

USING WEB REGISTRATION

STEP 1	<p>Reading this in printed form? Go to www.spokanefalls.edu. On the left frame, rest your cursor on the view “Current Students”. Move your cursor and click on “Register/Add/Drop Classes” in the right frame under the topic Register.</p> <p>Viewing this on the web? Click here for direct link: https://ww2.spokanefalls.edu/webreg/default.asp.</p>
STEP 2	<p>Enter your student identification number (SID) with no slashes or dashes. Enter your 4- to 6-digit personal identification number (PIN). Click “Register”. Read and respond to information screens, clicking “Continue” at each step.</p>
STEP 3	<p>Right turquoise frame will now say “You may now register for classes.” In the left pink frame, enter the item number(s) of up to five class(es) from the quarterly schedule. Click “Submit Add/Drop”.</p>
STEP 4	<p>At the top of the right turquoise frame, you will see “This is your schedule -----” or perhaps one of several messages:</p> <p>Class is full Options are: 1) Enter a different item number for the same course. 2) Try to add this item number at regular intervals – another student may have dropped. 3) If the instructor signs an overload permission form for this particular section, present that form in person at your local registration office.</p> <p>Waiting list If an instructor has opted to use an electronic waiting list, you will given the option to be added. Click “Yes” to be given your position on the list. Being on a waiting list does not guarantee enrollment in the class. You may monitor your waiting list status at https://ww2.spokanefalls.edu/webreg/waci230.asp.</p> <p>Variable credit classes Some classes may be taken for a variable number of credits. If “Change Credits” appears, click to change enrollment to a lower number of credits. Follow instructions for proper entry.</p> <p>Unmet prerequisites Call the prerequisite hotline at 533-4177 and leave information prompted by that service. A registration representative will reply within 24 business hours. If you have already obtained an override entry code, enter that five-digit code in the box provided.</p> <p>Instructor permission required Obtain an override entry code from the instructor and enter that five-digit code in the box provided.</p>
STEP 5	<p>To add or drop a class, enter the item number(s) of class(es) in the left pink frame, then click on “Submit Add/Drop”. A Warning pop-up screen will say, “You are about to drop...”. Verify the classes listed and click “Yes” if you wish to continue with the drop.</p> <p>Helpful hint: Be careful before dropping a class! If you drop, you may not be able to re-enroll because: 1) there is now a waiting list; 2) you will need a new prerequisite entry code; or 3) someone else is adding at this same time.</p>
STEP 6	<p>To audit a course, go to your local registration office for processing. Auditing a course results in an “N” grade, and the credits are not transferable. Students pay the same tuition/fees whether graded or auditing.</p>
STEP 7	<p>When “This is your schedule -----” is correct, review the “Charges....” display below. Click “Finish”.</p>
STEP 8	<p>In the left pink frame, click on “View My Schedule/Textbook Express”. Click on the right white frame, then click your toolbar printer icon to print a schedule. Keep this copy to purchase books on campus and/or find your class(es) when the quarter begins. Click on “Finish” again to close this view.</p> <p>Click “SFCC Online Bookstore” if you wish to purchase books online.</p>
STEP 9	<p>In the lavender right frame, be sure to note the payment due date and payment options. Failure to pay by the due date may result in removal from classes.</p> <p>If you choose to pay right away and use Visa or Mastercard, click on “Pay by Credit Card Now” and follow those instructions.</p>
STEP 10	<p>Be sure to note important dates for add/drop/withdrawal and refund policies: http://www.spokanefalls.edu/Apps/Calendar/ImportantDates.aspx. Click on appropriate quarter tab.</p>