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.
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.

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:

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<tr>
<th>SLN</th>
<th>Add Code or Faculty Number</th>
<th>Credits (for variable-credit courses)</th>
<th>Check to select S/NS grading</th>
<th>Status</th>
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Update Schedule
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.

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 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.