Step 1: After selecting REGISTRATION, this screen will load. Select ADD/DROP CLASSES.

Step 2: Select the drop-down menu next to SELECT TERM and choose WESTERN STATE FALL 2015.

Step 3: In the next screen that loads, you will find a listing for your CURRENT SCHEDULE. Below that, you will find ADD CLASS WORKSHEET. Finally, you will notice CLASS SEARCH at the bottom. Select CLASS SEARCH to find classes to add.

Step 4: Depending on the student, highlight either FOUNDATION LAW or LAW WSU. The options below SUBJECT are available for a more customized class search option, such as by day, time, or credit range. However, for a broad search result, the student should highlight the option next to SUBJECT and click CLASS SEARCH. The results page following yields the entire class schedule.
Step 5: The student should examine the schedule carefully and check ONLY the boxes for the classes the student wishes to add. After selecting the boxes for the classes, scroll down to the options at the bottom and select REGISTER or ADD TO WORKSHEET.

Look-Up Classes to Add:

To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet.
Step 6: Once this is done, the student is able to click SUBMIT CHANGES, which will add the class to the schedule.

Step 7: IMPORTANT - The student is NOT registered until the student clicks REGISTRATION COMPLETION located on the same page at the very bottom. Once the student has done this, the registration process is complete.

Step 8: To drop a class, select the drop-down menu under ACTION next to the appropriate class and choose WEB-DROPPED. Then, click SUBMIT CHANGES.
Step 9: The student should notice the class has been dropped from the schedule, but the student should make sure to click REGISTRATION COMPLETION to ensure the class has been dropped and registration is complete.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>Cnse</th>
<th>Sec</th>
<th>Cred</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Web Registered</strong> on Jun 12, 2015</td>
<td>None</td>
<td>1036 LAW 152</td>
<td>B</td>
<td>Law</td>
<td>2.000</td>
<td>Numeric</td>
<td>Property II</td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Jun 12, 2015</td>
<td>None</td>
<td>1005 LAW 311</td>
<td>A</td>
<td>Law</td>
<td>3.000</td>
<td>Numeric</td>
<td>Criminal Procedure</td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Jun 12, 2015</td>
<td>None</td>
<td>1002 LAW 201</td>
<td>A</td>
<td>Law</td>
<td>3.000</td>
<td>Numeric</td>
<td>Constitutional Law I</td>
<td></td>
</tr>
<tr>
<td><strong>Web Registered</strong> on Jun 16, 2015</td>
<td>Web Dropped</td>
<td>1054 LAW 615</td>
<td>A</td>
<td>Law</td>
<td>3.000</td>
<td>Numeric</td>
<td>Death Penalty</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours: 11.000
Billing Hours: 11.000
Minimum Hours: 0.000
Maximum Hours: 16.000
Date: Jun 16, 2015 01:26 pm

Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset