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WVU Add/Drop Calendar: https://registrar.wvu.edu/calendars/add-and-drop-dates

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Add Course with STAR: (Second page has images to go with instructions)

1. Log into portal.wvu.edu
2. Click STAR
3. Select ‘Student Services & Housing’
4. Select ‘Registration’
5. Select ‘Access Registration Tools’
6. Select ‘Add or Drop Classes’
7. Select the semester you are trying to adjust.
   a. *If you get asked for a Pin that means you have not met with your academic advisor and should email them to set up a meeting ASAP*
   b. *If you are not able to select this section, check to see if you are trying to register or adjust your schedule prior to your registration window or after the last day to add/drop* WVU Add Drop Dates Click here
8. There are a few ways you can add classes through STAR in the upper left side of the page you will see the following options: ‘Find Classes’, ‘Enter CRNs’, & ‘Schedule and Options’. If you already have your schedule picked out in schedule builder, or just need to add one class, use the Add course with CRN. Otherwise, use ‘Find Classes’ feature.

Add with CRN:

9. If you are in Schedule Builder Look at the top section of the details of your schedule. There is a column labeled CRN’s, you will want to copy each of these one at a time and go back to the STAR registration page.
10. At the STAR registration page select ‘Enter CRNs’ and copy in the CRN numbers one at a time. After you have entered one you can click add another CRN. When you have added all the CRN’s needed click, ‘Add to Summary’
11. At this point you should see all your courses listed in the bottom right section of this screen. You will then want to click ‘Submit’
12. At this point you should see registered next to all your courses. If you got a message saying, there was an error click here to see what they mean and how to solve them.

Add with Find Classes:

13. Select ‘Find Classes’
14. Enter the course subject and number, scroll to the bottom, and select search
15. Scroll through the list of courses until you find the one you want. *How to double check it you will meet any recs and restrictions on it*
16. Click the add button next to the course.
17. You can then see the course listed in the bottom of this screen, you will be able to search and add the rest of the courses you need utilizing the weekly layout in the bottom left side of the screen.
18. Add the rest of your courses
19. You should see all your courses listed in the bottom right section of this screen. You will then want to click ‘Submit’
20. At this point you should see registered next to all your courses. If you got a message saying, there was an error click here to see what they mean and how to solve them.

You will not see your registered classes in schedule builder for 24 hours. STAR is WVU’s main data location. Schedule builder is an app that is used to assist you. Schedule builder only updates data from STAR every night at Midnight. If you are registered in STAR, you are registered.
Dropping a course on STAR:

1. Meet with your academic advisor to make sure dropping the class will not impact financial aid or scholarship
2. Log into portal.wvu.edu
3. Click STAR
4. Select ‘Student Services & Housing’
5. Select ‘Registration’
6. Select ‘Access Registration Tools’
7. Select ‘Add or Drop Classes’
8. Select the semester you are trying to adjust.
   a. *If you get asked for a Pin that means you have not met with your academic advisor and should email them to set up a meeting ASAP*
   b. *If you are not able to select this section, check to see if you are trying to register or adjust your schedule prior to your registration window or after the last day to add/drop*
9. In the bottom right side of the screen, you will see a list of all the courses you are registered for and next to each course it will have a box that says ‘None’
10. Find the class you are going to drop, select the ‘None’ box next to that class, it will bring up a drop-down menu. Select ‘Drop Course on Web’
11. Double check that the only course with ‘Drop Course on Web’ next to it is the one you are planning to drop, once you click submit all changes are final.
12. Click submit
Adding a Course Override

1. Log into portal.wvu.edu
2. Click STAR
3. Select ‘Student Services & Housing’
4. Select ‘Registration’
5. Select ‘Access Registration Tools’
6. Select ‘Add or Drop Classes’
7. Select the semester you are trying to adjust.
8. If you got a course override approved the CRN to the course can be found in the bottom of the email within the course override request form.
9. At the STAR registration page select ‘Enter CRNs’ and copy in the CRN numbers one at a time. When you have added all the CRN’s needed click, ‘Add to Summary’
10. At this point you should see all your courses listed in the bottom right section of this screen. You will then want to click ‘Submit’
11. At this point you should see registered next to all your courses in the bottom right side of the screen. If you got a message saying, there was an error registering for the course override, first double-check you put in the correct CRN if it is correct contact your Academic Advisor for assistance. *You can only add a class during the WVU Add/drop dates*

You will not see your registered classes in schedule builder for 24 hours. STAR is WVU’s main data location. Schedule builder is an app that is used to assist you. Schedule builder only updates data from STAR every night at Midnight. If you are registered in STAR, you are registered.
DegreeWorks Overview:

What is DegreeWorks-

- 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.
- DegreeWorks shows the requirements you need to complete for your degree.
- You can see what courses count for each requirement by clicking on the blue hyperlinked course next to each requirement.

Walk through-

- Find DegreeWorks by going to portal.wvu.edu and logging in.
- Then click DegreeWorks Responsive it will bring you to a page like this.

- Green check circles are completed classes.
- Blue half circles are in progress courses.
- Red circles are courses still needed to be completed.
• To contact academic advisor, go to the top of page, select the envelope button to see advisors’ name and contact information.
Schedule Builder-How to register with this tool:
An app that helps you to see all schedule options available with the courses you put it. Data gets refreshed nightly from the WVU STAR database.

1. Go to portal.wvu.edu and login to access Schedule Builder
2. Pull up your list of courses to reference as you create your schedule
3. Pay close attention to suggested course numbers
4. Select the correct term and the correct campuses
5. Select ‘+ Add Course’ button
6. If you know the course subject code and course number, then add by subject
7. If you need to add a GEF or an Honors course, you should change tabs and “Search by Course Attribute”
   a. This will only give you a list of courses that will be offered in the semester that you chose!
8. Before you click Generate, check the options for each course!
   a. If you’re an honors student, you will want to select the honors section.
   b. If you’re not, you should deselect the honors section(s) (Section with an H next to them)
9. You may also need to add a break for any practices or prior obligations that you may have
10. After you have checked the options and added any breaks, then you can “Generate Schedules”
11. Once you find a schedule that you like, click send to shopping cart. After your priority registration time you can select register. If you run into errors, please see the Registration Error Page

*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. *

*If you have a later Priority Registration Date, you should continue to Regenerate your schedules as your date gets closer*
Searching for a Course on STAR:

This will allow you to see all courses offered at WVU in each semester. You can use this feature to search for courses and see pre-requisites and restrictions on courses.

1. Go to courses.wvu.edu
2. Select the semester you are looking for classes in
3. Type the course subject and the course number
   a. You can also search for courses by attribute by scrolling to attribute and clicking the GEF or honors course you are looking for.
4. Scroll down to campus and select ‘WVU Campus Course’
   a. If you search without selecting ‘WVU Campus Course’ WVU IT and WVU Potomac State courses will also appear.
5. Click search
6. You will see a list of courses; click the name of the course you are interested in seeing more details on.
7. Select restrictions to see if you will be able to take it
   a. Example: An Engineering student cannot take a chemistry class that is for chemistry majors only
8. You can also check to see what prerequisites the course has here.
9. Once you decide to add the course, please follow the Adding a class with STAR section
Registration Errors and what to do about them:

- **Link Error** - occurs when you are trying to register for a class that has either a lab or recitation that belongs with it
  
  Try to register for both the class and the section that it is linked to at the same time.

- **Time Conflict** – occurs when you are trying to register 2 or more courses that are scheduled for the same time(s)/day(s)
  
  Find a different section for one of the classes in an open time. If both classes are only offered at that time talk to your academic advisor.

- **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.
  
  Double check you are registering for the course your advisor recommended by checking the notes section at the bottom of your DegreeWorks page.

- **Level Restriction** - You are attempting to register for a course taught either at WVU Potomac State campus or WVU Tech campus. Potomac sections will have a P in the section column and Tech sections will have a T in the section column.
  
  Please choose a different section that does not have a P or T in front of the section number.

- **Cohort Restriction** – occurs if you attempt to add an Honors course when you are not an honors student or a course that is major specific.
  
  A quick check is to see if there is a letter in front of the section you are trying to register for.

  H is for Honors, M is for major only, T is for WVU Tech, & P is for Potomac State. (You can only register for WVU Morgantown courses)

  You can also search the course in STAR and see if there is a different restriction on it

- **Department Approval** – This section needs department approval before you may register.
  
  Please see your advisor for permission process.

- **Please enter a term PIN**- Your advisor hold has not been lifted.
  
  Please see your advisor.

- **Closed Section**- The course you have chosen has reached its maximum capacity.
  
  Find a course that still has seats available in it.

- **Major Field Restriction**-Your current major prohibits you from registering for this section of the course.
  
  Try to find a different section that fits in your schedule without this restriction. You can find what courses have restrictions on them by using STAR course search.

  Double check that you have the correct majors and minors in your DegreeWorks, and you can contact your academic advisor.

- **Honors Section**-This section is only available to students in the Honors College. The honors section will indicate by having an H in the section column.
  
  You can only register for Honors courses if you are in the Honors college.

- **Classification Restriction**- Your current rank prohibits you from registering for this course.
  
  Work with your academic advisor to find a different course

- **You may not register at this time**- Your priority registration date and time has not yet opened.
**Adjusting Course Credits:**

This can only be done with courses like independent studies or research credit. You should talk to the professor before adjusting to make sure you meet the criteria for that number of credits.

1. Register for the course that you will be adjusting the credit for.
2. Log into portal.wvu.edu
3. Click STAR
4. Select ‘Student Services & Housing’
5. Select ‘Registration’
6. Select ‘Access Registration Tools’
7. Select ‘Add or Drop Classes’
8. Select the semester you are trying to adjust.
9. Select ‘Schedule and Options’
10. You will see a list of the courses you are registered for; find the course you are adjusting credit on, follow that row across to where the course credit is listed.
11. You should see the course credit has a line underneath it, click the number with the line underneath it.
12. It will open a box that will allow you to type in the credit the course should be for.
13. When you have entered the proper credit, click submit.
How to Calculate GPA:

Definitions:
- **Hours**: Number of credit hours assigned to a course
- **Quality Points**: credit hours multiplied by a number associated with a grade
- **Associated Grades**: A=4, B=3, C=2, D=1, & F=0

Steps:
1. Make a list of all your courses
2. List out the credit hours next to each course
3. List the grade that you are anticipating getting
   a. Check your syllabus to help understand how to calculate out your current grade. Final Grades will be posted in STAR.
4. Figure out the Associated Grade that goes with your Anticipated grade (See definitions above for associated grade)
5. Multiply credit hours by associated grade to get quality points for each class
6. Add the number of credit hours you are taking
7. Add the quality points together
8. Divide quality points by the number of credit hours to find your GPA. See example below

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit 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>1*4=4</td>
</tr>
<tr>
<td>MATH 153</td>
<td>3</td>
<td>C</td>
<td>2</td>
<td>3*2=6</td>
</tr>
<tr>
<td>CHEM 110</td>
<td>2</td>
<td>C</td>
<td>2</td>
<td>2*2=4</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3*3=9</td>
</tr>
<tr>
<td>HIST 153</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>3*4=12</td>
</tr>
<tr>
<td>THET 101</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>3*3=9</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>15</strong></td>
<td></td>
<td></td>
<td>4+6+4+9+12+9=44</td>
</tr>
</tbody>
</table>

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

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