

UW CONTINUUM COLLEGE/PROFESSIONAL & CONTINUING EDUCATION (UWPCE) ONLINE REGISTRATION INFORMATION FOR ADVISORS AND PROGRAM STAFF

Beginning with registration for Spring 2018, **matriculated students in fee-based degree programs offered by UW academic units in partnership with UWPCE (program students)** will register online via MyUW.

What is changing:

- All program students register via MyUW, not UWPCE Registration Services
- All courses on PCE time schedule available for enrollment in Registration Period 1
- MyUW will reflect course enrollments in real time
- Payment is no longer due at the time of registration, but on the 3rd Friday of the quarter (balance due will generally be available 4 days before the quarter begins) See [Payment Procedures](#) for details
- All registration and payment-related communications will be sent to students via their UW email address
- Program students will be automatically opted in to the “New MyUW” prior to registration for Spring 2017
- MyUW will display each student’s schedule in a single view, reducing confusion caused by the old dual system
- Students will encounter both UW Continuum College and UWPCE branding during the process
- Course waitlists will no longer be managed by UWPCE Registration Services
- No more degree registration forms (transitional reg info sheets will be provided through Summer 2018)
- SLNs can no longer be shared between multiple sections
- “Placeholder” sections can no longer be created to hold enrollments until new curriculum is approved; students can no longer be manually transferred between courses

What will stay the same:

- Fees
- Students with holds will be unable to register
- All [UW Academic Calendar](#) deadlines apply
- Add/drop processes are unchanged
- Students must register themselves; advisors may not do it on their behalf
- Program students may use [MyPlan](#) for organizing their course schedule, but not to register
- Students in state-funded degree programs may register for fee-based courses only through UWPCE Registration Services (not online via MyUW).
- Registration by all nonmatriculated students is through UWPCE Registration Services only
- Registration for noncredit courses is through UWPCE Registration Services only
- Special circumstances regarding concurrently enrolled students, nonstandard pricing, or other unique registration needs must be communicated to UWCPE Program Management and Operations staff

Registration restrictions for fee-based students in Autumn, Winter, and Spring quarters:

- **Registration Period 1:** Returning graduate students, post-bacs, and all undergraduate students may register for any course on the PCE time schedule only. *Integrated Social Sciences students may enroll in designated group-start online courses from the Seattle time schedule using their unique online registration site (not via MyUW).*
- **Registration Period 2:** All graduate students may register for any course on any time schedule, unless course-level restrictions are in place. Undergraduate students still restricted to PCE time schedule.
- **Registration Period 3:** Post-bac students may register for any course on any time schedule, unless course-level restrictions are in place. Undergraduate students still restricted to PCE time schedule (*unless specific exceptions have been approved by the UW Faculty Council on Academic Standards and the University President*).
- **Restrictions do not apply to Summer Quarter courses.**

How students will get help:

- Technical support with MyUW: help@uw.edu (UW-IT)
- Issues related to balances or payments: c2reg@uw.edu or 206-543-2310 (UW Continuum College/UWPCE Registration Services)
- Questions directed to the UW Registrar will be rerouted to UWPCE Registration Services
- Questions about add codes, curriculum, electives: degree program advisor or administrator