



# PRE-REGISTRATION CHECKLIST SPRING SEMESTER 2009

MONDAY, OCTOBER 27<sup>TH</sup> – WEDNESDAY, NOVEMBER 26<sup>TH</sup>

## 1. \_\_\_\_\_ ACCOUNT4ME ACTIVATION

To activate your Account4Me account, log onto WU.acct4ME.com and follow the prompts!

**Username = banner ID**

**Password = birthdate (mm/dd/yy)**

## 2. \_\_\_\_\_ BURSAR/FINANCIAL SERVICES

Check with the Bursar's Office AND the Student Financial Services Office to ensure that there are **NO HOLDS ON YOUR STUDENT ACCOUNT!**

## 3. \_\_\_\_\_ PRE-REGISTRATION/ADVISING

1. **ATTEND:** Attend one of the Pre-Registration Workshops (Freshmen/1<sup>st</sup> Semester Transfer Students) offered to learn about changes and updates concerning registration for the fall semester
2. **CHECK:** Check course offerings, times and locations on SSB and begin to build your class schedule for fall semester
  - Go to [www.wilberforce.edu](http://www.wilberforce.edu) and click on the Self Service Banner link (or just go to <https://ssb.wilberforce.edu>)
  - Go to "class schedule" and identify the appropriate semester (spring 2009)
  - Enter the course prefix and course number (Ex. For English 111, look for English and then type in 111) – **THIS SHOULD BE DONE FOR ALL OF YOUR CLASSES!**
  - **Check for classes that are OPEN! When you click on the link for the course, if the "remaining" number is "0," then THE COURSE IS CLOSED AND YOU CANNOT REGISTER FOR THIS SECTION!** You must look up another section to find an OPEN section.
  - Be sure to write down on your Schedule Builder the following: **CRN, Prefix, Course Number, Section Number, Days and Times of classes and the Number of Credits per class**
  - Once you have completed the Schedule Builder, transfer your completed spring 2008 schedule on the Registration form
3. **ADVISE:** Attend your Pre-Registration Advising Appointment for Advisor approval and to receive your new Alternate PIN number (registration number)! Stop by the office, call at (937) 708-5648 or email us at [oass@wilberforce.edu](mailto:oass@wilberforce.edu) to schedule your appointment!

**Your appointment will take place in the Office of Academic Support Services, LRC 102, Stokes Center**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Advisor:** \_\_\_\_\_

4. **REGISTER:** Register for your classes online through SSB!
  - Follow the steps on the Student Guide for Web Registration (Obtain at your advising appointment)
  - Be sure to print out your schedule **AFTER** you have completed web registration!
  - Click on "Registration" and then on "Student Detail Schedule"
  - Print out **2 copies** of your spring 2009 schedule!! Keep a copy for your records and give the other to Residence Life staff to secure housing for next semester!

## 4. \_\_\_\_\_ SECURE HOUSING FOR NEXT SEMESTER

Stop by the Office of Residence Life in Henderson Hall to secure housing for spring semester 2009!

## 5. \_\_\_\_\_ SECURE TRANSPORTATION SERVICES – See Back for Transportation Schedule and Additional Information

## DEPARTURE SCHEDULE FOR WILBERFORCE UNIVERSITY

### Columbus Airport/Bus Station

Departs from WU @ 3 AM

Departs from WU @ 11 AM

Departs from WU @ 5 PM

### Dayton Airport/Bus Station

Departs from WU @ 4 AM

Departs from WU @ 12 PM

Departs from WU @ 6 PM

## RETURN SCHEDULE AIRPORTS/BUS STATIONS

### Columbus Airport/Bus Station

Pick-up @ 11 AM

Pick-up @ 4 PM

Pick-up @ 9 PM

### Dayton Airport/Bus Station

Pick-up @ 11 AM

Pick-up @ 4 PM

Pick-up @ 9 PM

ANY STUDENT REQUESTING TRANSPORTATION **WILL HAVE TO DEPART AND RETURN TO/FROM THE CAMPUS AT THE TIMES STATED ABOVE.**

THE STUDENT SHUTTLE "**WILL NOT**" MAKE ANY UNSCHEDULED TRIPS FOR STUDENTS!

ALL STUDENTS MUST SEND AN EMAIL TO [DFAIRFAX2@WILBERFORCE.EDU](mailto:DFAIRFAX2@WILBERFORCE.EDU) TO MAKE RESERVATIONS FOR VAN PICK-UP. A CONFIRMATION WILL BE E-MAIL TO YOU. PLEASE PRINT IT OUT AND GIVE IT TO DRIVER AT TIME OF PICK-UP.

*Wilberforce University  
Transportation Department  
P.O. Box 1001  
Wilberforce, Ohio 45384*

*(937) 708-5260  
(937) 313-9049 for Reservation*

