

Table of Contents: (click the title to go to the section you are looking for)

Please use a laptop to navigate these steps, many of these sites will look different on a phone or device with a smaller screen. You can find computers at the WVU Library if needed.

WVU Add/Drop Calendar: <https://registrar.wvu.edu/calendars/add-and-drop-dates>

1. [Adding a Class with STAR-Schedule Builder not working](#)
2. [Dropping a Class with STAR](#)
3. [Adding a Course After Receiving an Override](#)
4. [DegreeWorks Overview](#)
5. [Schedule Builder-How to register with this tool](#)
6. [Searching for a Course with STAR, Checking Pre-Requisites, & Restrictions](#)
7. [Adding a Lecture or Lab Course from Waitlist Seat](#)
8. [Changing a Lecture or Lab Course](#)
9. [Registration Errors and What to Do](#)
10. [Adjusting Course Credits](#)
11. [How to Calculate Your GPA](#)
12. [Waitlisted Information-https://registrar.wvu.edu/registration/waitlisting](https://registrar.wvu.edu/registration/waitlisting)

Add Course with STAR: (Second page has images to go with instructions)

1. Log into portal.wvu.edu
2. Click STAR
3. Select 'Student Services & Housing'
4. Select 'Registration'
5. Select 'Access Registration Tools'
6. Select 'Add or Drop Classes'
7. Select the semester you are trying to adjust.
 - a. *If you get asked for a Pin that means you have not met with your academic adviser and should email them to set up a meeting ASAP*
 - b. *If you are not able to select this section, check to see if you are trying to register or adjust your schedule prior to your registration window or after the last day to add/drop* [WVU Add Drop Dates Click here](#)
8. There are a few ways you can add classes through STAR in the upper left side of the page you will see the following options: 'Find Classes', 'Enter CRNs', & 'Schedule and Options'. If you already have your schedule picked out in schedule builder, or just need to add one class, use the Add course with CRN. Otherwise, use 'Find Classes' feature.

Add with CRN:

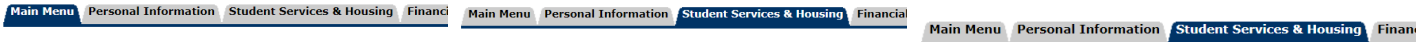
9. If you are in Schedule Builder Look at the top section of the details of your schedule. There is a column labeled CRN's, you will want to copy each of these one at a time and go back to the STAR registration page.
10. At the STAR registration page select 'Enter CRNs' and copy in the CRN numbers one at a time. After you have entered one you can click add another CRN. When you have added all the CRN's needed click, 'Add to Summary'
11. At this point you should see all your courses listed in the bottom right section of this screen. You will then want to click 'Submit'
12. At this point you should see registered next to all your courses. If you got a message saying, there was an error [click here to see what they mean and how to solve them](#).

Add with Find Classes:

13. Select 'Find Classes'
14. Enter the course subject and number, scroll to the bottom, and select search.
 - a. You can also search for a course by attribute (ex. GEF area 5, Honors, etc.)
15. Scroll through the list of courses until you find the one you want.
 - a. Make sure you check the Pre-Requisites and restrictions on the course [view steps here](#)
16. Click the add button next to the course.
17. You can then see the course listed in the bottom of this screen, you will be able to search and add the rest of the courses you need utilizing the weekly layout in the bottom left side of the screen.
18. Add the rest of your courses.
19. You should see all your courses listed in the bottom right section of this screen. You will then want to click 'Submit'
20. At this point you should see registered next to all your courses. If you got a message saying, there was an error [click here to see what they mean and how to solve them](#).

You will not see your registered classes in Schedule Builder for 24 hours. STAR is WVU's main data location. Schedule builder is an app that is used to assist you. Schedule builder only updates data from STAR every night at midnight. If you are registered in STAR, you are registered.

WVU Course Registration Guide



Main Menu

- Pay Academic Deposit**
- Schedule Builder**
- Personal Information**
 - View and Update Addresses * Phone Numbers * Emergency Contact Information
 - Create & Update Parent E-mail Addresses
- Student Services & Housing**
 - Parent/Guest Portal
 - Apply for Admission
 - Register
 - View Student Account
 - View Academic Records
 - View Missing Person Contacts
 - Update Missing Person Contacts
 - View Housing Information
- Financial Aid**
 - Your Overall Financial Aid Status
 - Financial Aid Eligibility
 - Review Financial Aid Information (Requirements & Awards)
- Faculty & Advisors**
 - Enter Grades & Registration Overrides * View Class Lists * View Student Information

Student Services & Housing

- Parent/Guest Portal**
 - Grant a parent/guest online access to make payments & view the records you authorize.
- Admissions**
 - Pay Academic Deposit
 - Apply for Admissions to WVU
 - Apply for Admissions to Marshall State College
 - Apply for Admissions to WVU Tech
- Registration**
 - Add or Drop Classes
 - Look-up Classes to Add
 - Request Enrollment or Good Student Discount Verification
 - Change Class Options
 - Display Class Schedule
 - Purchase Books
- Student Accounts**
 - Review Charges & Payments or Make Payment
- Student Records**
 - View Holds
 - Display Unofficial Transcript
 - Request Enrollment or Good Student Discount Verification
 - Display Grades For The Current Academic Year

Registration

- Browse Classes**
 - Access Registration Tools**
 - Add or Drop Classes
 - Look-up Schedule Details
 - Prepare for Registration by reviewing your registrations status, time ticket info
 - Request NSC Enrollment or Good Student Discount Verification**
 - Click the link above to begin the process to generate an official, printable enrollment or good student manual verification will be processed.
 - WVU, PSC, and WVU Tech Bookstores**
 - Schedule Builder**
 - Pick your desired classes, plan your day around breaks, and register all in one tool.
- RELEASE: 8.9**

What would you like to do?

- Browse Classes**
Looking for classes? In this section you can browse classes you find interesting.
- Add or Drop Classes**
Search and register for your classes. You can also view and manage your schedule.

Enter Course Reference Numbers (CRNs) to Register
Term: Fall 2022

CRN:

Title	Details	Hours	CRN	Schedule Type	Status	Action
American Oversight in Film	COMM 315, 701	3	82151	Lecture	Registered	None
Event Promotion	PR 437, 701	3	83384	Lecture	Registered	None

Total Hours Registered: 6 | Billing: 0 | CRN: 0 | Min: 0 | Max: 20

Register for Classes

Enter Your Search Criteria
Term: Fall 2022

Subject:

Course Number:

Title:

Schedule Type:

CRN:

Credit Hour Range: to

Campus:

Open Sections Only:

Part Of Term:

Instructor:

Attribute:

Start Time:

End Time:

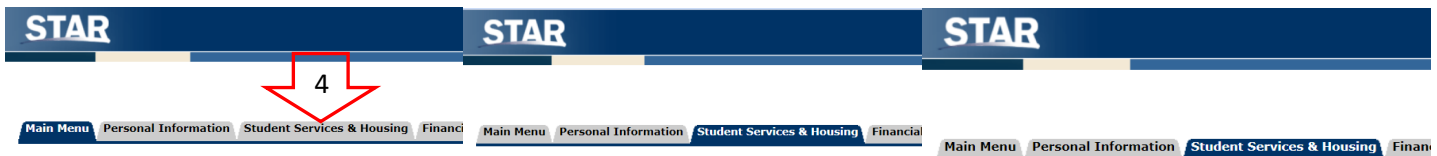
Meeting Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

Keyword:

Class Schedule for Fall 2022	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Dropping a course on STAR:

1. Meet with your academic adviser to make sure dropping the class will not impact financial aid or scholarship.
2. Log into portal.wvu.edu
3. Click STAR
4. Select 'Student Services & Housing'
5. Select 'Registration'
6. Select 'Access Registration Tools'
7. Select 'Add or Drop Classes'
8. Select the semester you are trying to adjust.
 - a. *If you get asked for a Pin that means you have not met with your academic adviser and should email them to set up a meeting ASAP*
 - b. *If you are not able to select this section, check to see if you are trying to register or adjust your schedule prior to your registration window or after the last day to add/drop*
9. In the bottom right side of the screen, you will see a list of all the courses you are registered for and next to each course it will have a box that says 'None'
10. Find the class you are going to drop, select the 'None' box next to that class, it will bring up a drop-down menu. Select 'Drop Course on Web'
11. Double check that the only class schedule with 'Drop Course on Web' next to it is the one you are planning to drop, once you click submit all changes are final.
12. Click submit



Main Menu

- Pay Academic Deposit**
- Schedule Builder**
- Personal Information**
 - * View and Update Addresses * Phone Numbers * Emergency Contact Information
 - * Create & Update Parent E-mail Addresses
- Student Services & Housing**
 - * Parent/Guest Portal
 - * Apply for Admission
 - * Register
 - * View Student Account
 - * View Academic Records
 - * View Missing Person Contacts
 - * Update Missing Person Contacts
 - * View Housing Information
- Financial Aid**
 - * Your Overall Financial Aid Status
 - * Financial Aid Eligibility
 - * Review Financial Aid Information (Requirements & Awards)
- Faculty & Advisors**
 - * Enter Grades & Registration Overrides * View Class Lists * View Student Information
- Parent/Guest Portal**
 - * Grant a parent/guest online access to make payments & view the records you authorize.

Student Services & Housing

- Parent/Guest Portal**
 - * Grant a parent/guest online access to make payments & view the records you authorize.
- Admissions**
 - * Pay Academic Deposit
 - * Apply for Admission to WVU
 - * Apply for Admission to WVU Marshall State College
 - * Apply for Admission to WVU Tech
- Registration**
 - * Add or Drop Classes
 - * Look-up Classes to Add or Drop
 - * Request Enrollment or Good Student Discount Verification
 - * Change Class Options
 - * Display Class Schedule
 - * Purchase Books
- Student Accounts**
 - * Review Charges & Payments or Make Payment
- Student Records**
 - * View Holds
 - * Display Unofficial Transcript
 - * Request Enrollment or Good Student Discount Verification
 - * Display Grades For The Current Academic Year
 - * Graduation Application
- Housing**
 - * Housing Application

Registration

- Browse Classes**
- Access Registration Tools**
 - * Add or Drop Classes
 - * Look-up Schedule Details
 - * Prepare for Registration by reviewing your registrations status, time ticket info
- Request NSC Enrollment or Good Student Discount Verification**
Click the link above to begin the process to generate an official, printable enrollment or good student manual verification will be processed.
- WVU, PSC, and WVU Tech Bookstores**
- Schedule Builder**
Pick your desired classes, plan your day around breaks, and register all in one tool.

RELEASE: 8.9

Return to Table of Contents

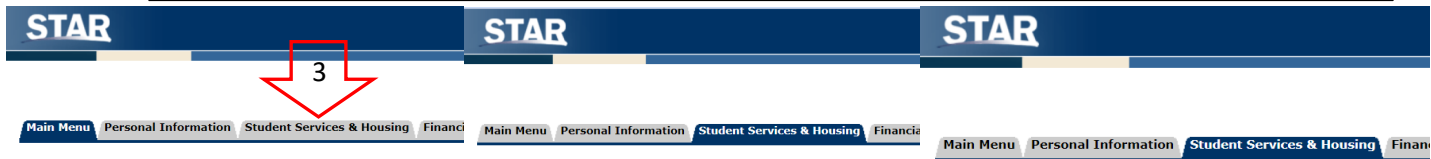
Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8am							
7am							
8am							
9am							
10am							
11am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
American Diversity in Film	COMM 315, 701	3	82151	Lecture	Registered	None
Event Promotion	PR 437, 701	3	83384	Lecture	Registered	None

Adding a Course After Receiving an Override

1. Log into portal.wvu.edu
2. Click STAR
3. Select 'Student Services & Housing'
4. Select 'Registration'
5. Select 'Access Registration Tools'
6. Select 'Add or Drop Classes'
7. Select the semester you are trying to adjust.
8. If you got a course override approved the CRN to the course can be found in the bottom of the email within the course override request form.
9. At the STAR registration page select 'Enter CRNs' and copy in the CRN numbers one at a time. After you have entered one you can click add another CRN. When you have added all the CRN's needed click, 'Add to Summary'
10. At this point you should see all your courses listed in the bottom right section of this screen. You will then want to click 'Submit'
11. At this point you should see registered next to all your courses in the bottom right side of the screen. If you got a message saying, there was an error registering for the course override, first double-check you put in the correct CRN, if it is correct contact your Academic Adviser for assistance. *You can only add a class during the WVU Add/drop dates*

You will not see your registered classes in schedule builder for 24 hours. STAR is WVU's main data location. Schedule builder is an app that is used to assist you. Schedule builder only updates data from STAR every night at Midnight. If you are registered in STAR, you are registered.



Main Menu

- Pay Academic Deposit
- Schedule Builder
- Personal Information
 - View and Update Addresses * Phone Numbers * Emergency Contact Information
 - Create & Update Parent E-mail Addresses
- Student Services & Housing
 - Parent/Guest Portal
 - Apply for Admission
 - Register
 - View Student Account
 - View Academic Records
 - View Missing Person Contacts

Student Services & Housing

- Parent/Guest Portal
 - Grant a parent/guest online access to make payments & view the records you authorize.
- Admissions
 - Pay Academic Deposit
 - Apply for Admission to WVU
 - Apply for Admission to Cabell County State College
 - Apply for Admission to WVU Test
- Registration
 - Add or Drop Classes
 - Look-up Classes to Add
 - Request Enrollment or Good Student Discount Verification
 - Change Class Options
 - Display Class Schedule

Registration

- Browse Classes
- Access Registration Tools
 - Add or Drop Classes
 - Look-up Schedule Details
 - Prepare for Registration by reviewing your registrations status, time ticket info
- Request NSC Enrollment or Good Student Discount Verification
 - Click the link above to begin the process to generate an official, printable enrollment or good student manual verification will be processed.
- WVU BSC and WVU Tech Bookstore



Student Registration - Select a Term - Register for Classes

Register for Classes

Find Classes Enter CRNs Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2022

CRN:

[Add Another CRN](#) [Add to Summary](#)

Student - Registration

Registration

What would you like to do?

- Browse Classes
 - Looking for classes? In this section you can browse classes you find interesting.
- Add or Drop Classes
 - Search and register for your classes. You can also view and manage your classes.

Search and register for your classes. You can also view and manage your classes.

Class	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Title	Details	Hours	CRN	Schedule Type	Status	Action
American Dialects in Film	COMM 315, 701	3	82151	Lecture	Registered	None
Event Promotion	PR 437, 701	3	83384	Lecture	Registered	None

Total Hours (Registered): 6 | Billing: 6 | CEU: 2 | Min: 2 | Max: 20

WVU Course Registration Guide

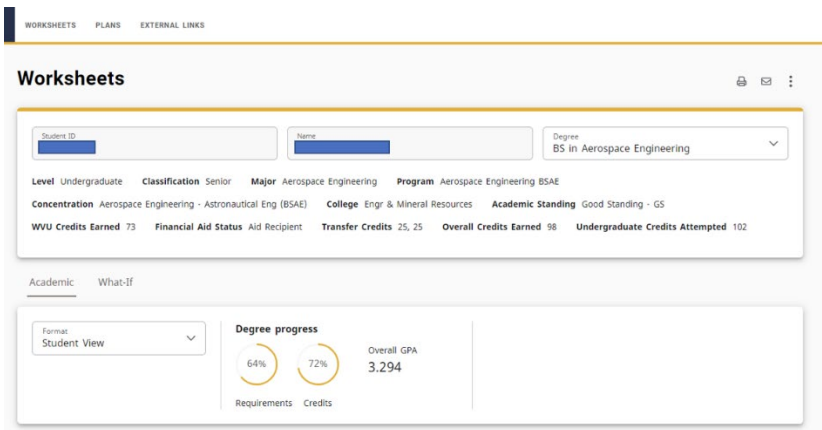
DegreeWorks Overview:

What is DegreeWorks-

- During your academic advising appointment, you should have created a plan for next semester's courses with your adviser.
- Your suggested course schedule should be documented in DegreeWorks in the notes section at the bottom of the page.
- DegreeWorks shows the requirements you need to complete for your degree.
- You can see what courses count for each requirement by clicking on the blue hyperlinked course next to each requirement.

Walk through-

- Find DegreeWorks by going to portal.wvu.edu and logging in.
- Then click DegreeWorks Responsive it will bring you to a page like this.



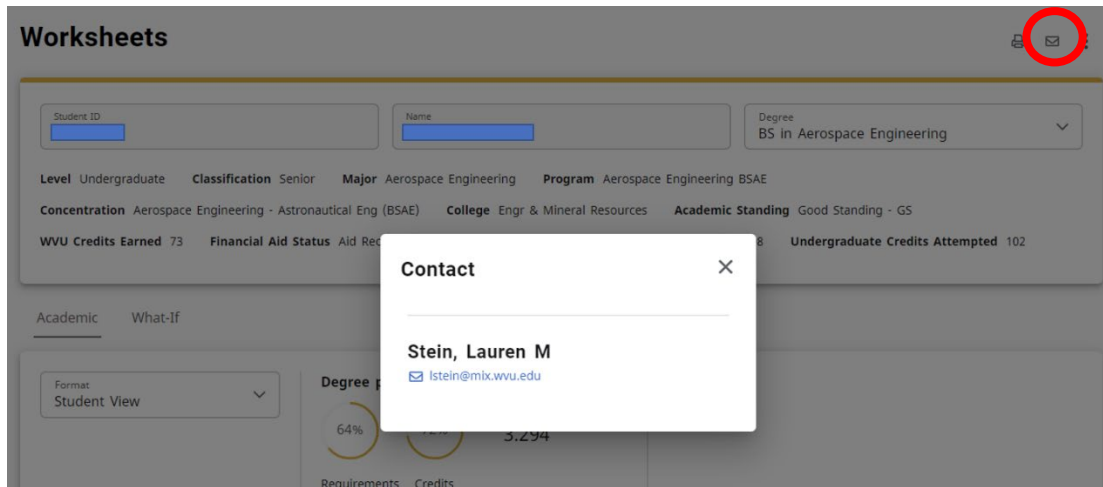
- Green check circles are completed classes.
- Blue half circles are in progress courses.
- Red circles are courses still needed to be completed.

The screenshot shows a table of courses with columns for course name, ID, description, grade, credits, and semester. The table lists 13 courses, with the first 11 having green checkmarks and the last two having red circles. The last two courses are marked as 'Still needed'.

Course Name	Course ID	Description	Grade	Credits	Semester
Statics	MAE 241	Statics	C+	3	Fall 2021
Mechatronics	MAE 211	Mechatronics	A	3	Fall 2021
Dynamics	MAE 242	Dynamics	C	3	Spring 2022
Mechanics of Materials	MAE 243	Mechanics of Materials	B	3	Spring 2022
Fluid Mechanics	MAE 331	Fluid Mechanics	C	3	Spring 2022
Basic Electrical Engineering	EE 221	Intro Electrical Engineering	B	3	Spring 2022
Basic Electrical Lab	EE 222	Intro Electrical Engr Lab	A	1	Spring 2022
Analysis-Engineering Systems	MAE 316	Analysis-Engineering Systems	IP	(3)	Fall 2022
Thermodynamics	MAE 320	Thermodynamics	IP	(3)	Fall 2022
Incompressible Aerodynamics	MAE 335	Incompressible Aerodynamics	IP	(3)	Fall 2022
Intermediate Mech of Materials	MAE 343	Intermediate Mech of Materials	IP	(3)	Fall 2022
Dynamics/Strength Laboratory	MAE 244	Dynamics/Strength Laboratory	IP	(1)	Fall 2022
Thermal/Fluids Laboratory	Still needed:	1 Credit in MAE 322			
Compressible Aerodynamics	Still needed:	3 Credits in MAE 336			

WVU Course Registration Guide

- To contact academic adviser, go to the top of page, select the envelope button to see advisers name and contact information.



The screenshot displays the 'Worksheets' section of the WVU Course Registration Guide. At the top right, an envelope icon is circled in red. Below this, there are input fields for 'Student ID' and 'Name', and a dropdown for 'Degree' set to 'BS in Aerospace Engineering'. The interface shows various student details: Level (Undergraduate), Classification (Senior), Major (Aerospace Engineering), Program (Aerospace Engineering BSAE), Concentration (Aerospace Engineering - Astronautical Eng (BSAE)), College (Engr & Mineral Resources), Academic Standing (Good Standing - GS), WVU Credits Earned (73), Financial Aid Status (Aid Res), and Undergraduate Credits Attempted (102). A 'Contact' modal is open, displaying the name 'Stein, Lauren M' and the email address 'lstein@mix.wvu.edu'. The modal also shows a 'Format' dropdown set to 'Student View' and a 'Degree' dropdown set to '64%'. The background shows a progress bar and a 'Requirements' section.

Schedule Builder-How to register with this tool:

An app that helps you to see all schedule options available with the courses you put it. Data gets refreshed nightly from the WVU STAR database.

1. Go to portal.wvu.edu and login to access Schedule Builder
2. Pull up your list of courses to reference as you create your schedule.
3. Pay close attention to suggested course numbers.
4. Select the correct term and the correct campuses.
5. Select '+ Add Course' button.
6. If you know the course subject code and course number, then add by subject.
7. If you need to add a GEF or an Honors course, you should change tabs and "Search by Course Attribute"
- a. This will only give you a list of courses that will be offered in the semester that you chose!
8. Before you click Generate, check the options for each course!
 - a. If you're an honors student, you will want to select the honors section.
 - b. If you're not, you should deselect the honors section(s) (Section with an H next to them)
9. You may also need to add a break for any practices or prior obligations that you may have.
10. After you have checked the options and added any breaks, then you can "Generate Schedules"
11. Once you find a schedule that you like, click send to shopping cart. After your priority registration time you can select register. If you run into errors, please see the [Registration Error Page](#)

***Just because a course was initially offered and you have added it to your Shopping Cart, doesn't mean that you are guaranteed a seat in that class. ***

If you have a later Priority Registration Date, you should continue to Regenerate your schedules as your date gets closer

Select Campus

- Select All Campuses
- PSC Courses (Keyser Campus)
- WVU Courses (Morgantown Campuses)
- WVUIT Courses (Beckley Campuses)
- Off Campus/Online
- Bahrain Campus Course

Add Course

By Subject | DegreeWorks | Search by Course Attribute

Subject: Select Subject...
Course: Select Course...

Save and Continue

Courses

- Select All
- ECON 202 Principles of Macroeconomics
- ENGR 102 Engineering Problem-Solving 2
- HIST 153 Making of Modern America: 1865 to the Present
- MATH 156 Calculus 2
- PHYS 111 General Physics

Breaks

Add times during the day you do not wish to take classes.

Schedules

Section	CRN #	Component	Instructor	Day(s) & Location(s)
<input type="checkbox"/> H03	11644	Lecture	Not Assigned	TTh 12:30pm - 1:45pm - ESB-E G3
<input checked="" type="checkbox"/> H06	11754	Lecture	Not Assigned	TTh 8:00am - 9:15am - ESB-E G78B
<input checked="" type="checkbox"/> H08	11983	Lecture	Not Assigned	TTh 9:30am - 10:45am - ESB-E G11
<input type="checkbox"/> H02	12005	Lecture	Not Assigned	TTh 2:00pm - 3:15pm - ESB-E G3
<input checked="" type="checkbox"/> H01	12599	Lecture	Not Assigned	MWF 1:00pm - 1:50pm - ESB-E G78B
<input type="checkbox"/> H04	14217	Lecture	Not Assigned	TTh 11:00am - 12:15pm - ESB-E G3
<input checked="" type="checkbox"/> H02	14945	Lecture	Not Assigned	TTh 11:00am - 12:15pm - ESB-E G11
<input checked="" type="checkbox"/> H03	14946	Lecture	Not Assigned	TTh 12:30pm - 1:45pm - ESB-E G11
<input checked="" type="checkbox"/> H04	14947	Lecture	Not Assigned	TTh 2:00pm - 3:15pm - ESB-E G11
<input type="checkbox"/> H01	16724	Lecture	Not Assigned	TTh 9:30am - 10:45am - ESB-E G3

Searching for a Course on STAR, Viewing Pre-Requisites, & Restrictions:

This will allow you to see all courses offered at WVU in each semester. You can use this feature to search for courses and see pre-requisites and restrictions on courses.

1. Go to courses.wvu.edu
2. Select the semester you are looking for classes in
3. Type the course subject and the course number.
 - a. You can also search for courses by attribute by scrolling to attribute and clicking the GEF or honors course you are looking for.
4. Scroll down to campus and select 'WVU Campus Course'
 - a. If you search without selecting 'WVU Campus Course' WVU IT and WVU Potomac State courses will also appear.
5. Click search.
6. You will see a list of courses; click the name of the course you are interested in seeing more details on.
7. Select restrictions to see if you meet the restrictions to take the course. Restrictions can be major, minor, campus, level, or Honors.
 - a. If you are looking for a minor course and you see your minor listed under restrictions, check that the code listed next to it has a U in it to identify the minor. If it does not have a U in the code, it is likely for that major only (See example below).
8. You can also check to see what pre-requisites the course has here.
 - a. Make sure that you are currently enrolled in or have previously completed the courses listed here to ensure you will be able to take the course.
 - b. If you have questions about pre-requisites, you can reach out to your academic adviser.
9. Once you decide to add the course, please follow the [Adding a class with STAR](#) section

Browse Classes

Enter Your Search Criteria
Term: Fall 2022

3 Subject: _____

Course Number: _____

Title: _____

Schedule Type: _____

CRN: _____

4 Credit Hour Range: _____ to _____

Campus: _____

Open Sections Only:

Part Of Term: _____

Instructor: _____

3a Attribute: _____

Start Time: _____

End Time: _____

Meeting Days: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday

5 Keyword: _____

Search Clear Advanced Search

[Return to Table of Contents](#)

West Virginia University

Student • Registration • Select a Term • Browse Classes

Browse Classes

Search Results — 13 Classes
Term: Fall 2022 Subject: Chemistry Course Number: 115

Course Title	CRN	Subject	Course Number	Section	Days
Fundamentals of Chem... Lecture	81980	CHEM	115	401	3
Fundamentals of Chem... Lecture	80938	CHEM	115	402	3

Class Details for Fundamentals of Chemistry 1 Chemistry 115 M02

Term: 202208 | CRN: 89785

Class Details

Bookstore Links

Section Description

Attributes

7 Restrictions

Instructor/Meeting Times

Corequisites

8 Prerequisites

Cross Listed Courses

Linked Sections

1 Not all restrictions are applicable.

Cannot be enrolled in one of the following Levels:
PSC Undergraduate (UP)
WVUIT Undergraduate(UT)

Must be enrolled in one of the following Fields of Study (Major, Minor, Concentration or Certificate):
Chemistry (1439)

Class Details for Information Systems/Technology Business Core 330 001

Term: 202501 | CRN: 10137

Class Details

Bookstore Links

Section Description

Attributes

Restrictions

Instructor/Meeting Times

7a Corequisites

7a Cross Listed Courses

Linked Sections

Fees

Catalog

Enrollment/Waitlist

1 Not all restrictions are applicable.

Cannot be enrolled in one of the following Levels:
PSC Undergraduate (UP)
WVUIT Undergraduate(UT)

Cannot be enrolled in one of the following Classes:
Freshman (FR)

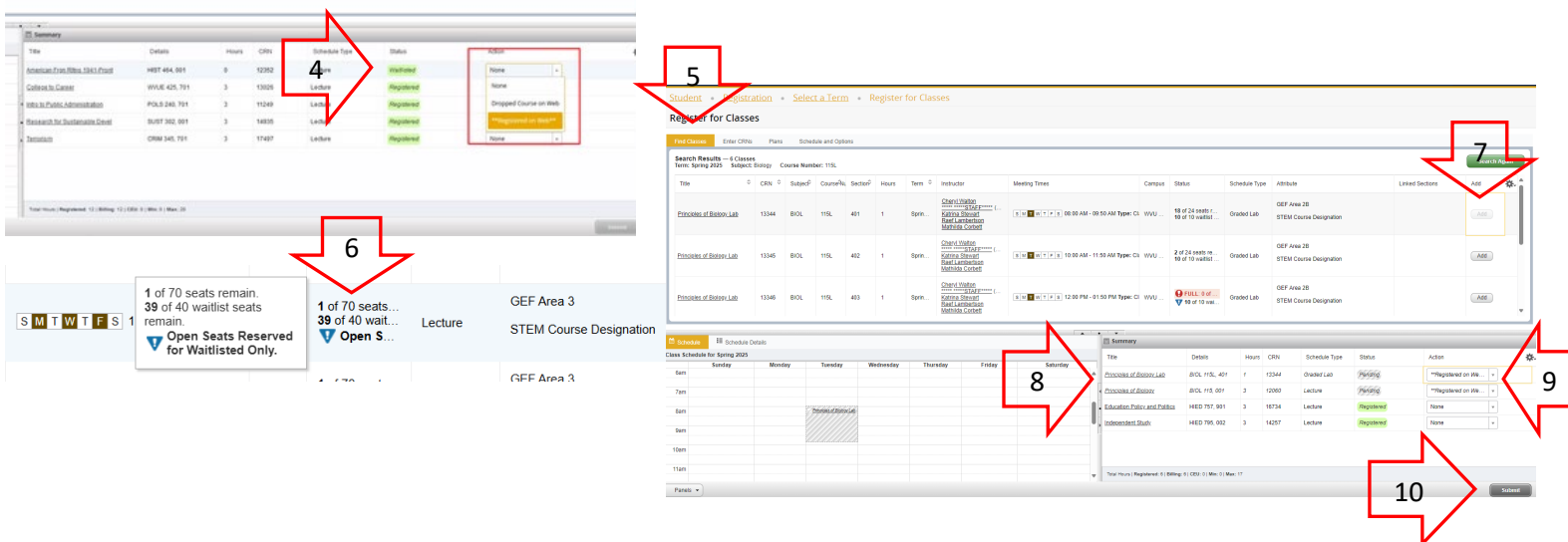
Cannot be enrolled in one of the following Cohorts:
Business Lower Level (BUS_LL)

Must be enrolled in one of the following Fields of Study (Major, Minor, Concentration or Certificate):
General Business (U176)

General Business (2160)
Global Supply Chain Management (2161)
Entrepreneurship & Innovation (2162)
Marketing (2163)
Supply Chain Management (2169)
Supply Chain Management Sc (2172)
Engineering Technology (3042)

Adding a Lecture or Lab Course from Waitlist Seat - <https://registrar.wvu.edu/registration/waitlisting>

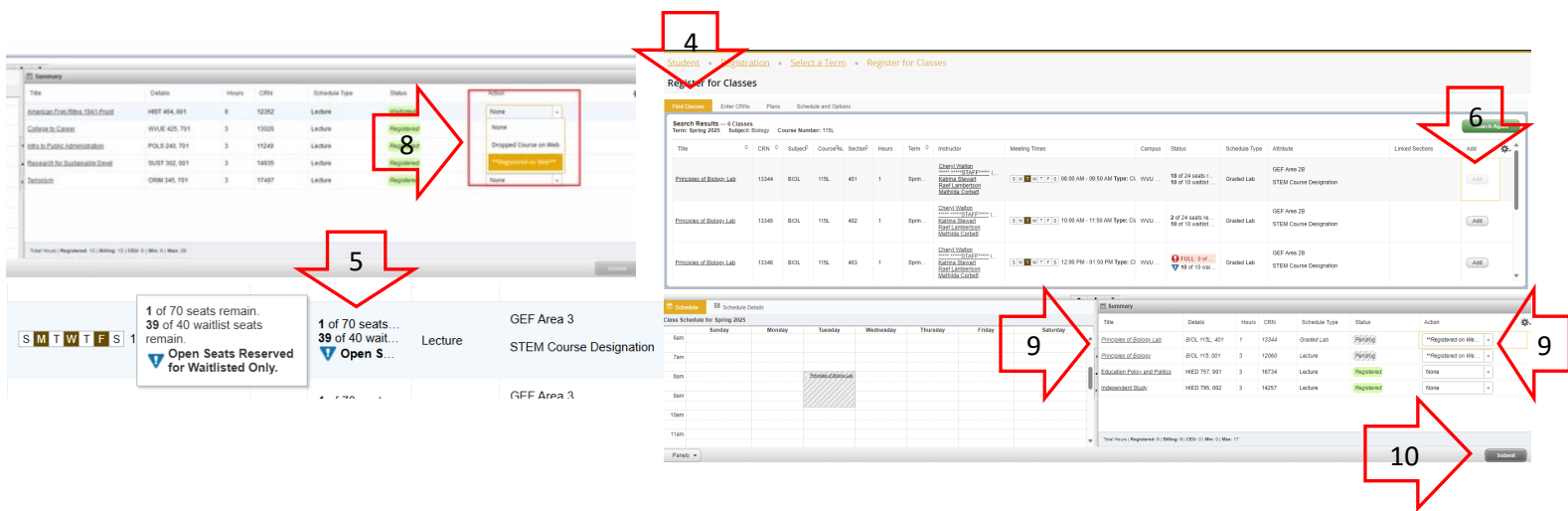
1. Receive the email stating you got a seat in the course you were waiting for.
2. Log into portal.wvu.edu on a lap top
3. Click STAR, select 'Student Services & Housing', Select 'Registration', Select 'Access Registration Tools', select 'Add or Drop Classes', and Select the semester you are trying to adjust. (For Pictures of these steps [click here](#))
4. Look in the bottom right-hand corner to see if the course you received a seat from the waitlist is listed there, it will say waitlisted next to it. You will have to search for the lecture or lab associated with that course, continue reading.
5. In the top section, select find classes then enter the course subject and number, scroll to the bottom, and select search.
6. Scroll through the list of courses until you find the one you want, make sure it has open seats available. To confirm, run your cursor over the status where it tells you the number of seats remaining. If it says Open Seats Reserved for Waitlist only, you will need to find a different section with an open seat.
 - a. If you are on the wait list for both a lecture and lab of a class, you will need to wait until you have a seat available in both the lecture and lab to register. It is really rare that students get seats for both lecture and lab from the waitlist in the same 24-hour window. It is encouraged to add an open lecture or lab if one is available at time of receiving a waitlist seat and it fits with your other required courses.
7. Click the add button next to the lecture or lab you need to add at the same time as the waitlisted course.
8. You will then see the course listed in the bottom right-hand corner list.
9. Next to the waitlisted course you will see a drop-down menu, select "Registered on Web" for the waitlisted course.
10. Check to make sure the waitlisted course and the corresponding lecture/lab has "Registered on Web" next to it them and then click the "Submit" button in the bottom right corner. You should see registered next to both courses if everything went through properly.
 - a. If you get an error, double check the course [restrictions, Pre-Requisite](#), and seat availability. You can also reach out to your adviser though, remember advisers are only available during business hours and may not get back to you before the 24 hours' time lapses, do your best to problem solve on your own using the tools in this [guide book](#).



Changing a Lecture or Lab Course

WARNING: *You are not guaranteed a seat in any class other than the course you are currently registered for; these instructions will help you navigate changing a course that has a co-requisite of a lecture or lab but does not guarantee you will get the new seat. If you proceed you risk losing the seats you currently have in lecture and lab.

1. Log into portal.wvu.edu on a laptop
2. Click STAR, select 'Student Services & Housing', Select 'Registration', Select 'Access Registration Tools', select 'Add or Drop Classes', and Select the semester you are trying to adjust. (For Pictures of these steps [click here](#))
3. Your current lecture and lab classes should be listed in the bottom right-hand corner.
4. In the top section, select 'find classes' then enter the course subject and number you are looking for, scroll to the bottom, and select search.
5. Scroll through the list of courses until you find the section you want, make sure it has open seats available. To confirm, run your cursor over the status where it tells you the number of seats remaining. If it says Open Seats Reserved for Waitlist only, you will need to find a different section with an open seat. Also, double check you met the courses restrictions, [click here](#) to find out how to check restrictions.
 - a. If you are registered for a section of the course, you cannot also register for a waitlist.
6. Click the add button next to the lecture or lab you are trying to change into.
7. You will then see the course listed in the bottom right-hand corner of this screen along with the section you are already registered for.
8. Select the drop-down menu on the section you wish to remove and select 'drop course on web'.
9. Check to make sure that you have the new course you want with 'register on web' next to it, and the old course you are trying to change with 'drop course on web' next to it. Once both are in the list at the same time, you can select 'submit'.
10. If the transaction goes through correctly you will now see the new section of lecture or lab in your list with registered next to them and the old section with withdrawn next to it.
 - a. If the transaction gave you an error, you were likely removed from both lecture and lab and should try to re-add open sections of both and/or reach out to your adviser. Please do so on STAR and you can find instructions for adding courses on STAR by [clicking here](#).



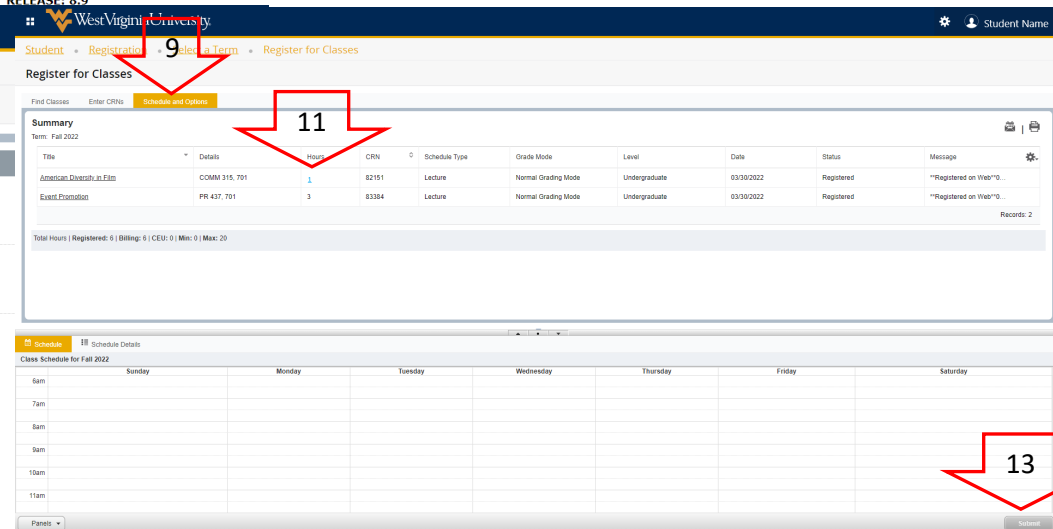
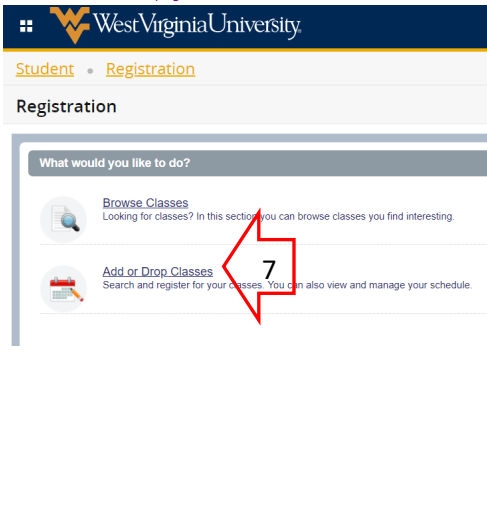
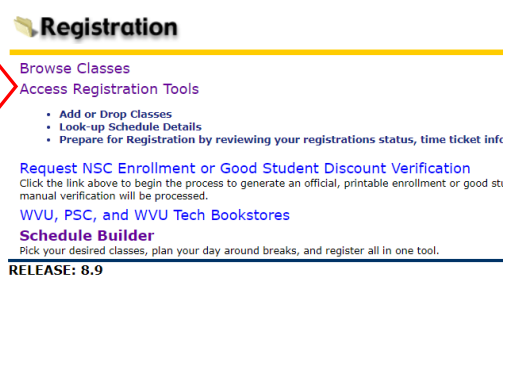
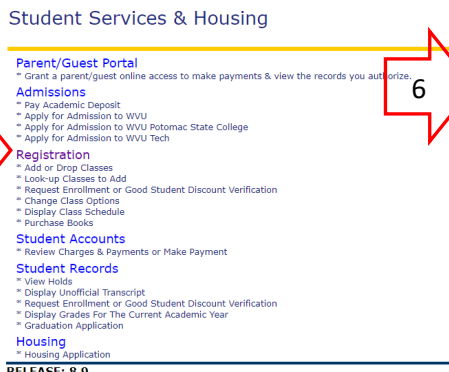
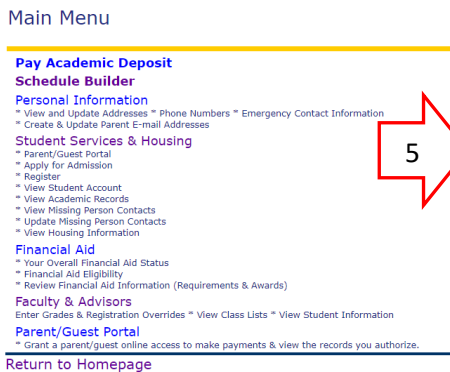
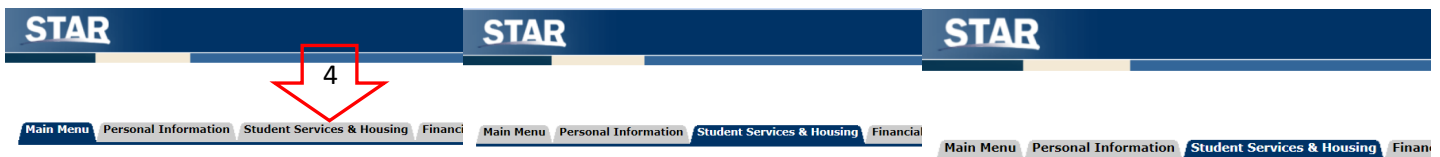
Registration Errors and what to do about them - <https://registrar.wvu.edu/registration/registration-errors-messages>

- **Link Error** - occurs when you are trying to register for a class that has either a lab or recitation that belongs with it.
 - Try to register for both the class and the section that it is linked to at the same time.
- **Time Conflict** – occurs when you are trying to register 2 or more courses that are scheduled for the same time(s)/day(s)
 - Find a different section for one of the classes in an open time. If both classes are only offered at that time talk to your academic adviser.
- **Pre-Requisite & Test Score Error** – occurs when you do not meet the requirements to take a course. This error also appears if you attempt to add an ENGR course before you've registered for your MATH course. MATH must be registered for prior, or at the same attempt, as ENGR. May also happen if you are trying to register for a course like CHEM 115, but not the lab (CHEM 115L) at the same time.
 - Double check you are registering for the course your adviser recommended by checking the notes section at the bottom of your DegreeWorks page.
 - For Labs, register for an open lab and open lecture section at the same time.
- **Level Restriction** - You are attempting to register for a course taught either at WVU Potomac State campus or WVU Tech campus. Potomac sections will have a P in the section column and Tech sections will have a T in the section column.
 - Please choose a different section that does not have a P or T in front of the section number.
- **Cohort Restriction** – occurs if you attempt to add an Honors course when you are not an honors student or a course that is major specific.
 - A quick check is to see if there is a letter in front of the section you are trying to register for.
 - H is for Honors, M is for major only, T is for WVU Tech, & P is for WVU Potomac State. (You can only register for WVU Morgantown courses)
 - You can also [search the course in STAR](#) and see if there is a different restriction on it.
- **Department Approval** – This section needs department approval before you may register.
 - Please see your adviser for permission process.
- **Please enter a term PIN**- Your adviser hold has not been lifted.
 - Please see your adviser.
- **Closed Section**- The course you have chosen has reached its maximum capacity.
 - Find a course that still has seats available in it.
- **Major Field Restriction**-Your current major prohibits you from registering for this section of the course.
 - Try to find a different section that fits in your schedule without this restriction. You can find what courses have restrictions on them by using [STAR course search](#)
 - Double check that you have the correct majors and minors in your DegreeWorks, and you can contact your academic adviser.
- **Honors Section**-This section is only available to students in the Honors College. The honors section will indicate by having an H in the section column.
 - You can only register for Honors courses if you are in the Honors college.
- **Classification Restriction**- Your current rank prohibits you from registering for this course.
 - Work with your academic adviser to find a different course.
- **You may not register at this time**- Your priority registration date and time has not yet opened.

Adjusting Course Credits:

This can only be done with courses like independent studies or research credit. You should talk to the professor before adjusting make sure you meet the criteria for that number of credits.

1. Register for the course that you will be adjusting the credit for.
2. Log into portal.wvu.edu
3. Click STAR
4. Select 'Student Services & Housing'
5. Select 'Registration'
6. Select 'Access Registration Tools'
7. Select 'Add or Drop Classes'
8. Select the semester you are trying to adjust.
9. Select 'Schedule and Options'
10. You will see a list of the courses you are registered for; find the course you are adjusting credit on, follow that row across to where the course credit is listed.
11. You should see the course credit has a line underneath it, click the number with the line underneath it.
12. It will open a box that will allow you to type in the credit the course should be for.
13. When you have entered the proper credit, click submit.



How to Calculate GPA:

Definitions:

- Hours: Number of credit hours assigned to a course
- Quality Points: credit hours multiplied by a number associated with a grade.
- Associated Grades: A=4, B=3, C=2, D=1, & F=0

*While you may receive a + or – grade, WVU does not calculate GPA with + or -

Steps:

1. Make a list of all your courses.
2. List out the credit hours next to each course.
3. List the grade that you are anticipating getting.
 - a. Check your syllabus to help understand how to calculate out your current grade. Final Grades will be posted on STAR.
4. Figure out the Associated Grade that goes with your Anticipated grade (See definitions above for associated grade)
5. Multiply credit hours by associated grade to get quality points for each class.
6. Add the number of credit hours you are taking.
7. Add the quality points together.
8. Divide quality points by the number of credit hours to find your GPA. **See example below.**

Course	Credit Hours	Anticipated Grade	Associated Grade	Quality Points
WVUE 191	1	A	4	1*4= 4
MATH 126	3	C	2	3*2= 6
CHEM 110	2	C	2	2*2= 4
ENGL 101	3	B	3	3*3= 9
HIST 153	3	A	4	3*4= 12
THET 101	3	B	3	3*3= 9
TOTAL	15			4+6+4+9+12+9= 44

$$= \frac{\textit{Total Quality Points}}{\textit{Total Credit Hours}}$$

$$= \frac{44}{15} = 2.933$$