

How to Register for Courses in Your Fee-Based Degree Program

If you've been admitted to a [fee-based](#) degree program, you can register for your courses online using the [MyUW](#) portal. The registration process for fee-based courses is administered by UW Professional & Continuing Education (UWPCE).

Note: All email communications regarding registration and payment will be sent to your UW email address.

Step 1: Find Your Courses

You'll use the UWPCE Time Schedule to find the courses in your program.

1. Go to the [UWPCE Time Schedule](#).
2. Under **Current and future quarters**, click the academic quarter for which you'd like to register.
3. Locate the department offering your program and click the appropriate curriculum name/abbreviation.
4. Note the five-digit **Schedule Line Number (SLN)** of each course you plan to take. You'll need these numbers when you register on MyUW.

| HCDE 517 USABILITY STUDIES | | | | | | | |
|--|--|---|----|----------|-------------------------|-------------------|---------------|
| 15378 | A | 4 | Th | 300-650 | SIG 232 | Munson, Sean A | Closed 35/ 35 |
| HCDE STUDENTS ONLY PERIOD 1 & 2. OTHER STUDENTS MAY REGISTER DURING PERIOD 3 ON SPACE AVAILABLE BASIS. | | | | | | | |
| 15379 | B | 4 | T | 600-950P | SIG 233 | Haselkorn, Mark P | Open 20/ 40 |
| SLN | HCDE STUDENTS ONLY PERIOD 1 & 2. OTHER STUDENTS MAY REGISTER DURING PERIOD 3 ON SPACE AVAILABLE BASIS. | | | | | | |

Step Two: Register for Your Courses

1. Go to [MyUW](#) and log in with your UW NetID and password.
2. Before you can register, you must resolve any holds on your account. Holds appear in the **Critical Notices** section of your MyUW home page. Click each hold notice link to learn how to resolve your hold.
3. In the **Registration** or **Quick Links** section, click **Register using SLN codes**. A new browser tab will open.

The screenshot shows the MyUW home page. At the top, there's a purple header with 'MyUW' and a 'W' logo. Below the header, there's a navigation menu on the left with options like Home, Academics, Calendar, Accounts, Notices, and Profile. The main content area is divided into several sections. On the left, there's a 'Welcome!' message. In the center, there's a 'Critical Notices' section with a link to 'Registration/Transcript Holds' and a 'New' badge. Below that is the 'Registration: Spring 2018' section, which shows 'Holds' and a '1 hold' warning, with a red box around the 'Register using SLN codes' link. On the right, there's a 'Quick Links' section with various links, including 'Register using SLN codes' which is also highlighted with a red box. At the bottom of the Quick Links section, there's a note: 'Not seeing the links you're looking for? add your own.'

4. If this is your first time registering for the quarter, you must acknowledge understanding of a number of items (such as vaccines, voter registration, campus security and U-PASS) before you can register. Follow the prompts to complete each screen.
5. On the **Registration** screen, in the **SLN** column, enter the SLN of each of your courses. Then click the **Update Schedule** button.

Note: For most courses, you can leave the other columns blank. If these values are required for your course and you do not fill them in, you'll receive an error message. Consult your advisor if you're unsure about what is needed.

Add the following sections:

| SLN | Add Code or Faculty Number | Credits (for variable-credit courses) | Check to select S/NS grading | Status |
|----------------------|--|--|---|--------|
| 15379 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| 15383 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| 15395 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | |

6. If registration was successful, you'll see a green check mark. Be sure to confirm that you registered for the courses you intended, as a typo can easily enroll you in the wrong course.

 Schedule updated.

Your current schedule:

| Drop from schedule | SLN | Course | Type | Credits | Grading Option | Title | Meetings | | | |
|--------------------------|-------|------------|------|---------|---|---------------------|---|-----------|----------|--------------------|
| | | | | | | | Days | Time | Location | Instructor |
| <input type="checkbox"/> | 15379 | HCDE 517 B | LC | 4.0 | <input checked="" type="radio"/> standard <input type="radio"/> S/NS | USABILITY STUDIES | T | 600- 950P | SIG 233 | HASELKORN, MARK P |
| <input type="checkbox"/> | 15383 | HCDE 521 A | SM | 1.0 | CR/NC | SEMINAR ISSUES HCDE | F | 1130-1220 | SAV 260 | Sanocki, Elizabeth |
| <input type="checkbox"/> | 15395 | HCDE 593 B | LC | 4.0 | <input checked="" type="radio"/> standard <input type="radio"/> S/NS | CAPSTONE | M | 600- 950P | SIG 232 | FLEISHER, JACOB |
| Total credits: 9.0 | | | | | | | Display Visual Schedule Display Textbooks | | | |

7. In your browser, return to the MyUW tab. On the home page, under the name of the quarter you just registered for, click the arrow to see your new schedule. (You may need to refresh your browser first.)

Making Changes to Your Registration

Before making changes, review all registration and add/drop deadlines on the UW [Academic Calendar](#).

To add a course to your schedule

1. Go to [MyUW](#) and log in with your UW NetID and password.
2. In the **Registration** or **Quick Links** section, click **Register using SLN codes**. A new browser tab will open.
3. On the **Registration** screen, under **Add the following sections**, in the **SLN** column, enter the SLN of the course you want to add.
4. Click **Update Schedule**.

To remove a course from your schedule

1. Go to [MyUW](#) and log in with your UW NetID and password.
2. In the **Registration** or **Quick Links** section, click **Register using SLN codes**. A new browser tab will open.
3. On the **Registration** screen, in the **Drop from schedule** column, check the box next to the course you wish to drop.
4. Click **Update Schedule**.

+ To change grading options

1. Go to [MyUW](#) and log in with your UW NetID and password.
2. In the **Registration** or **Quick Links** section, click **Register using SLN codes**. A new browser tab will open.
3. On the **Registration** screen, in the **Grading Option** column, click **standard** or **S/NS** (Satisfactory/Not-Satisfactory) in the row for the course you want to modify.
4. Click **Update Schedule**.

+To change the number of credits

Some courses are offered for [variable credits](#). If you need to change the number of credits for a course you've already registered for, you'll need to drop and then add the course again with the correct number of credits.

1. Go to [MyUW](#) and log in with your UW NetID and password.
2. In the **Registration** or **Quick Links** section, click **Register using SLN codes**. A new browser tab will open.
3. On the **Registration** screen, in the **Drop from schedule** column, check the box next to the course for you want to change the credits.
4. Click **Update Schedule**.
5. Under **Add the following sections**, enter the SLN in the **SLN** column and the appropriate number of credits in the **Credits** column.
6. Click **Update Schedule**.