How to Enroll Using Stellic

Overview

By using direct registration, you can complete your entire registration process within Stellic. Once you have classes in your plan, you can add them to your schedule and officially register for them all in one place.

- 1. Navigate <u>stellic.uww.edu</u> and sign in with your credentials.
- 2. A Registration Open banner appears on your homepage when registration opens at your institution.



- 3. Click Plan and Register to begin registering. The Plan Your Path page opens.
- 4. From the Plan Your Path page, navigate to the upcoming semester you need to register for. A blue Registration box appears.
- 5. From the Registration box, select Go to schedule. Your schedule opens.
- 6. From the schedule view, all your registered courses and planned courses appear in your tentative schedule.
- 7. From the right Courses panel, you can view which courses you have planned that you need to register for. Once selected, you can choose specific class sections.
- 8. Choose Class Sections
 - 1. Option 1: Manual Selection
 - 1. Click on a course tile to view available sections.
 - 2. Review section details including:
 - Meeting times and days
 - Location and delivery mode
 - Available seats
 - Any enrollment restrictions or notes
 - 3. Select a section by clicking on the tile
 - 2. Option 2: Auto Generate
 - 1. Add courses to your plan without selecting specific sections.
 - 2. Stellic will recommend compatible sections in the scheduling step.
 - 3. Option 3: Search for classes based on your free time block
 - 1. On your schedule, click and drag a free time block to the right schedule panel to find all courses with sections during that time range.
- 9. Make sure to double-check the seat availability and schedule conflicts to avoid registration issues.
- 10. *Optional*: You can also add more courses to your schedule for registration by clicking Add Courses.
- 11. Click Confirm Courses for Registration to add courses to your registration cart.
- 12. Review your selections.
- 13. Click Complete Registration to finalize enrollment within Stellic.
- 14. Check for confirmation or error messages. Congrats! You've registered.