Student Registration Instructions

1.) Open your web browser and log into MyWC (http://mywc.westminster-mo.edu)

2.) Your MyWC User Name and Password will be the same as your network/email username and password, except for the @westminster-mo.edu.

3.) When you are successfully logged into MyWC you will see a set of tabs on your screen. You will need to select the "Student" Tab. Go to the Course Schedules portlet at the bottom right of screen. If your registration period is open for the semester then the Course Schedules portlet will display "Add Period Open / Drop Period Open."

4.) If you know the course code and section and you are certain that the course to be added is open, click Add/Drop Courses. Verify that the Current Term/Year is accurate. Enter the course code and section of the course(s) to be added. Make sure to enter a space between the course code and the course number (i.e., PED 104) in the course code box and enter the appropriate section letter in the section box. Click Add Course(s).

5.) If you are unsure of the course code or want to check availability of a class, click on Course Search. Verify again the term is set to the correct semester/year. Enter the course code (ACC, BUS, ECN, etc.) in the box next to Course Code Begins With and click Search. All courses in the department will be displayed along with the times, instructor, and number of open seats.