

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 links for 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 for 'Registration/Transcript Holds' and a 'New' badge. Below that is a 'Registration: Spring 2018' section with a 'Holds' section showing '1 hold' and a link for 'Register using SLN codes'. On the right, there's a 'Quick Links' section with links for Canvas LMS, Grade Report, Register using SLN codes (highlighted with a red box), Financial Aid Status, Time Schedule - Seattle, Time Schedule - PCE, Scout, and UW Libraries. 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	<u>Add Code or Faculty Number</u>	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**.