

# Registration Instructions for PennWest

After you have download and configured your microsoft authenticator (additional instructions available on your home campus IT page) go to [My PennWest](#)

Click on SIGN IN

## Welcome

We're excited to be welcoming you to one of our three sister campuses or to our online division. Through myPennWest, students, faculty, and staff can access registration, grades, Banner Self Service, email, online learning, and much more. After logging in, you will be presented with different resource links depending on your association with the University.

## myPennWest Sign-in

Sign-in using your Penn West email address and password.

**SIGN IN**

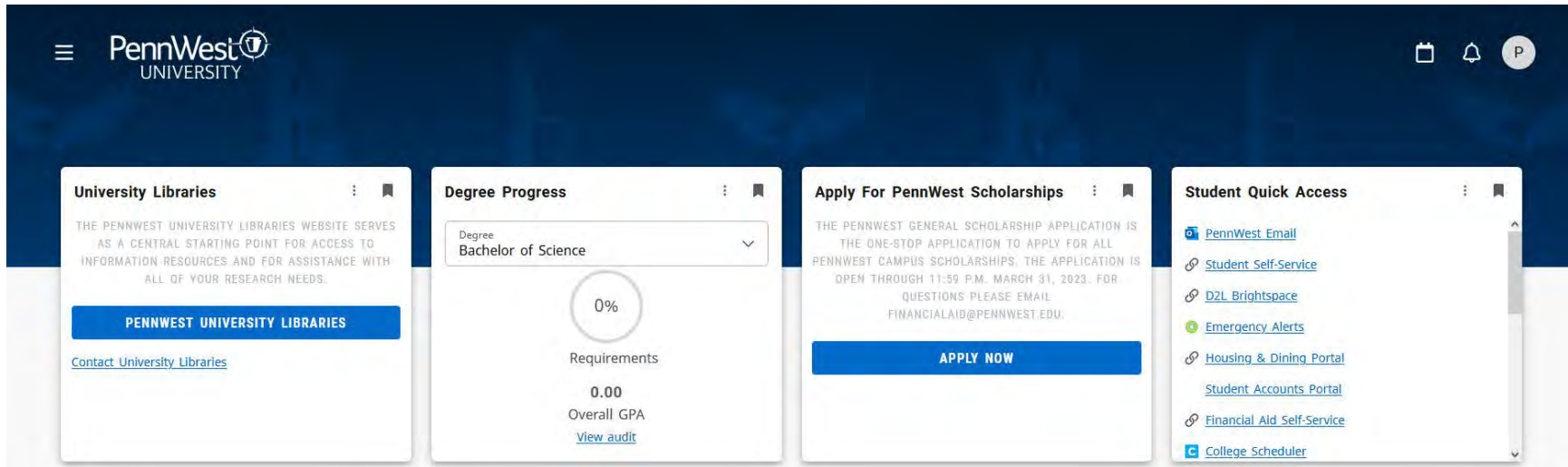
### Need Help?

[Forgot Password](#)

[Change Password](#)

[techsupport@pennwest.edu](mailto:techsupport@pennwest.edu)

Students will be brought into the my.pennwest.edu landing page. The page is organized with tiles to assist with navigation. Everything that a student would need to complete is located on the Student Quick Access tile.




When clicking on Student Self-Service the page brings users into the Student Profile. This is the one-stop location for most student academic information. It contains items such as: program, current registration, holds, registration information, links to registration and Degree Works.

Student • Student Profile

### Student Profile - Penny Western

Term: Fall 2022 Current term

Registration Notices: 4 Holds: 0



Penny Western

- Curriculum and Courses
- Prior Education and Testing
- Additional Links
- Academic Transcript
- Registration
- View Grades

**Bio Information**

Email: [pwestern@pennwest.edu](mailto:pwestern@pennwest.edu)

Phone: Not Provided

Date of Birth: 01/12

Ethnicity: Not Provided

Race: Not Provided

Emergency Contact: Not Provided

Emergency Phone: Not Provided

**General Information**

Level: Undergraduate

Class: Freshman

Status: Active

Student Type: First Year

Residency: Resident of State

Campus: Clarion Campus

Matriculated Term: Not Provided

Last Term Attended: None

**Graduation Information**

Graduation Applications: None

**Advisors**

Primary / Honors Advisor: [Ms Lisa L Hepler](#)

**CURRICULUM, HOURS & GPA**

Primary	Secondary	Hours & GPA
<b>Degree:</b>		Bachelor of Science
<b>Level:</b>		Undergraduate
<b>Program:</b>		BS Psychology
<b>College:</b>		Social Sci & Human Services
<b>Major:</b>		Psychology
<b>Concentration:</b>		Not Provided
<b>Minor:</b>		Not Provided
<b>Concentration:</b>		Not Provided
<b>Catalog Term:</b>		Summer 2022

**REGISTERED COURSES**

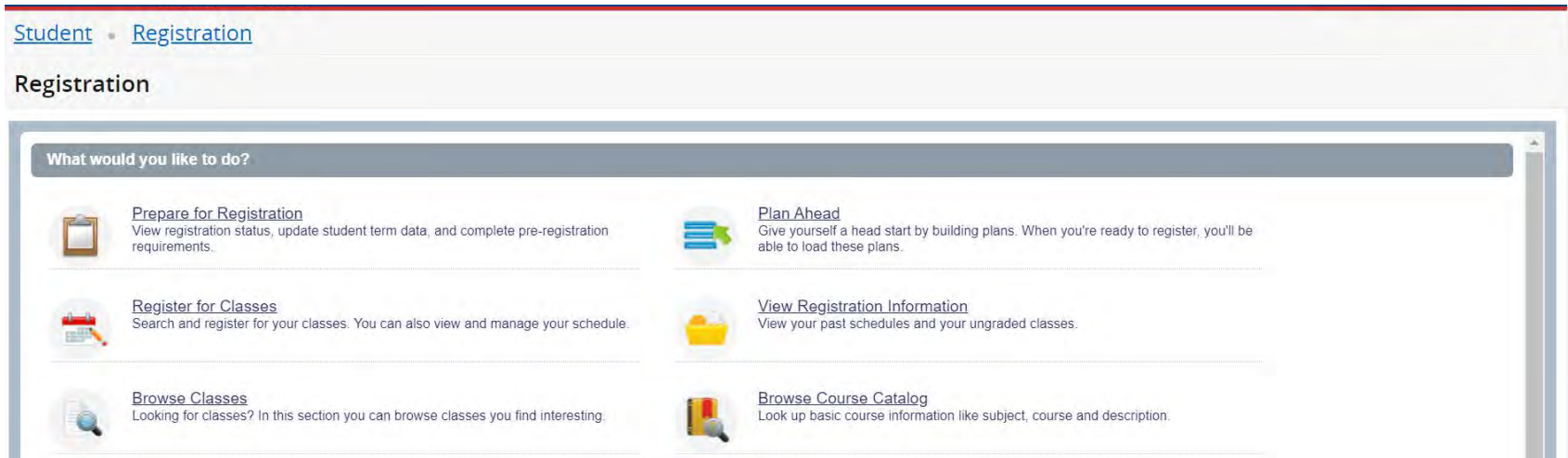
Not Registered

Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available

From this page, students should click on the Registration link in the bottom left corner to begin the search for classes and to see important information concerning registration time and dates.

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Prior to registration being open, students should click on the Prepare for Registration link.



This link shows important registration information, including your classification for courses restricted by level (FR, SO, JR, SR, GR), any holds you may have and your registration date (time ticket).



Note: Your classification level may be different than your registration time ticket level. Registration time tickets are determined by earned credit hours, courses you completed, not current term credits. Classification levels, to determine if you are eligible for a level restricted course, include earned (completed) and current term (in progress courses).

Prior to registration opening, students can click on the Browse classes link to search for courses. Enter the term that you wish to search for.

[Student](#) > [Registration](#) > [Select a Term](#)

### Select a Term

Terms Open for Registration  
Summer 2022

Continue

The Browse Classes view is slightly different than the Register for classes view. The Browse Classes view does not have a day planner or shopping cart presented.

[Student](#) > [Registration](#) > [Select a Term](#) > [Browse Classes](#)

### Browse Classes

**Enter Your Search Criteria**  
Term: Summer 2022

Campus

Subject

Course Number

Part Of Term

Search Clear [Advanced Search](#)

The campus field is highly recommended to be populated. For summer and winter terms, most courses are listed as online campus. For Fall or Spring terms, students should search by their current campus to find on campus options.

**Disclaimer: the selection of a campus in the first field search doesn't dynamically change the subject search results. However, the results of those two combinations are dynamic. Thus, if a student selects an Edinboro Campus and a Clarion course no results will show.**

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

### Browse Classes

Search Results — 51 Classes  
 Term: Summer 2022 Campus: Edinboro Campus Search Again

CRN	Term	Subject Desc	Course	Section	Title	Hours	Meeting Times	Campus	Status	Instructor	Attribute	Reserved Se	Linked Sections
20042	Su...	Art - EDI	216	200	<a href="#">Ceramics I Studio</a>	3	S M T W T F S   08:00 AM - 12:00	Edi...	7 of 7 seat...	Johnson, Charl...	Art Fee Contingent Contract Not Distance Education		
20043	Su...	Art - EDI	217	200	<a href="#">Ceramics II Studio</a>	3	S M T W T F S   08:00 AM - 12:00	Edi...	3 of 3 seat...	Johnson, Charl...	Art Fee Contingent Contract Not Distance Education Prerequisite		

Clicking on the title of the course will open a new popup window that allows the student to explore some of the important information related to the course. Students may also click on the gear icon in the far right to adjust what columns they can see to assist with navigation.

Generally, on campus courses are restricted to on campus students from that campus location.

The screenshot displays a web interface for a university's registration system. On the left, a navigation menu includes 'Student', 'Registration', and 'Select a Term'. Below this, a 'Browse Classes' section shows search results for 51 classes in Summer 2022 at Edinboro Campus. A table lists two classes: Ceramics I Studio (CRN 20042) and Ceramics II Studio (CRN 20043). A modal window titled 'Class Details for Ceramics I Art - EDI 216 200' is open, showing a sidebar with categories like 'Class Details', 'Course Description', 'Attributes', 'Restrictions', 'Instructor/Meeting Times', 'Enrollment/Waitlist', 'Corequisites', 'Prerequisites', 'Cross Listed Courses', 'Linked Sections', 'Fees', and 'Catalog'. The main content area of the modal provides specific details for the selected class, including its associated term, CRN, campus, schedule type, instructional method, section number, subject, course number, title, and credit hours. A 'Grade Mode' note is also present. A 'Close' button is located at the bottom right of the modal. In the background, a 'Search Again' button is visible on the right side of the page.

**Class Details for Ceramics I Art - EDI 216 200**

Term: 202220 | CRN: 20042

**Class Details**

**Course Description**

**Attributes**

**Restrictions**

**Instructor/Meeting Times**

**Enrollment/Waitlist**

**Corequisites**

**Prerequisites**

**Cross Listed Courses**

**Linked Sections**

**Fees**

**Catalog**

**Associated Term:** Summer 2022  
**CRN:** 20042  
**Campus:** Edinboro Campus  
**Schedule Type:** Studio  
**Instructional Method:** Traditional In Person  
**Section Number:** 200  
**Subject:** Art - EDI  
**Course Number:** 216  
**Title:** Ceramics I  
**Credit Hours:** 3  
**Grade Mode:** No Section specified grade mode, please see Catalog link below for more information.

Close

Search Again

To start your search over again, click on the **SEARCH AGAIN** green icon on the far right of the page.

# REGISTRATION LIVE VIEW

When registration opens, the searching and results view changes slight to add features like the day planner and the shopping cart. Additionally, the bookstore links are then included as well.

All the same approaches outlined previously still apply. Notice that there are two new panels on the bottom of the screen, however.

[Student](#) • [Registration](#) • [Select a Term](#) • [Register for Classes](#)

## Register for Classes

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria** ⓘ

Term: Summer 2022

Campus

Subject

Course Number

Part Of Term

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**Schedule** | Schedule Details

**Class Schedule for Summer 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

**Summary**

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18



Follow the same steps to search for courses but notice that the **ADD** button is no longer grayed out. This indicates that the course is available to be added to your shopping cart. Adding a course to your shopping cart is just like any online retail check out, **until you click submit** the registration isn't complete.

[Student](#) | [Registration](#) | [Select a Term](#) | [Register for Classes](#)

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 6 Classes**  
 Term: Summer 2022 | Campus: Online Campus | Subject: Data Analytics - CLA Search Again

CRN	Term	Subject Des	Course	Section	Title	Hours	Meeting Times	Campu	Status	Instructor	Attribute	Reserved S	Linked Sections
20622	Su...	Data A...	202	400	Intro Programmi... Lecture	3	S M T W T F S - Type: Class	O...	15 of 15 ...	Kim, Soo (Pri...			<input type="button" value="Add"/>
20434	Su...	Data A...	227	400	Database Mana... Lecture	3	S M T W T F S - Type: Class	O...	30 of 30 ...	Odonnell, Jon ...			<input type="button" value="Add"/>
20436	Su...	Data A...	337	400	Data Warehousi... Lecture	3	S M T W T F S - Type: Class	O...	30 of 30 ...	Alawami, Alaw...			<input type="button" value="Add"/>
20627	Su...	Data A...	460	400	Data Visualization Lecture	3	S M T W T F S - Type: Class	O...	15 of 15 ...	Annadatha, Ja...			<input type="button" value="Add"/>

Schedule | Schedule Details

**Class Schedule for Summer 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							

**Summary**

Title	Details	Hour	CRN	Schedule Typ	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Click on the ADD button for the CRN (Course Reference Number) that you wish to register for. Once the course is in your shopping cart it will display as below, grayed out with the word “PENDING” in the status.

Pending status courses will also show pending in your SCHEDULE panel to the left prior to registration.

Next click **SUBMIT** to process the registration request. “PENDING” will change to “REGISTERED”

The screenshot displays a web interface for course registration. On the left, a 'Class Schedule for Summer 2022' is shown as a grid with columns for days of the week (Sunday to Saturday) and rows for time slots (6am to 11am). A 'Panels' dropdown is visible at the bottom left. On the right, a 'Summary' panel contains a table with the following data:

Title	Details	Hour	CRN	Schedule Type	Status	Action
Intro Programming a...	CDA 202, 4...	3	20622	Lecture	Pending	**Web Registered**
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

At the bottom of the summary panel, it shows: Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18. A 'Submit' button is located at the bottom right of the interface.

If the request is successful, the word “PENDING” will be amend to “REGISTERED” and be highlighted in green. If the course has meeting times, those will automatically display in the SCHEDULE panel to the left.

If you encounter a registration error, the program will demonstrate that to you in the top right of the page. Those errors are key to understanding where you need to go to resolve them.

If the course registration attempt gives you an attribute error that generally means that you are attempting to register for a course that is restricted to students on a certain campus.

### Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

**Search Results — 6 Classes**  
Term: Summer 2022 | Campus: Online Campus | Subject: Data Analytics - CLA

CRN	Term	Subject Des	Course	Section	Title	Hours	Meeting Times	Campu	Status	Instructor	Attribute	Reserved S	Linked Sections
20622	Su...	Data A...	202	400	Intro Programmi... Lecture	3	S M T W T F S	- Type: Class	O...	15 of 15 ...	Kim, Soo (Pri...		Add
20434	Su...	Data A...	227	400	Database Mana... Lecture	3	S M T W T F S	- Type: Class	O...	30 of 30 ...	Odonnell, Jon ...		Add

**Schedule** | Schedule Details

**Class Schedule for Summer 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

**Summary**

Title	Details	Hour	CRN	Schedule Type	Status	Action
Intro Programming a...	CDA 202, 4...	3	20622	Lecture	Registered	None
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop | Submit

If you decide that the course you have registered for is not going to work in your schedule, you can also DROP the course from your registration.

Click on the “ACTION” and select the word “DROP” and then click submit and the course will be removed from your schedule. Drops do not incur academic or financial penalty until after the add/drop period is over for the term. Those dates will be viewable on the academic calendar and students will receive reminders about important dates.

Please see the example below.

**Class Schedule for Summer 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None
Intro Programming a...	CDA 202, 4...	3	20622	Lecture	Registered	None

Total Hours | Registered: 6 | Billing: 6 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop  **Submit**

After choosing the Drop option, click the Submit button to finalize your schedule change.

[Student](#) - [Registration](#) - [Select a Term](#) - [Register for Classes](#) ✔ Save Successful

### Register for Classes

**Find Classes** | Enter CRNs | Plans | Schedule and Options

**Enter Your Search Criteria**

Term: Summer 2022

Campus:

Subject:

Course Number:

Part Of Term:

**Class Schedule for Summer 2022**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							

Title	Details	Hour	CRN	Schedule Type	Status	Action
Financial Accounting	AACC 200,...	3	20597	Lecture	Registered	None
Intro Programming a...	CDA 202, 4...	3	20622	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 18

Conditional Add and Drop  **Submit**

Once you have complete this action students can search again and repeat the process until their schedule is complete.