Pre-Registration Information
Spring/Summer 2023
What’s in this Module?

• Priority Registration Dates
• DegreeWorks
• Schedule Builder (for multiple classes)
• Courses.wvu.edu (for individual classes)
• Words of Caution
  • Common Registration Errors
• GPA Calculation
PRIORITY REGISTRATION DATES (Spring/Summer 2023)

- **October 19th** – Professional, Graduate, L3, Athletes
- **October 24th** – Seniors: Honors, Veterans, ROTC, ADA Accommodations (90+ hours)
- **October 25th** – Seniors (90+ hours)
- **October 27th** – Juniors: Honors, Veterans, ROTC, ADA Accommodations (60 – 89 hours)
- **October 28th** – Juniors (60 – 89 hours)
- **October 31st** – Sophomores: Honors, Veterans, ROTC, ADA Accommodations (30 – 59 hours)
- **November 1st** – Sophomores (30 – 59 hours)
- **November 3rd** – Freshman: Honors, Veterans, ROTC, ADA Accommodations (1 – 29 hours)
- **November 4th** – Freshman (1 – 29 hours)
DEGREEWORKS
DegreeWorks Tour

[Image of DegreeWorks interface]

- **Worksheets**
  - **Student ID**
  - **Name**
  - **Degree**: BS in Aerospace Engineering
  - **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 Recipient
  - **Transfer Credits**: 25, 25
  - **Overall Credits Earned**: 98
  - **Undergraduate Credits Attempted**: 102

- **Academic**
  - **Format**: Student View

- **Degree progress**
  - **Overall GPA**: 3.294
  - **Requirements**: 64%
  - **Credits**: 72%
# DegreeWorks Tour - Course Progress

<table>
<thead>
<tr>
<th>Completed Courses</th>
<th>In-Progress Courses</th>
<th>Still Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statics MAE 241 Statics C+ 3 Fall 2021</td>
<td>Mechatronics MAE 211 Mechatronics A 3 Fall 2021</td>
<td>1 Credit in MAE 322</td>
</tr>
<tr>
<td>Dynamics MAE 242 Dynamics C 3 Spring 2022</td>
<td>Mechanics of Materials MAE 243 Mechanics of Materials B 3 Spring 2022</td>
<td>3 Credits in MAE 335</td>
</tr>
<tr>
<td>Fluid Mechanics MAE 331 Fluid Mechanics C 3 Spring 2022</td>
<td>Basic Electrical Engineering EE 221 Intro Electrical Engineering B 3 Spring 2022</td>
<td></td>
</tr>
<tr>
<td>Basic Electrical Lab EE 222 Intro Electrical Engr Lab A 1 Spring 2022</td>
<td>Analysis-Engineering Systems MAE 316 Analysis-Engineering Systems IP (3) Fall 2022</td>
<td></td>
</tr>
<tr>
<td>Thermodynamics MAE 320 Thermodynamics IP (3) Fall 2022</td>
<td>Incompressible Aerodynamics MAE 335 Incompressible Aerodynamics IP (3) Fall 2022</td>
<td></td>
</tr>
<tr>
<td>Intermediate Mech of Materials MAE 343 Intermediate Mech of Materials IP (3) Fall 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dynamics/Strength Laboratory MAE 244 Dynamics/Strength Laboratory IP (1) Fall 2022</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thermal/Fluids Laboratory</td>
<td>Compressible Aerodynamics</td>
<td></td>
</tr>
<tr>
<td>Still needed: 1 Credit in MAE 322</td>
<td>Still needed: 3 Credits in MAE 335</td>
<td></td>
</tr>
</tbody>
</table>
DegreeWorks Tour - Advisor

Click this envelope to view your advisor’s name and contact information.
What classes am I supposed to take?

• During your academic advising appointment, you should have created a plan for next semester’s courses with your advisor.

• Your suggested course schedule should be documented in DegreeWorks in the notes section at the bottom of the page.
SCHEDULE BUILDER

To add multiple classes and build a schedule from scratch
Use this to create your initial schedule

• Go to portal.wvu.edu and login to access Schedule Builder
• Pull up your list of courses to reference as you create your schedule
• Pay close attention to suggested course numbers
• Select the correct term
Select Campus

- [ ] Select All Campuses
- [x] WVU Courses (Morgantown Campuses)
- [ ] WVUIT Courses (Beckley Campuses)
- [x] Off Campus/Online
- [ ] Bahrain Campus Course

Save and Continue
• Check your settings before moving on!

• Then add the courses you and your advisor discussed
• If you know the course subject code and course number, then add by subject

• If you need to add a GEF or an Honors course, you should change tabs and “Search by Course Attribute”
  • This will only give you a list of courses that will be offered in the semester that you chose!
Before you click Generate, check the options for each course!
- If you’re an honors student, you will want to select the honors section.
- If you’re not, you should deselect the honors section(s)
• Honors sections are those with an “H” in the section number ex. H03
• You may also need to add a break for any practices or prior obligations that you may have
• After you have checked the options, then you can “Generate Schedules”
• If you have a later Priority Registration Date, you should continue to Regenerate your schedules as your date gets closer
  • 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.
  • It is likely that you won’t get the initial schedule that you choose
COURSES.WVU.EDU

For when you need information about an individual course
Looking for a specific class?

- You can look at a list of all courses offered in a semester to see all options available.
- This can be useful if you have MANY options on Schedule Builder.
- Be careful though! This will also show you courses offered on other campuses!
  - T0* section = WVU IT
  - P0* section = WVU Potomac State
  - If you’re a student on the Morgantown Campus, you cannot take these courses!
Enter Your Search Criteria
Term: Spring 2021

Subject: Physics
Course Number: 111
Title: 
Schedule Type: 
CRN: 
Credit Hour Range: [ ] to [ ] hours
<table>
<thead>
<tr>
<th>General Physics Web Based</th>
<th>1...</th>
<th>P...</th>
<th>111</th>
<th>001</th>
<th>4</th>
<th>S...</th>
<th>Paul Miller (Pr...</th>
<th>5</th>
<th>M</th>
<th>W</th>
<th>T</th>
<th>F</th>
<th>S</th>
<th>08:30 AM - 09:2</th>
<th>W...</th>
<th>225 of 2...</th>
<th>LINK...</th>
<th>GEF Area 2B</th>
<th>GEC Objective 2B</th>
<th>GEC Objective 2C</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Physics Web Based</td>
<td>1...</td>
<td>P...</td>
<td>111</td>
<td>002</td>
<td>4</td>
<td>S...</td>
<td>Paul Miller (Pr...</td>
<td>5</td>
<td>M</td>
<td>W</td>
<td>T</td>
<td>F</td>
<td>S</td>
<td>09:30 AM - 10:2</td>
<td>W...</td>
<td>225 of 2...</td>
<td>LINK...</td>
<td>GEF Area 2B</td>
<td>GEC Objective 2B</td>
<td>GEC Objective 2C</td>
</tr>
<tr>
<td>General Physics Web Based</td>
<td>1...</td>
<td>P...</td>
<td>111</td>
<td>003</td>
<td>4</td>
<td>S...</td>
<td>Paul Miller</td>
<td>5</td>
<td>M</td>
<td>W</td>
<td>T</td>
<td>F</td>
<td>S</td>
<td>10:30 AM - 11:2</td>
<td>W...</td>
<td>24 of 24 ...</td>
<td>LINK...</td>
<td>GEF Area 2B</td>
<td>GEC Objective 2B</td>
<td>GEC Objective 2C</td>
</tr>
</tbody>
</table>

• Click here to learn more about this class
• Check the restrictions on each class
• For example, this section of PHYS 111 is restricted to Physics Majors only.
Find your CRN and add the course by going through STAR (found on portal.wvu.edu)
1. Click on “Student Services and Housing”
2. Click on “Registration Tools”
3. Click on “Add or Drop Course”
4. Select the correct semester
5. a) Browse for classes or b) Add course by CRN
6. Add to Summary
7. SUBMIT!!! (don’t forget this part!)
4 Select the term you are registering for
6 Add course to summary (will appear after completing step 5)

7
NEW Steps for Registration
WORDS OF CAUTION
Common Registration Errors

- **Link Error** - occurs when you are trying to register for a class that has either a lab or recitation that belongs with it.

- **Time Conflict** – occurs when you are trying to register 2 or more courses that are scheduled for the same time(s)/day(s).

- **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.
Common Registration Errors

- **Level Restriction** - occurs if you are attempting to add a course on a different campus than you are enrolled in (i.e. a Morgantown campus student attempting to add a Keyser campus course). This can also appear if you are an undergraduate attempting to add a graduate level course.

- **Cohort Restriction** – occurs if you attempt to add an Honors course when you are not an Honors student.

- **Department Approval** – occurs if you attempt to add a section reserved for a specific population of students (i.e. majors only, part-time only, etc.)
Registration Assistance

If you have questions, please email your advisor.

You may receive an automatic reply on registration day due to the high volume of emails that advisors receive. Your advisor will respond to you as quickly as possible.
GPA Calculation
Definitions

- Hours - Number of credit hours assigned to a course
- Quality Points - credit hours multiplied by a number associated with a grade

<table>
<thead>
<tr>
<th>Associated Grades</th>
<th>A = 4</th>
<th>B = 3</th>
<th>C = 2</th>
<th>D = 1</th>
<th>F = 0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Anticipated Grade</th>
<th>Associated Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 191</td>
<td>1</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 153</td>
<td>3</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 110</td>
<td>2</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 153</td>
<td>3</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THET 101</td>
<td>3</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The syllabus will help you understand how your grade will be calculated in each course. Final grades are posted in STAR.
Calculate the Quality Points by multiplying the Associated Grade by the Credit Hours in the Course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Anticipated Grade</th>
<th>Associated Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 191</td>
<td>1</td>
<td>A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MATH 153</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>2</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>HIST 153</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>THET 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Calculate GPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Anticipated Grade</th>
<th>Associated Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 191</td>
<td>1</td>
<td>A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>MATH 153</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>2</td>
<td>C</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>HIST 153</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>THET 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
<td></td>
<td></td>
<td><strong>44</strong></td>
</tr>
</tbody>
</table>

First, find the sum of the hours column and the quality points column. Next, divide the sum of the quality points by the total number of credits.
Calculate GPA

\[ \text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}} \]

\[ = \frac{44}{15} = 2.933 \]
Questions?