How to Register for Classes

Go to www.western.edu and click on Current Students.

Select MyWestern from the top left side of the page.

Log-In with your Username and Password.

For assistance with your password, visit www.western.edu/password or call IT Services at 970-943-3333.

Select the Student tab at the top of the page.
Select the Registration link.

Select Add/Drop Classes.

Select the term of your choice and click submit.

You will then need to enter your Registration Code.
You will then be brought to the Add/Drop Classes screen. You will enter your CRNs (Course Registration Numbers) in the boxes on the page. Click Submit Changes once you have entered your CRNs.

Once you have clicked Submit Changes, your Current Schedule will be displayed. Be sure to check that the classes you intended to register for are showing up correctly and you are registered for the correct credit hours as well.

If you registered for a closed section of a class, have a time conflict, don’t meet the prerequisite for a course, or another error, you will have a red exclamation mark that states Registration Add Error. Check the Status of the Errors to determine what needs to be done, and view the image to determine potential troubleshooting of errors.
If you select **Student Schedule by Day & Time**, your weekly layout of classes will be displayed. If you are currently in classes, it will show your schedule for the current week, just enter a date in the future semester in the box next to **Go to (MM/DD/YYYY):** to view the future schedule.

### Student Schedule by Day and Time:

If you need to drop or add another class, click on the Add/Drop Classes screen again. Choose **Web Dropped** from the drop down menu next to the class you would like removed from your schedule. You can also add another class to your schedule on this screen, simply type the CRN into the box below where it states **CRNs**. **Click Submit Changes** when you are done.

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### Add/Drop Classes:

**Current Schedule**

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Level</th>
<th>Cred Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Registered on Nov 05, 2012</td>
<td>Web Dropped - 33723 BIOL 130</td>
<td>0</td>
<td>Post BA 3.000 Normal Grading Mode ENVIRONMENTAL BIOLOGY GSC2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Web Registered on Nov 05, 2012</td>
<td>Web Dropped - 33768 PSY 100</td>
<td>0</td>
<td>Post BA 3.000 Normal Grading Mode GENERAL PSYCHOLOGY GSS3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add Classes Worksheet**

- **Submit Changes**
- **Class Search**
- **Reset**