

# UNW Registration Instructions

1. Log on to the MyUNW student portal.
2. Click on, “Register Classes” in the registration tile.
3. Click on “Register for Classes”.
4. Select the term you are attempting to register for.
5. In the Find Classes tab, click on **Advanced Search**.
6. In the Campus box, select the name of your high school.
7. Click Subject and type in the subject for your course (i.e., ENG, HIS)
8. Click **Course Number** and type in the course number (i.e. 1105, 1005). Click **Search** once all search criteria are entered.
9. Select **Add** for all the on-site sections that you want. This will add the course to your Summary.
10. Note: If you are registering for a lab course and you receive a co-requisite error, it is because you need to register for both the lecture and the lab at the same time. *Do not click "Submit" until both the lecture and lab have been added to your Summary.*
11. Once you have added all sections, click **Submit** in the lower right-hand corner.
12. You will now see *Registered* for each course that you have successfully registered for.