



Wharton County Junior College

How to Register for Classes Online using Schedule Planner

Step 1 Access the WCJC website at www.wcjc.edu.

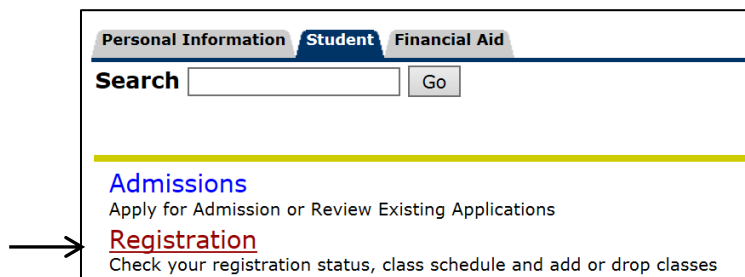
Step 2 Access "Online Services" through the myWCJC Portal. Click [here](#) for login instructions.

OR Login to WCJC Online Services directly. Click [here](#) for login instructions.

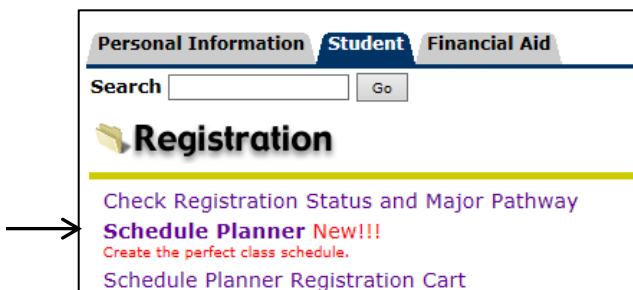
Step 3 Click the "Student" tab.



Step 4 Click "Registration".



Step 5 Click "Schedule Planner" (*may take a few seconds*).



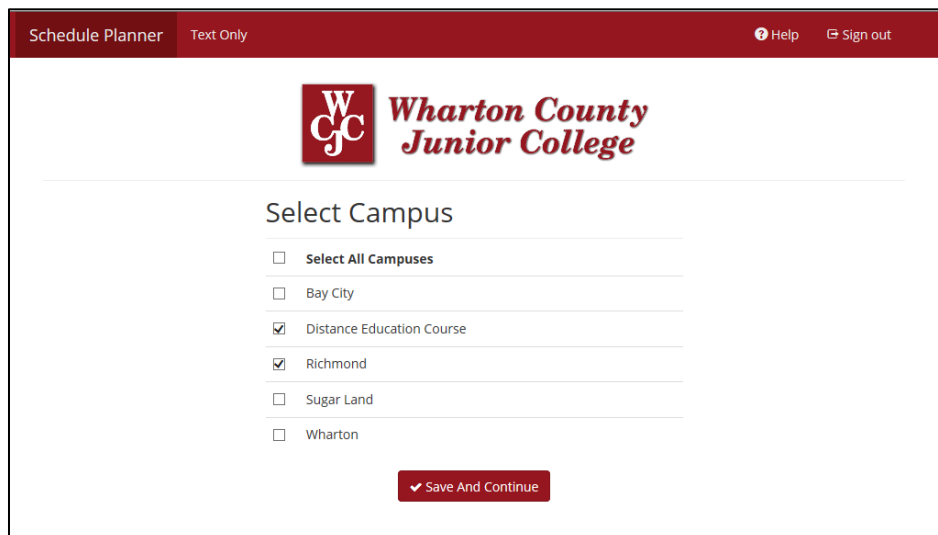
Step 6 Select the term you would like to register for; click “Save And Continue”. *(If only one term is currently available, this screen will not appear)*



The screenshot shows the 'Schedule Planner' interface for Wharton County Junior College. The header includes 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. The main content area features the college logo and the title 'Select Term'. Below the title is a section labeled 'Term' with two radio button options: 'Summer 2 2017' (which is selected) and 'Fall 2017'. A red button labeled 'Save And Continue' is positioned at the bottom right of the form.

Note: If you select a term in the Schedule Planner **prior** to date registration for that term is open, you may still save these courses to the shopping cart and click “Register” as soon as registration is open. (See Step 20 “Save Cart” option for more information).

Step 7 Select the campus(es) you wish to register.



The screenshot shows the 'Schedule Planner' interface for Wharton County Junior College. The header includes 'Schedule Planner', 'Text Only', 'Help', and 'Sign out'. The main content area features the college logo and the title 'Select Campus'. Below the title is a list of campus options with checkboxes: 'Select All Campuses', 'Bay City', 'Distance Education Course' (checked), 'Richmond' (checked), 'Sugar Land', and 'Wharton'. A red button labeled 'Save And Continue' is positioned at the bottom right of the form.

Step 8 Review Search criteria; click the “**Change**” to edit search criteria; click “**+Add Course**” to begin.

Step 9 Click the “**Subject**”, “**Attribute**” or “**Instructor**” tab to search for courses using specific criteria.

Step 10 Use the down arrow to the right of the search criteria and click your selection.

Step 11 Click “+Add Course” to add additional classes.

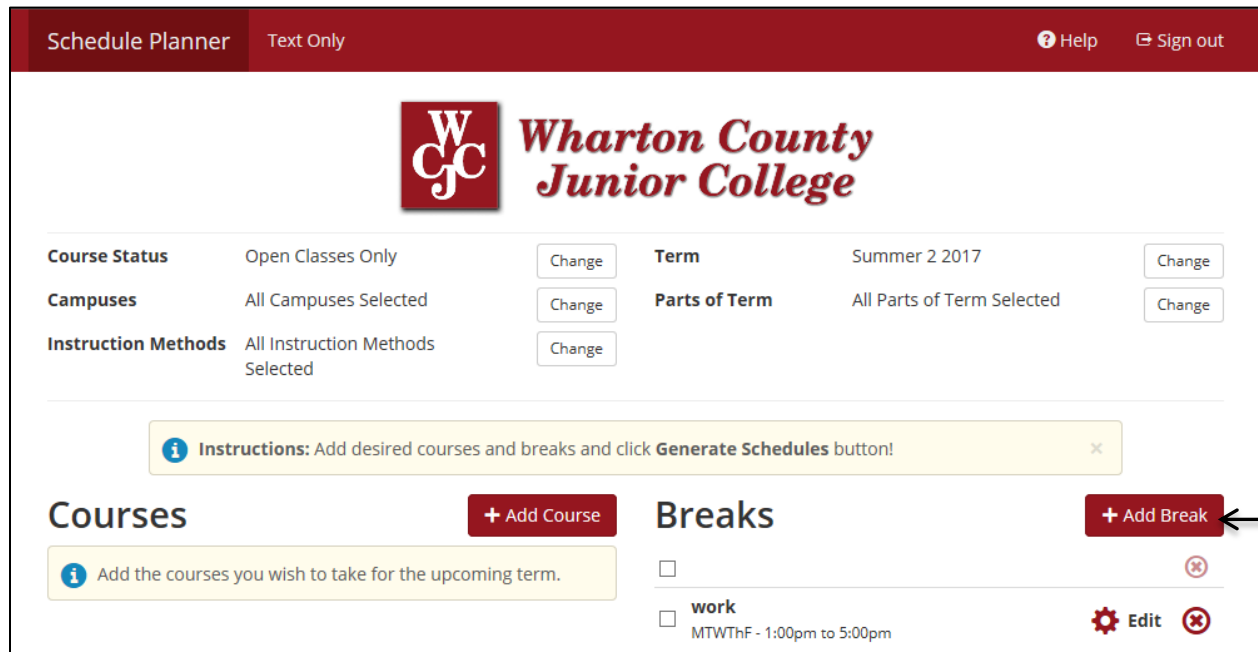
Note: The course added requires a “Co-requisite”

You may also search by one or more Attributes or by Instructor (see tabs).

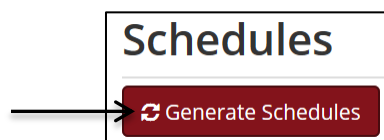
Step 12 Click the “Done” only when you have added all the courses you would like to take.

Click the red X to remove a course from your schedule.

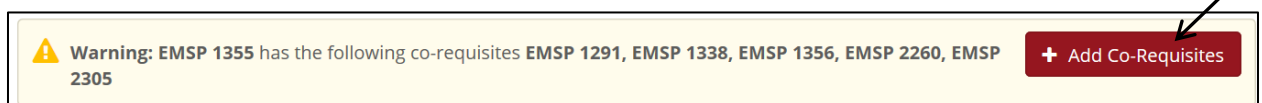
Step 13 Add any **breaks** you will need in your schedule (example: athletic practice, work, etc.)



Step 14 Click “**Generate Schedules**” – this will provide schedule options for you to choose from and will also generate any appropriate warning messages.



Note: If you see warnings, you will need to resolve them **before** you can generate schedules.



The warning above shows one of the classes requires co-requisites.

Click “**+ Add Co-Requisites**” to add the Co-Requisites.

If you did not receive warnings, see **Step 15**

If you clicked “+ Add Co-Requisites”, you should see the Co-Requisites added.

Courses + Add Course

<input checked="" type="checkbox"/>		Options	i		
<input checked="" type="checkbox"/>	EMSP 1291 Special Topics EMT/Technician Prerequisites Corequisites				
<input checked="" type="checkbox"/>	EMSP 1338 Intro to Advanced Practice Prerequisites Corequisites				
<input checked="" type="checkbox"/>	EMSP 1355 Trauma Management Prerequisites Corequisites				
<input checked="" type="checkbox"/>	EMSP 1356 Patient Assess/Airway Mgmt Prerequisites Corequisites				
<input checked="" type="checkbox"/>	EMSP 2260 Clinical-Advance EMT Paramedic Prerequisites Corequisites				
<input checked="" type="checkbox"/>	EMSP 2305 EMS Operations Prerequisites Corequisites				

Once warning is resolved, click “Generate Schedules”

Schedules

Generate Schedules

Step 15 You may select “**Shuffle**” to see your schedule options in a new order (see screenshot below). Check the box by the schedules you would like to see compared.

Schedules Advanced Options View Schedules

Generate Schedules Shuffle

Generated 4 Schedules

Compare Select at least two schedules to compare side by side #1 #2 #4

View	Count	Icon	Checkbox	Schedule
View	3		<input type="checkbox"/>	CSME-2439-101, CSME-2441-100
View	2		<input checked="" type="checkbox"/>	CSME-2439-102, CSME-2441-101
View	1		<input checked="" type="checkbox"/>	CSME-2439-101, CSME-2441-101
View	4		<input checked="" type="checkbox"/>	CSME-2439-102, CSME-2441-100

Step 16 Check the box by the schedules you would like to compare; Click “**Compare**” (up to 4).

Compare Select at least two schedules to compare side by side #1 #2 #4

View 1 ☒ EDUC-1300-160, ENGL-1301-160, HIST-1301-104, MATH-0308-104, MUSI-1306-160

View 2 ☒ EDUC-1300-160, ENGL-1301-904, HIST-1301-104, MATH-0308-104, MUSI-1306-160

Step 17 Click “**Open**” to open schedules.

Open #1 Open #2

Step 18 You may view various *potential* schedules and have the **option to email** schedules.

You have **not** registered yet.

Note warnings about multiple campuses – keep realistic travel times in mind.

Open your preferred schedule

Schedule Planner Text Only Help Sign out

Back Print Email Send to Shopping Cart Shuffle

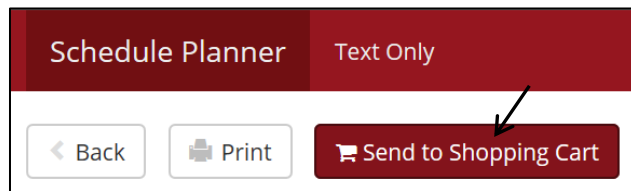
You are viewing a potential schedule only and you must still register.

	CRN #	Subject	Course	Section	Seats Open	Day(s) & Location(s)	Campus	Credits
	40285	GEOL	1104	L91	14	TWTh 8:00am - 9:40am - SUGUH 352	Sugar Land	1
Prerequisites								

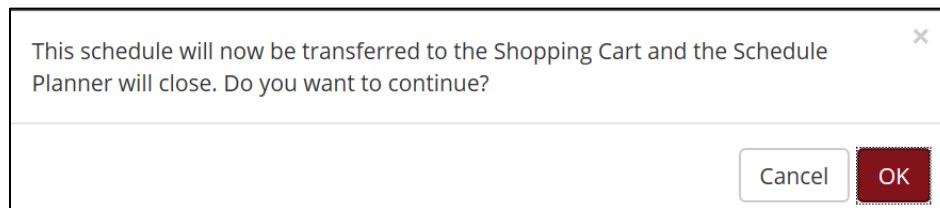
1

	Monday	Tuesday	Wednesday	Thursday	Friday
8am		GEOL-1104	GEOL-1104	GEOL-1104	
8:15		SUGUH 352	SUGUH 352	SUGUH 352	
8:30		Richard W. Aurisano	Richard W. Aurisano	Richard W. Aurisano	
8:45					
9am					
9:15					

Step 19 When you have decided upon your schedule, make sure you have the desired schedule open and click **“Send to Shopping Cart”**.



Click **“OK”** to continue to **Registration**.



Step 20 Your options are:

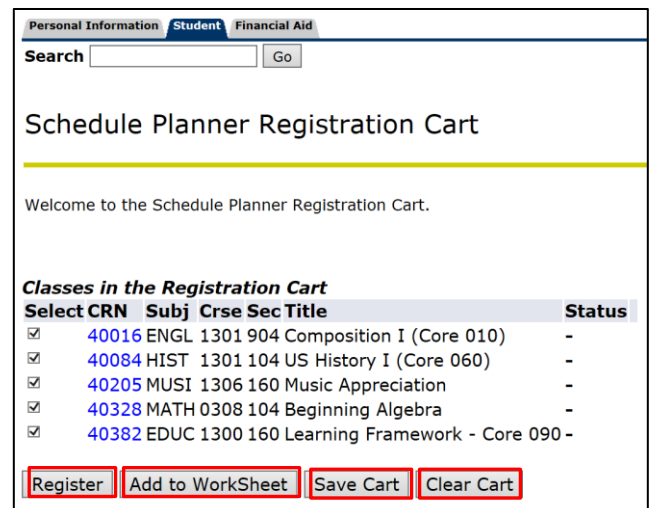
- Click **“Register”** to register now-- *This may take a few minutes to generate;*

- OR **“Add to Worksheet”** will hold the CRN of the course in your worksheet – you would still need to register;

Add Classes Worksheet

CRNs
40377

- OR **“Save Cart”** to register later – access items saved in the cart by clicking **“Schedule Planner Registration Cart”**;
- OR **“Clear Cart”** to empty the cart and start again.





Step 21 Once you click “**Register**,” Scroll down to the bottom of the page to see your registration. (Registration errors – such as unmet pre-requisites will **prevent** registration and will be noted here.)

Errors that may be received while registering:

PREQ and TEST SCORE ERROR - A specific requirement (course/ test score/approval) must be met before registering. Check the **WCJC catalog** for prerequisite requirement.

LEVEL RESTRICTION ERROR - Please check with the Registrar's office to verify your level. UG = Undergraduate; CE = Continuing Education.

DEGREE RESTRICTION ERROR - Please check with the Registrar's office to verify your degree and major.

PROGRAM RESTRICTION ERROR - Please check with an Advisor/Counselor at any campus.

TSI (Texas Success Initiative) RESTRICTION ERROR - Please check with the Registrar's office to verify your TSI status (test scores).

Registrar's Office - registrar@wcjc.edu or
 Fort Bend Tech Campus (Richmond) - 281-239-1544
 Sugar Land Campus - 281-243-8415
 Wharton Campus - 979-532-6303

Your registration will be subject to cancellation if payment is not received by the payment deadline.

Step 22 Remember, you are not officially registered for your classes until payment is received in full by check, credit card, or installment agreement. Click “**Pay Now/Installment Plan**” (at the top) to finalize your registration.

Add/Drop Classes:

Already registered classes are listed in the **Current Schedule** section.

To add a class, enter the Course Reference Number (CRN) in the Add Class section at the bottom.

To drop a class, go to the **Action** column, select **Web Drop**.

If no options are listed in the Action column, then the class cannot be dropped.

When add/drops are complete click **Submit Changes**.

If you are unsure of which classes to add, click **Class Search** to review the class schedule.

[Click here Pay Now / Installment Plan](#)
[Click here Payment Deadlines](#)
[Click here Tuition and Fees](#)
[Click here Drops and Withdraws](#)

Step 23 Click “**Student Account Suite**” This will take you to our payment system.

Payment/Installment Plan

To make payments by check or credit card, to view/enroll in an installment plan, or to change your Student Account Suite profile (email address, authorized users, and notices before payment is due), click the Student Account Suite button below.

The WCJC Student Account Suite will not be available between 2am and 6am on the second Friday of each month for routine maintenance.

Your Student ID is => . Remember your Student ID; it will be needed when enrolling in an installment plan.

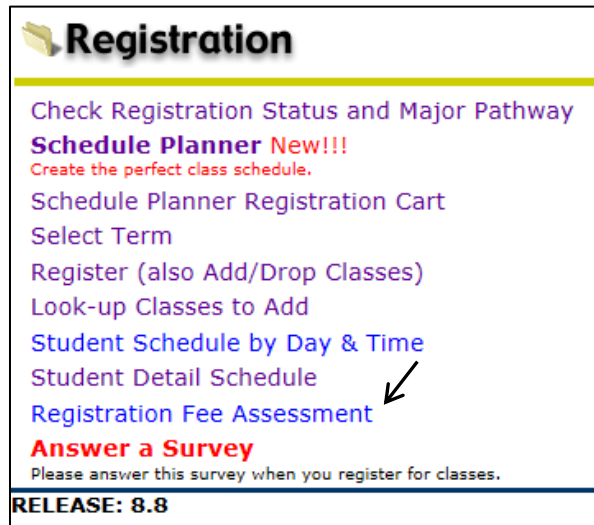
Once you have finished with the Student Account Suite, remember to logout of both the Student Account Suite, and the Self Service pages.

[Student Account Suite](#)

Follow the instructions in the payment system to complete your payment.

Once your payment or payment plan is received, your registration is complete.

- Step 24** Confirm your payment by going back to the Student Page of Online Services and select **“Registration”**; then **“Registration Fee Assessment”**. This will allow you to see charges and payments.



- Step 25** Review and Print your schedule by going back to the Student Page of Online Services and select Registration; then **“Student Schedule by Day & Time”**.

