FIRST STEPS
Log in to myWNC Student Information Center.
Use NSHE ID number and password. my.wnc.edu

Academics
Browse courses that are available
Select courses and place in shopping cart
Clear shopping cart to complete registration

Finances
View Financial Aid information
View, Calculate and Pay Fees
Make Payments by credit card or E-Check
Enroll in Direct Deposit
Sign up for Deferred Payment

Update Personal Information
Address, phone, e-mail, emergency contact

Benefits
Available 24-7
View Communications Center for important information
**STEP-BY-STEP INSTRUCTIONS**

**Update Address, Phone Number and E-mail**
NOTE: A personal e-mail address is required to register for classes. Under Personal Information, click desired topic (home address, mailing address, home phone, e-mail address, emergency contact info). Click EDIT to update information.

**Enrollment Process- Including Shopping Carts**
1. Under the Academics Blue Bar Heading, select Enroll
2. Under the Add to Cart: Enter Class Number (previously Class Call Number) if known.
3. If Class Number is not known, go to Find Classes and select Class Search.
4. Once a desired class is found, click Select Class
5. The next screen will show the class information. Review this screen and click NEXT. The class will be added to the Shopping Cart.
6. Click Proceed To Step 2 of 3.
7. Click Finish Enrolling to process the request to add the classes
8. Verify the class status. A green check mark means the class has been added to your schedule.
   If there is a red X, the class was not added to your schedule.
9. Select My Class Schedule to view current class schedule.
10. Select Add Another Class to add a class to your schedule (repeat steps 4-11)
11. REMINDER: CLEAR OUT SHOPPING CART TO COMPLETE ENROLLMENT

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**Finances**

**My Account**
- Account Inquiry
- Enroll In Direct Deposit
- Class Refund Dates

**Financial Aid**
- View Financial Aid
- Accept/Decline Awards
- Report Other Financial Aid

We are unable to display your account at this time. To access this information, contact the Bursar’s office to complete your account profile.

Sign up for DIRECT DEPOSIT through myWNC.

Set up DEFERRED PAYMENTS through myWNC.

PAY FOR CLASSES online via myWNC with E-CHECK or CREDIT CARD.
IMPORTANT WHEN SEARCHING FOR CLASSES

myWNC uses the terminology of UNITS instead of credits (for example, 3 Credits in the former registration system will now be represented in myWNC as 3 Units).

The tab labeled Class Detail will not provide the cost of the class, but it will indicate whether the class has a lab fee, and the amount of the fee. To determine the cost of a class, students will first need to view the number of units assigned to each individual class, then compute the cost of each class by multiplying the per-unit cost and technology fee by the number of units identified.

Enrollment Appointments -
Degree and certificate seeking students are given first priority for enrollment. Enrollment is also based on student's accumulated semester credit hours. Students who have completed more credits hours are allowed to enroll earlier.

The NSHE Transfer Status B Course Designator (e.g. Electronics Technology: ET 132B in the old system) is not used in myWNC. (Electronics Technology: ET 132B in myWNC is now ET132.) When a class is selected in the SEARCH CLASS menu, check the Course Attributes to view the NSHE transfer status.

Prerequisites - Students currently enrolled at WNC in a class that fulfills a prerequisite may enroll in the subsequent class. If the prerequisite class is not successfully completed, the student will be dropped from the subsequent class that required the prerequisite.

NEED HELP?
Online video tutorials will be posted on: http://www.wnc.edu/mywnc/
Admission and Records: 775-445-3277
Carson City Campus: 775-445-3000
Rural Communities: 1-888-729-9626
Fee Information: www.wnc.edu/fees/
Payment Deadlines: www.wnc.edu/fall_dates/