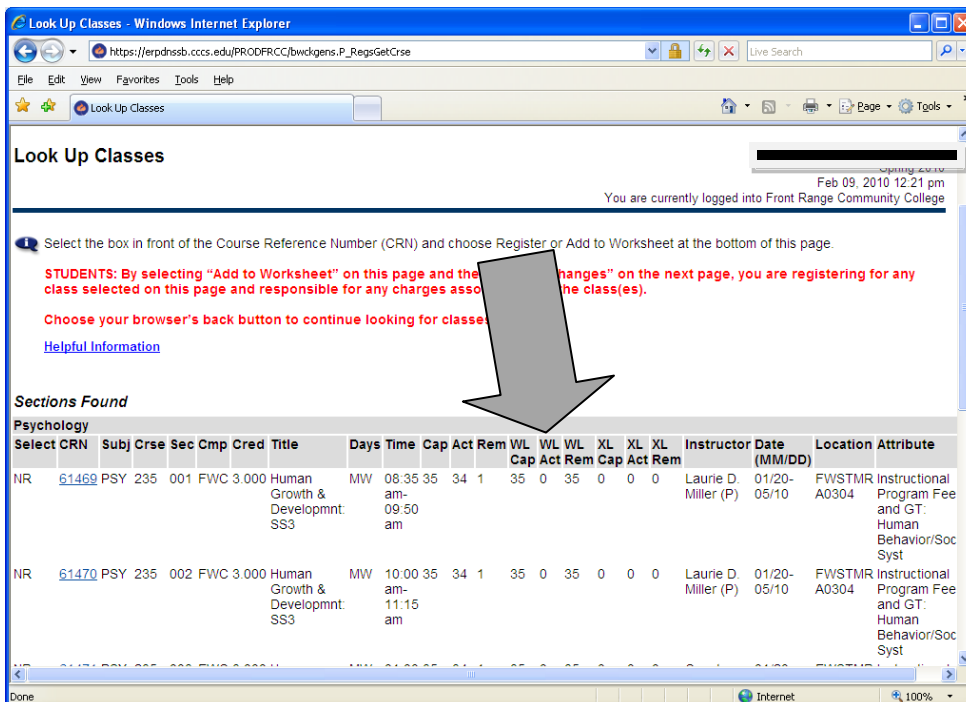
If a course is full, it may be possible to add your name to a waitlist.

Option 1: Type a CRN in the Add/Drop Classes screen. When you receive the message “Closed/Waitlisted,” select **Waitlist** from the drop down menu. Click the **Submit Changes** button. To confirm that you are on the waitlist, please check your course schedule.

Choose “Waitlist” from the drop down menu and click the “Submit Changes” button.



Option 2: When you are doing a class search (see step 7b), you can see how many students are on a waitlist. In the **WL Act** (Waitlist Actual) column, you can see how many students are on the waitlist. If you decide to add your name to this section’s waitlist, please make a note of the CRN. Follow the instructions in Option 1 above.



Waitlist Details

Students can add themselves to a waitlist if a course is full. Be aware: space may become available before the course begins. Please note, not all courses are available to waitlist and there are several requirements for waitlisting a course:

- You can only waitlist for ONE section of the same course.
- You cannot waitlist for a course if you are currently registered for another section of that same course.
- You must meet prerequisite requirements.
- Do not waitlist for a course that creates a time conflict in your schedule. If a time conflict is present, you will be dropped from the waitlist.
- You cannot exceed 18 credit hours (registered and waitlisted) without advisor approval.

If space becomes available in the class:

- The first student on the waitlist will receive an automated email from FRCC to their [student email account](#) notifying them that a space is now available. The student then has a 48 hour window in which to register for the course. If the student does not register for the course within the 48 hour window, they will be dropped from the waitlist and the next student on the waitlist will receive a notification email.
- It is critical that you have your student email account activated and that you are actively monitoring it during the waitlist process. Your student email can be easily accessed through our new student portal eWOLF. For more information on your student email account, go to www.frontrange.edu/email
- Students are responsible for monitoring their student account and paying any additional tuition and fees owed by 5:00 pm on the next business day if the course is added after the payment deadline.

Waitlists are only effective through the second day of the term. After this, instructors have the ability to sign an Add/Drop Form to authorize late registration for the course.

Payment

You can make full payment online using a credit card (go to your **Billing Statement** in the Quick Links section), or you can sign-up for the **FACTS Deferred Payment Plan** under the **Student Account Menu**. Please be sure to check <http://www.frontrange.edu/Prospective-Students/Tuition-and-Fees/Payment-Options.aspx> or our schedule for important payment deadlines. If payment has not been arranged by the payment deadline, students may be dropped from their classes. **If you are not planning to attend FRCC, it is your responsibility to ensure your classes are dropped by the deadlines specified in the schedule.** FRCC cannot guarantee that all classes will be dropped for unpaid accounts.

The payment deadline for _____ semester is _____.

Your Schedule

Print your schedule by clicking on the **View Detailed Student Schedule** link or **Return to Menu** and then **Print Schedule** from the Quick Links.

- Take your schedule with you to the bookstore to purchase your books for FRCC on-campus, online, and hybrid classes. (To purchase books for CCCOnline classes, please visit: www.cconline.org/Students/Bookstore.)
 - Take your schedule and \$5 to Student Life to obtain a student ID/Wolf card.
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Questions? Call: Westminster (303)404-5000 • Larimer (970)226-2500 • Boulder (303)678-3722 • Brighton (303)404-5099