

REGISTRATION

Course registration takes place online via WINGS Express. Below are steps for accessing WINGS Express and registering for courses.

1. Go to WSU home page (www.wright.edu). Click on **WINGS**.
2. Log into WINGS with your Campus Username and Password.
3. Once you are in WINGS, click on the **WINGS Express** icon near the top right corner of the page.
4. Once you are in WINGS Express, click on the **Student and Financial Aid** tab.
5. Select the **Registration and Records** link.
6. If you would like to view your registration time and any holds or restrictions you may have, select the **Registration Status** link.
7. Click the **Add or Drop Classes** link to begin registration.
8. Choose the semester from the drop-down list & click **Submit**.
9. You will be directed to a page that says “Required Acknowledgment is needed.” Click the link provided.
10. You will be directed to a page with three items to read and answer (Health Insurance, Financial Responsibility, and Text Messaging). Answer the questions where prompted and click **Submit the above answers**.
11. You will get a message saying your answers have been recorded. Then click **Return to Menu**.
12. Again, click the **Add or Drop Classes** link.
13. Select the Registration Term from the drop-down list and click **Submit**.
14. If you know the CRN (Course Reference Number), you can enter it directly in the CRN field provided.
15. Alternatively, you can click the **Class Search** button to look up classes.
16. Search for available classes
 - Directions for performing a Class Search**
 - a) Use the Subject up & down arrows to scroll through all available subjects.
 - b) Locate and choose EDT.
 - c) Select a Site (Dayton).
 - d) Select a Course Level (Graduate).
 - e) Select a Part of Term (All Terms).
 - f) You may also select other options on this screen, but they are not required.
 - g) Click the **Class Search** button.
 - h) Scroll until you find your required course(s).
17. Locate your required course(s) on the list.
18. At this point you may either:
 - a. Make note of the courses’ CRN numbers and go back to the **Add or Drop Classes** page and enter the CRNs to the Add Classes Worksheet. Then click **Submit Changes**.
OR
 - b. Place a checkmark in the Select box of the desired course and click the **Add to Worksheet** button or click the **Register** button if you’re certain about your selection.
19. **Final Important Step – Verify Your Registration**. To confirm you are registered for your courses, check your schedule in WINGS Express. From the **Student and Financial Aid Tab**, click **Registration and Records**, and then choose either **Printable Schedule** or **Student Detail Schedule** to see your official schedule for the given semester.

For assistance, contact Raider Connect at (937) 775-4000 or RaiderConnect@wright.edu.

March 5, 2015