

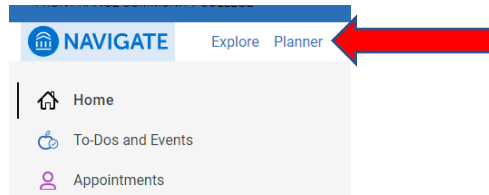
Step – By – Step Navigate Registration

1. Log on to e-wolf

2. Click navigate icon



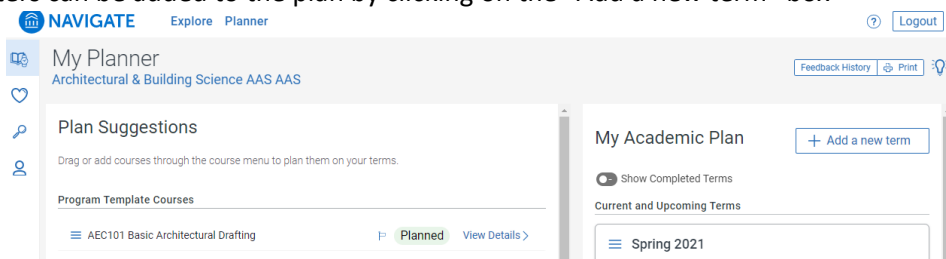
3. Click “planner”



4. The left-hand side of the planner screen shows the declared degree, and suggested courses for that degree

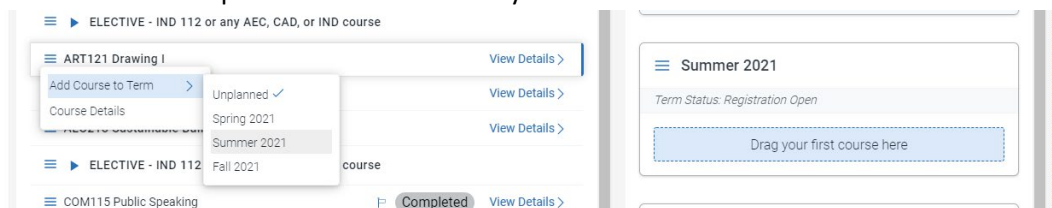
5. The right-hand side of the planner screen is where students can create a custom MAP (My Academic Plan) for their studies

a. New semesters can be added to the plan by clicking on the “Add a new term” box



PLAN

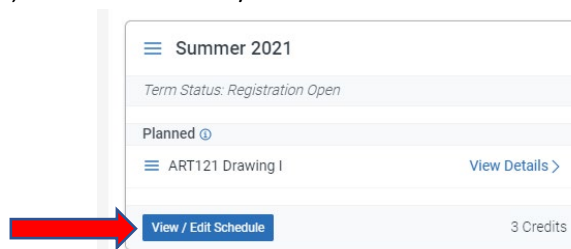
6. To begin the registration process, students can drag courses from the “plan suggestions” section (left side), to a semester in the My Academic Plan (right side). Students can also click the 3-line icon ≡ for each class and click “add course to term” and pick which semester they’d like the class to fall under.



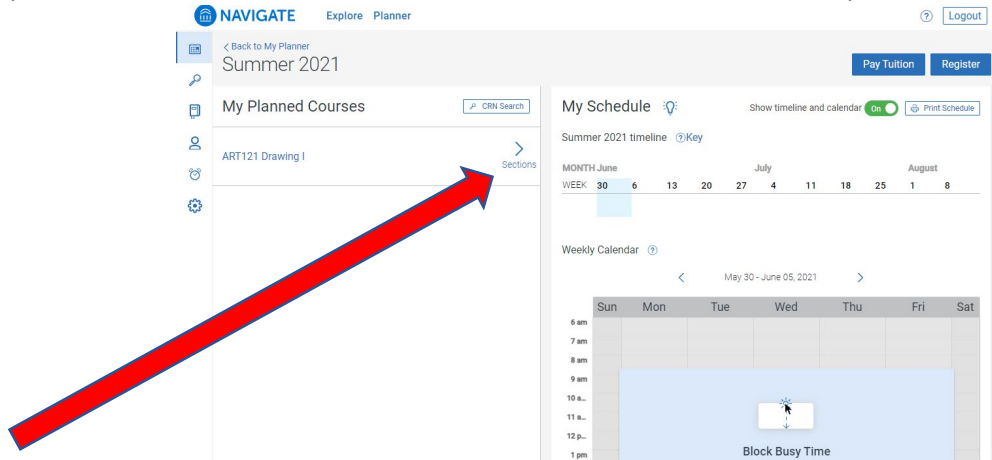
a. ****If the desired class isn’t listed, try using the search tool by clicking the magnifying glass 🔍 in the menu on the far left, and search by Subject.****

SCHEDULE

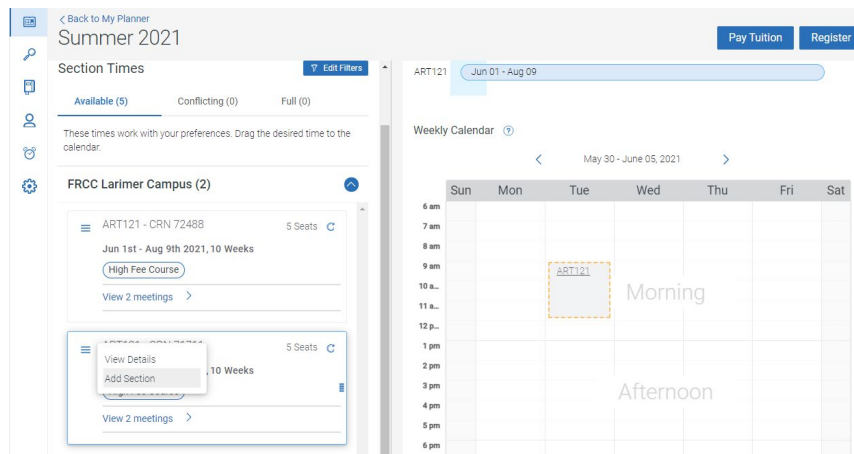
7. Once classes have been planned, click on the “View/Edit schedule” button to schedule classes for that semester



8. This will open to a new screen with Planned courses on the left and calendar view on the right.
 - a. ****On the far-left side there is another menu with different options: search, transaction history, schedule an appointment, quick schedule, and preferences. The most important is the “preferences” wheel, because that is where students can choose which campuses they want to take classes at and block off busy times in their calendar, which will both affect class-section availability. ****



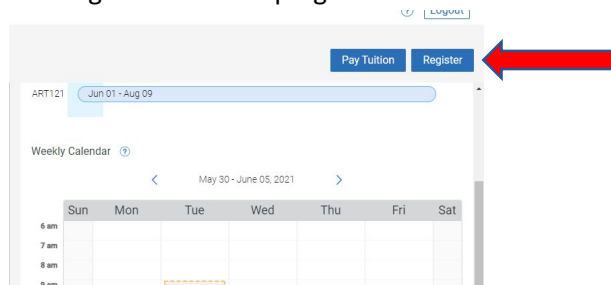
9. Click on “sections” of individual classes, and it will display all sections available for that particular class, according to the set preferences, with open seats.
10. Hover over the class section and it will show on the calendar on the right. Drag and drop the class from the available choices to the calendar to schedule a class. Or, click the 3-line icon for the class and click “add section”.



11. Repeat this step for all classes, and adjust as needed to find a schedule that works best.
 - a. If a student needs to pick a different section of a scheduled class, **scroll below the calendar**, find the class, click the 3-line icon and click “unschedule”.

REGISTER

12. Once all courses have been scheduled, click “register” in the top right corner



13. Scroll **down below the calendar** again, and check for “registered classes” as well as any error messages.