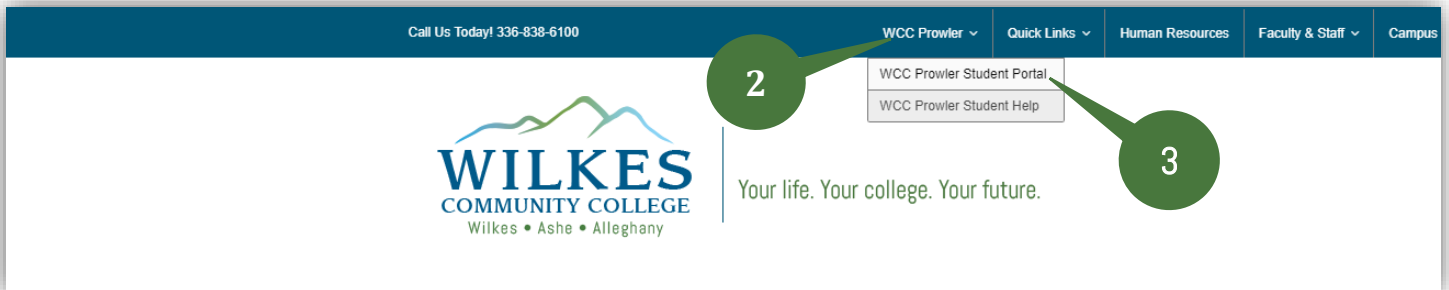
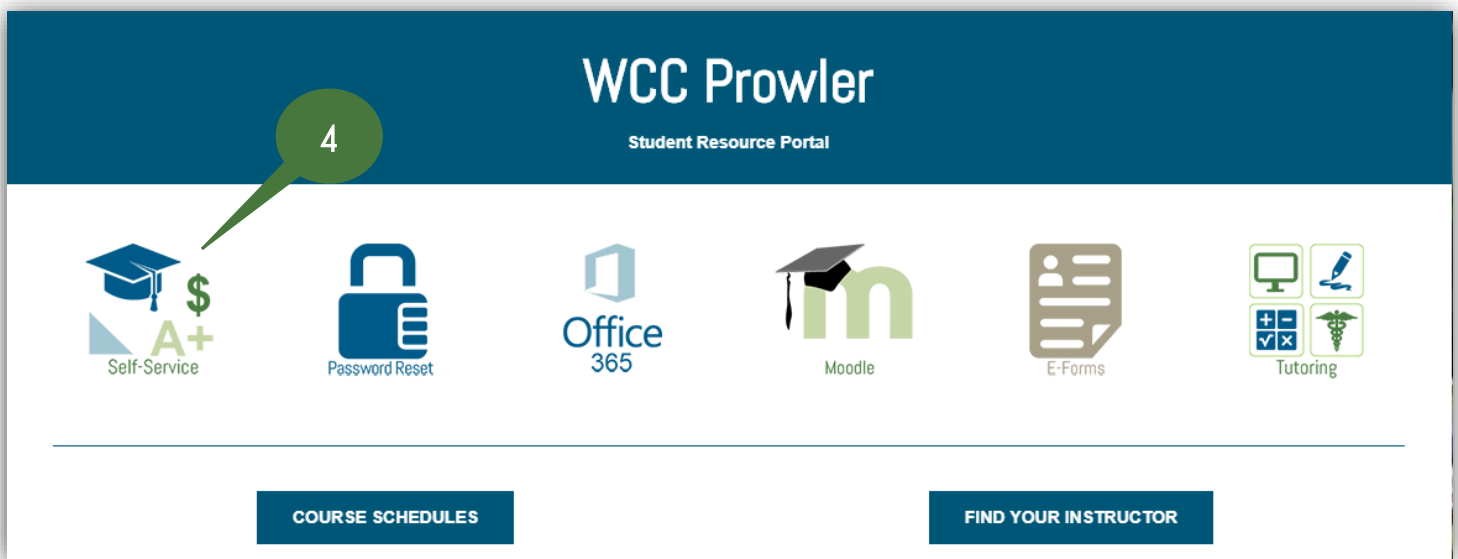


How to Drop and Add a Course in the Same Transaction

1. Go to www.wilkescc.edu
2. Click on WCC Prowler
3. Click on WCC Prowler Student Portal



4. Click on Self-Service

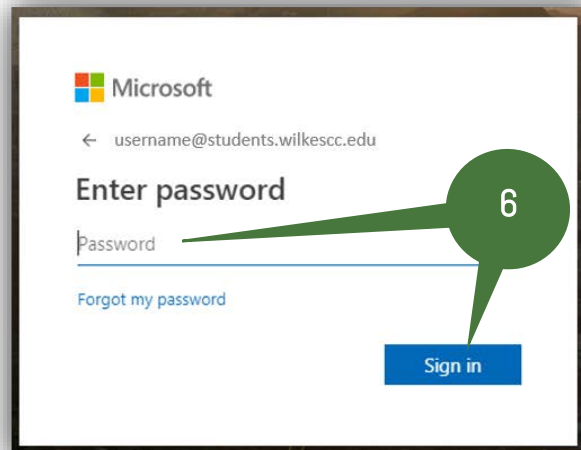
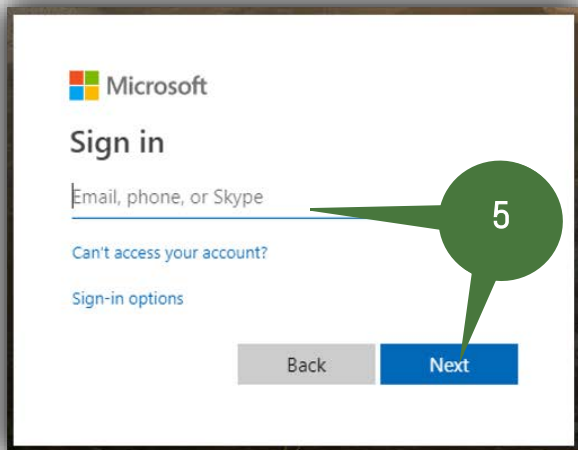


5. Enter your **WCC Email Address** and click **Next**.

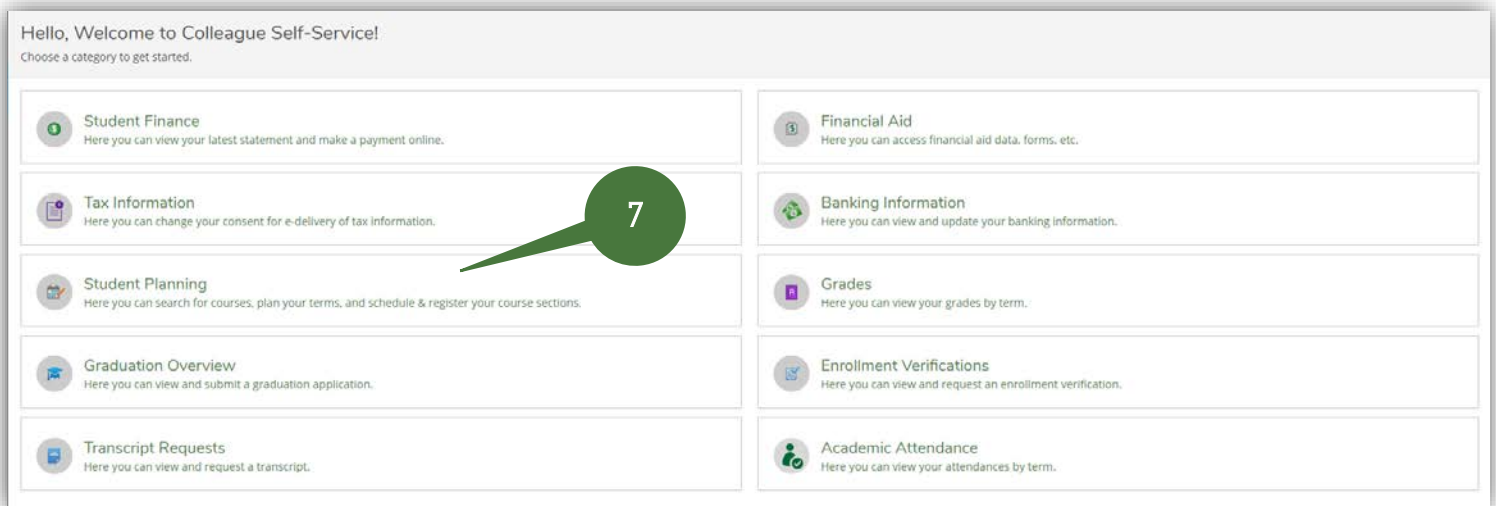
Note: If you do not know your **WCC email address**, then go to

<https://www.wilkescc.edu/wccproowler/wcc-prowler-help/> and follow the steps on the page to retrieve your User ID and/or reset your password. Your **WCC email address** is your **username@students.wilkescc.edu**.

6. Enter your **password** and click **Sign in**.



7. Click on **Student Planning**.



8. Click on Plan your Degree & Register for Classes

Steps to Getting Started
There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

1 **View Your Progress**
Start by going to My Progress to see your academic progress in your degree and search for courses.
[Go to My Progress](#)

2 **Plan your Degree & Register for Classes**
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.
[Go to Plan & Schedule](#)

Programs Cumulative GPA Progress

9. Type in the course you would like to add to your schedule in the **search box**. **Note:** If you do not know the exact course number, you can enter just the subject (ex. ENG).

10. Press **Enter** or click on the **magnifying glass**

WILKES COMMUNITY COLLEGE Self-Service Sign out Help

Academics Student Planning Plan & Schedule

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > Spring 2019 +

Filter Sections Save to iCal Print

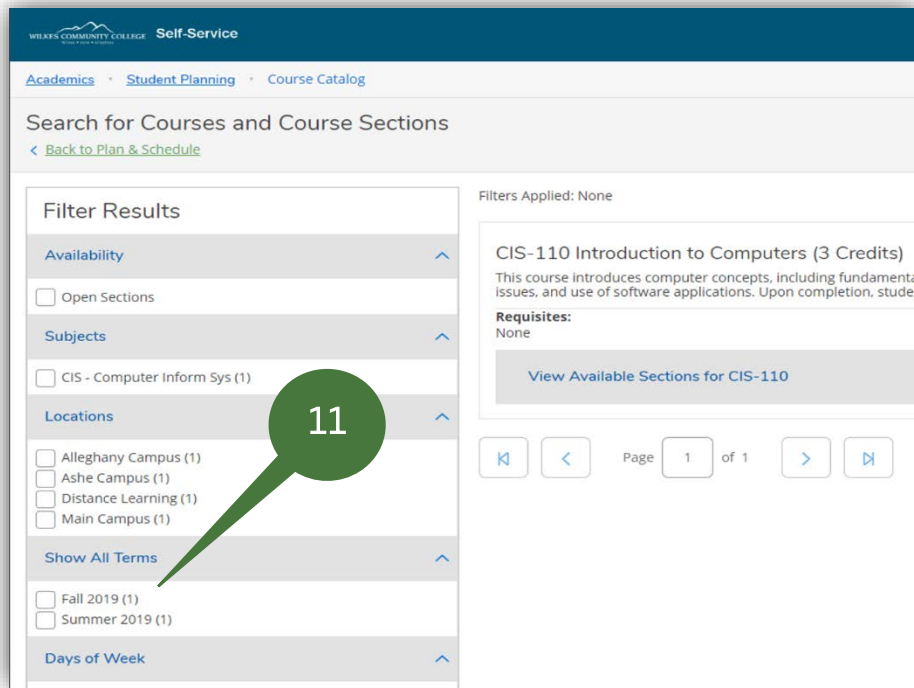
Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

CSC-289-001: Programming Capstone Project
✓ Registered
Credits: 3 Credits
Grading: Graded
Instructor: Souther, M
1/4/2019 to 5/10/2019
Meeting Information
View other sections

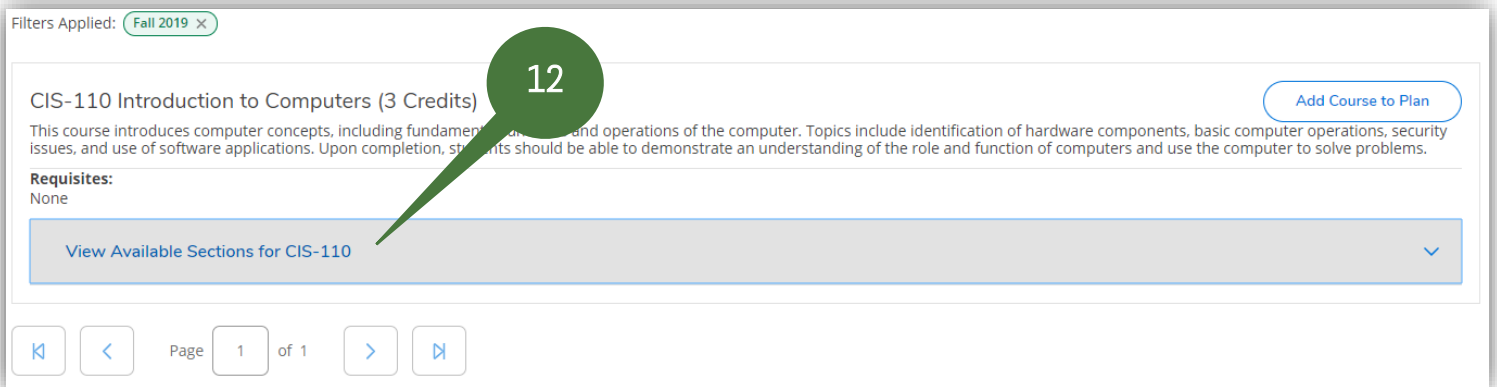
ENG-112-007: Writing/Research in the Disc
✓ Registered
Credits: 3 Credits
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am			MAT-119-202		MAT-119-202		
9am			MAT-119-202		MAT-119-202		
10am							
11am		NOS-130-WB01	ENG-112-207	NOS-130-WB01	ENG-112-207		
12pm		NOS-130-WB01		NOS-130-WB01			
1pm		SGD-113-WB01		SGD-113-WB01			
2pm							
3pm							

11. Filter to show only the sections for the term you wish to register by clicking on the applicable term. **Note:** You can also filter by **Locations**, **Days of Week**, **Instructor**, etc.



12. Click on **View Available Sections for XXX-XXX**



13. Scroll down to find the section you would like to select, and then click **Add Section to Schedule**

Filters Applied: [Fall 2019](#) x

CIS-110 Introduction to Computers (3 Credits) [Add Course to Plan](#)

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Requisites:
None

View Available Sections for CIS-110

Fall 2019

Introduction to Computers 001 [Add Section to Schedule](#)

Seats	Times	Locations	Instructors
24	M 12:00 PM - 1:50 PM 8/15/2019 - 12/13/2019	Main Campus, Lowes Hall 01706 Classroom Hours	McGuire, D
	W 12:00 PM - 1:50 PM 8/15/2019 - 12/13/2019	Main Campus, Lowes Hall 01706 Lab/Shop Hours	

14. Click on **Add Section** to add the course to your schedule.

Note: If this page shows any requisites listed, this does not necessarily mean you do not have requisites needed to take the course. This section is just informational. If you do not have the requisites needed to take the course, then you will receive an error message informing you that you do not meet the requisites for the course when you click the **Update** button.

Section Details

CIS-110-001 Introduction to Computers
Fall 2019

Instructors McGuire, D dmmcguire097@wilkescc.edu, 336-838-6524

Meeting Information M 12:00 PM 1:50 PM
8/15/2019 - 12/13/2019
Main Campus, Lowes Hall 01706 (Classroom Hours)
W 12:00 PM 1:50 PM
8/15/2019 - 12/13/2019
Main Campus, Lowes Hall 01706 (Lab/Shop Hours)

Dates 8/15/2019 - 12/13/2019

Seats Available 24 of 24 Total

Credits 3

Grading Graded

Requisites None

Course Description This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems.

Additional Information Coursework cannot be completed on mobile products. Students must use Windows based machines.

Books [Bookstore Information](#)

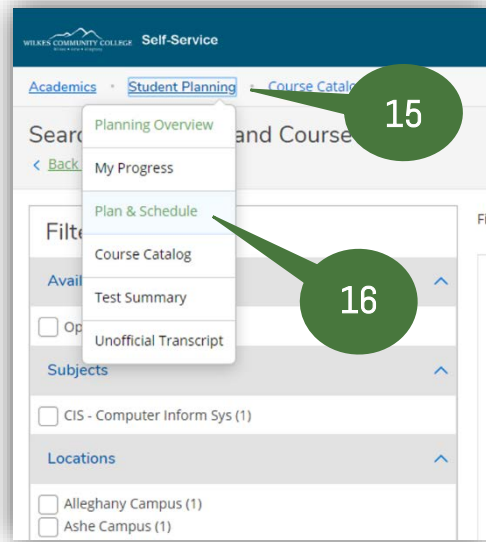
Transfer Status Yes

Close [Add Section](#)

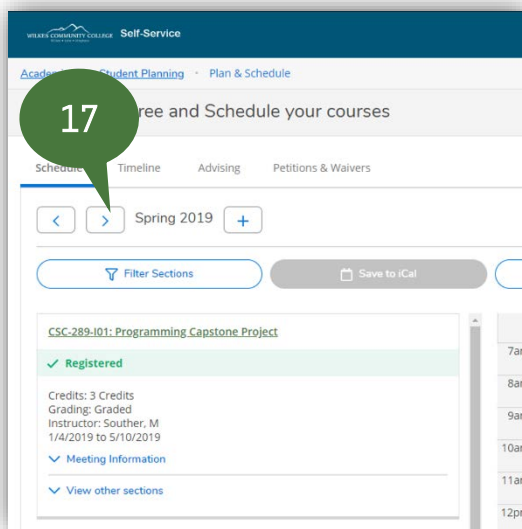
Repeat **Steps 10 – 14** until you have added all the courses that you want to add to your schedule.

15. Click on **Student Planning**

16. Click on **Plan & Schedule**



17. Click on the **Right Arrow** to advance your schedule to the semester to the correct semester.



18. Click on the **Drop** button on a course you wish to drop.

The screenshot shows a course registration interface. On the left, there are two course cards. The top card is for 'ACA-122-001: College Transfer Success' and is marked as 'Registered, but not started'. It has a 'Drop' button highlighted with a green callout bubble containing the number 18. The bottom card is for 'ACA-122-002: College Transfer Success' and is marked as 'Planned', with a 'Register' button. On the right, there is a class schedule grid with columns for days of the week (Sun-Sat) and rows for times (3am-7pm). Several course sections are shown as colored boxes: ACA-122-001 (green), COM-231-001 (light blue), and ENG-231-001 (light blue). At the bottom, there is a status bar for 'ACA-122 College Transfer Success Section 002 Faculty: Perkins, K'.

19. Select the section(s) you wish to drop.

20. Select the section(s) you wish to add.

21. Click the Update Button to drop and add your courses.

The screenshot shows a dialog box titled 'Register and Drop Sections'. It displays the message 'You have elected to drop: ACA-122-001 (1 Credits)'. Below this, there are two sections: 'Select sections to drop:' and 'Select sections to add:'. Under 'Select sections to drop:', there are three checkboxes: 'ACA-122-001 (1 Credits)' (checked, with a green callout bubble 19), 'COM-231-001 (3 Credits)' (unchecked), and 'ENG-231-001 (3 Credits)' (unchecked). Under 'Select sections to add:', there is one checkbox: 'ACA-122-002 (1 Credits)' (checked, with a green callout bubble 20). At the bottom, there are two buttons: 'Cancel' and 'Update' (with a green callout bubble 21).