

**WOU Admission & Course Registering Instructions  
for  
Professional and Continuing Education Credit (PACE)  
Fall 2023**

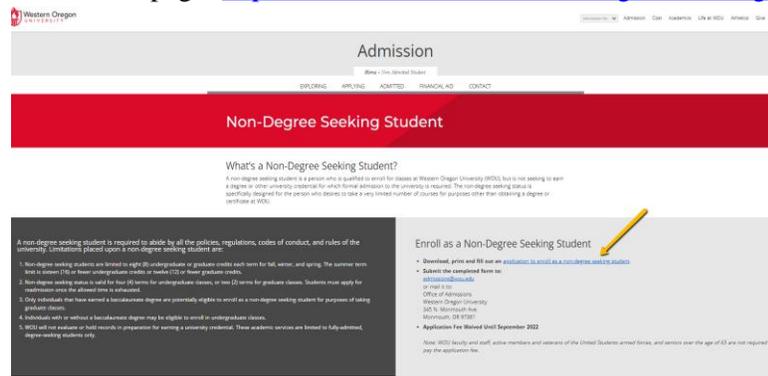
**ED 805 OMEA District 4 Music In-service Workshop  
CRN: 10958**

**Non-Degree Seeking Student Admission Application Process**

Admissions Application recommended deadline for PACE fall 2023 is **September 15, 2023**.

**You must be admitted to the University before you can register for the course. If you have a WOU account, that does not mean you are admitted to the university for this term and will need to be admitted as a non-degree seeking student before you can register.**

Step 1: Download and complete the application for Admission to the University as a Non-Degree Seeking Student by downloading the application document and submitting it to Admissions. Use this URL to get to their webpage: <https://wou.edu/admission/non-degree-seeking-student/>



The screenshot shows the Western Oregon University website's Admissions page. The main heading is "Admission" with a sub-heading "Non-Degree Seeking Student". Below this, there is a section titled "What's a Non-Degree Seeking Student?" which includes a definition and a list of requirements. To the right, there is a section titled "Enroll as a Non-Degree Seeking Student" with a list of steps to follow, including downloading the application form and submitting it to the Office of Admissions. A yellow pencil icon is positioned above the enrollment steps.

Step 2: Once you have submitted the non-degree application and it has been approved, you will receive an email from admissions stating you are now an active non-degree seeking student and can access your WOU Portal. If you have questions about your Admissions Application please contact WOU Admissions at [admissions@wou.edu](mailto:admissions@wou.edu)

**Please know that it can take up to a week to process your admission application.**

## Registration Process:

Students need to be registered into the course no later than the first week of the term, **September 29, 2023**. **Even if the workshop begins in October.**

**You must be admitted to the university before you can register for the course (instructions are above).**

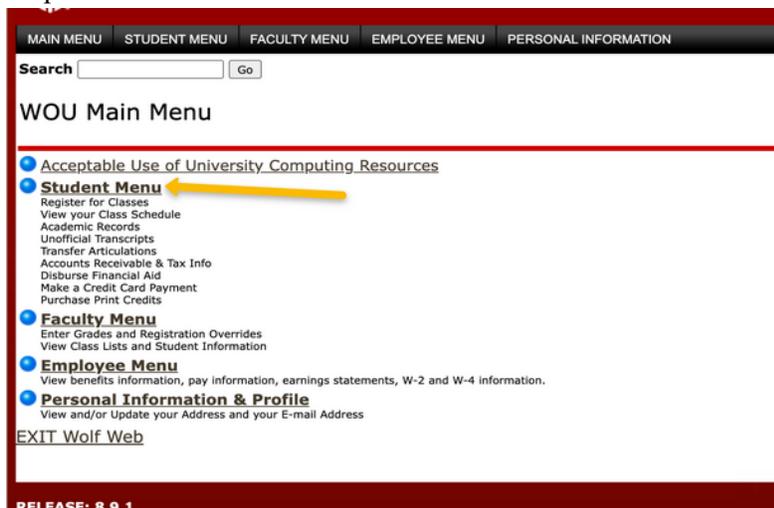
Step 1. Accessing your WOU Portal. Go to [wou.edu/portal](http://wou.edu/portal) Click on "activate your account" if they are a new student or "account lookup" if they are a returning student. Follow the prompts to obtain your WOU username and set your password.



Step 2. Locate and click on the icon "WolfWeb" near the top of the page. See screenshot below:



Step 3. Select "Student Menu". See screenshot below:





Step 4. Click on Registration & Schedule

**Registration & Schedule** ←

- Check your Registration Status
- Register for Classes
- Display your Class Schedule

**Student Records**

- View your Holds
- View your Grades
- Accounts Receivable & Tax Info
- Unofficial Transcripts
- Transfer Transcript
- Degree Evaluation
- General Record
- Course Surveys

**Verification of Enrollment**

- Proof of Enrollment from National Clearinghouse

**Account Summary by Term / Account Payment / Deferment**

- Detail of your Charges and Payments **Term by Term**
- Account Payment Options
- Short Term Deferment Option

↓

Step 5. Click on “Register for Classes”

## Registration

- Select Term**
- Schedule Planner New!!!**  
Create the perfect class schedule.
- Schedule Planner Registration Cart**
- Register for Classes** ←
- Check Your Registration Time & Status**
- Look-up Classes to Add**
- Student Schedule by Day & Time**
- Student Detail Schedule**

Step 6. Select the Term that you are planning to register for (Fall 2023) using the drop down menu.

## Select Term

Select a Term: [dropdown menu] ←

Submit

Step 7. Enter the CRN you wish to register for in the box along the bottom of the screen and click on “Submit Changes”.

IMPORTANT NOTE: You have not successfully registered for a course until it appears on the same page as “web registered”

### Add Classes Worksheet

CRNs

[input boxes]

Submit Changes Class Search Reset

## **Billing and Payment**

Once you have registered for the course, you will have an account with the university and will be billed for your course at the fee of **\$80 per credit hour**. To make a payment go to [wou.edu/business](http://wou.edu/business) under Tuition & Fees click on Make a Payment.