**Scheduling Worksheet**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Major/Program:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOLDS?: \_\_\_\_\_YES \_\_\_\_\_NO / Yes, why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_Summer \_\_\_\_Fall \_\_\_\_Spring YEAR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PIN #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- |
| CRN # | DEPT | COURSE # | TIME | DAYS | CREDITS | LOCATION | INSTRUCTOR |
| *21331*  *Example* | *ENG* | *150* | *6-9 pm* | *M/W* | *3* | *EC 417* | *B. Smith* |
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**To Register:**

**\*\*\*IMPORTANT\*\*\*ALWAYS MEET WITH YOUR ADVISOR PRIOR TO REGISTERING FOR CLASSES. Your advisor is the only one who has access to the PIN # you will need to register!**

* Schedule an **advisor/advisee appointment**.
* Access **Northern Navigator** through N.O.W. in the Portal to review what courses *have* *been* taken and what courses ***are needed*** to complete program.
* Check the **Schedule of Classes** for the semester by clicking the **Course Catalog Search / View Schedule of Classes** links and/or the link for the print copy of the specific semester schedule – all located under **Quick Links** on the **WVNCC homepage**.
* The 5-digit CRN# is used to register for a class. Click:

1.Academics Tab

2.

3.Student

4.Registration

5.Register or Add/Drop Classes

6.Select Term

7.Enter Alternate PIN (above)

8.Enter CRN #s