



What's next?

- 1: Submit reservation deposit**
- 2: Access uconnect to register classes**
- 3: Access your JWU e-mail account (created 24 hours after you register)**
- 4: Complete payment arrangements (before the November 6, 2009 winter term deadline)**

1. **Following receipt of your reservation deposit for admission**, JWU will create your student account – when this happens, you may access **uconnect**, the university's web services site where you will select and register classes, access your degree audit & planner, print your schedule, view holds, make payments, and more.
2. After your reservation deposit is processed, visit <https://uconnect.jwu.edu> > select Enter Secure Area > select the **"PIN: activate online"** link > follow on-screen instructions (you will be prompted to select a new, personalized PIN).
 - o **Create your schedule** (see below); please make note of any time zone differences (some uconnect functions, such as course registration, are unavailable during system backup, which occurs nightly 2am to 6am, local time).
 - o Note: ESL students will be registered by Student Academic Services until ESL requirements are satisfied.
3. **Once you register classes**, your JWU e-mail account is created; to activate and begin checking your JWU e-mail, login to uconnect, select Personal Information > **View/Activate J&W E-mail Address**.
4. Finally, after you register, an **invoice will be generated** and you will need to **finalize payment arrangements**.
 - o Contact **Jim Dunn, your personal financial planning representative** in Student Financial Services; dial 1-401-598-4838 (or 1-800-DIAL-JWU, extension 4838) or e-mail jdunn@jwu.edu.
 - o Please visit www.jwu.edu (Student Life > Financial Services) for financial aid and payment information.

How to register and plan/track your program requirements:

- Enter Secure Area of uconnect > Registration > **Degree Audit & Planner**
 - o Note: a new, separate window will open; a pop-up blocker message may appear; be sure to select "Always Allow Pop-ups from This Site" (otherwise, you will not be able to access these tools); select the Help tab for a tutorial
 - o Your account is pre-loaded with an *educational plan* that **suggests when & in what order to register requirements**
 - To make updates or seek advice, contact Student Academic Services or a faculty advisor
 - o Also, review your *audit(s)* to ensure you are **taking the correct classes & will graduate "on schedule"**
 - Review this before AND after course registration to ensure you register for correct courses. Use the "refresh button" after registering to view the new registration on the audit.
- Enter Secure Area of uconnect > Registration > **Course Projections** (a listing of courses and which terms they will be offered)

How to search for/register classes and print your schedule:

- Enter Secure Area of uconnect > select Registration > **Look Up Classes To Add** > select term > conduct a course search
 - o When entering search criteria, enter a Subject, Number & Campus only
 - Example, MGMT5001; Subject=MGMT, Number=5001, Campus=Providence Harborside Course
 - o On the search results page, **click the CRN link in the 2nd column to review class requirements & space**
 - CRN=Course Reference Number, a 5 digit number assigned to each course section; required for web registration
 - Some courses have restrictions that reserve it for a targeted group of students (i.e. major) or prerequisites (courses that you must successfully complete first)
 - o To add a course to your schedule, on the search results page, click the **check box** in the 1st column for the class and time you would like to take and then click **"Register"** at the bottom of the page
- To view & print your schedule, Enter Secure Area of uconnect > select Registration > **Detail Schedule** > select term
 - o This is your schedule of courses for a term including times, room location, & instructor
 - o 24 hours before classes start, print your schedule & ensure you have no holds (Student Records > **View Holds**)
 - o As desired and in compliance with the Add/Drop policy, you may make changes to your schedule by adding and dropping courses (Enter Secure Area of uconnect > click Registration > click **Add/Drop Classes** > follow instructions)
 - o Generally, you may register up to 9.0 credits per term; full-time status – required for F1 Student Visa regulations or financial aid requirements – requires the registration of 9.0 credits each term
- To determine when you may begin to register for future term, Enter Secure Area of uconnect > click Registration > View Registration Start Date and Status

Questions? Help?

- Graduate Admissions = 1-401-598-1015, gradschool@admissions.jwu.edu
- Student Academic Services (registration & schedule concerns) = 1-401-598-1088, sas.pvd@jwu.edu