

Online Registration

1. Meet with your advisor to create a fall schedule. Your advisor is listed on your Advising Worksheet found in your student portal at my.ncwu.edu. Navigate to the “Students” page, then “Degree Information,” view/download your advising worksheet. Your advisor is listed on the top right of the page.

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Students

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Degree Information

Course Needs - Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Sports Administration program. To view the specific course needs for each program req

Requirement	Description	Needed	Earned
WESCORE	Wesleyan Core		10.00 Credit Hours;37.30 Quality Points;3.73 GPA
MIBSBU5	BS Business Admin Major	2.0000 GPA	3.00 Credit Hours;12.00 Quality Points;4.00 GPA
MIBSSPOA	BS Sports Administration	48.00 Credit Hours;	3.00 Credit Hours;12.00 Quality Points;4.00 GPA
GENEL22	22 s.h. General Electives	All Requirements Met!	3.00 Credit Hours;1 Requirements;12.00 Quality Points;4.00 GPA
GENEL41	41 s.h. General Electives		
UPPERBS	Upper-Level Req for B.S.		
NACW	Non-Applied Coursework		
120TOTAL	120 Min Semester Hours	120.00 Credit Hours;2.0000 GPA	16.00 Credit Hours;18 Requirements;61.30 Quality Points;3.83 GPA

[Advising Worksheet Report](#)

Recalculate Student Progress

North Carolina Wesleyan University Advising Worksheet

Personal Information (Legal, Home, or Permanent):

Name: [Redacted] ID Number: [Redacted]
 Address: [Redacted]
 Phone: [Redacted]
 Mobile: [Redacted]

Advisee Information:

Advisor #1: [Redacted] Your Advisor!
 Career Hours Earned: [Redacted]
 Career GPA: [Redacted]
 Last Term Attended GPA: [Redacted]
 Classification: [Redacted]
 Academic Standing: [Redacted]
 Holds and Warnings: [Redacted]
 Student Life

Degree Information: (Catalog Year 2022)

Major 1: Criminal Justice
 Minor 1: Religious Studies

2. Check for holds on your account in “Academic Information.”

- a. **You cannot register if you have holds on your account!**

- b. **For a Registrar’s hold, call or email the Registrar’s Office at registrar@ncwu.edu or 252-985-5130 to find out how to clear your hold.**

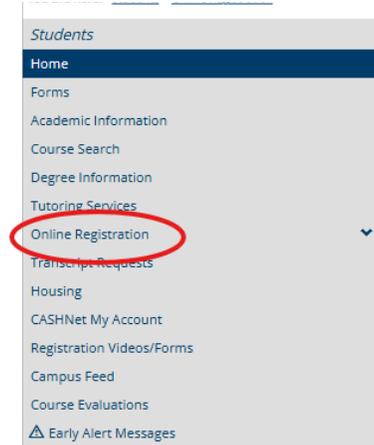
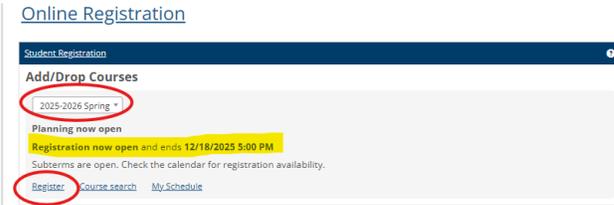
- c. **For a Student Account hold, call or email the Business Office at businessoffice@ncwu.edu or 252-985-5104.**

Student Academic Information

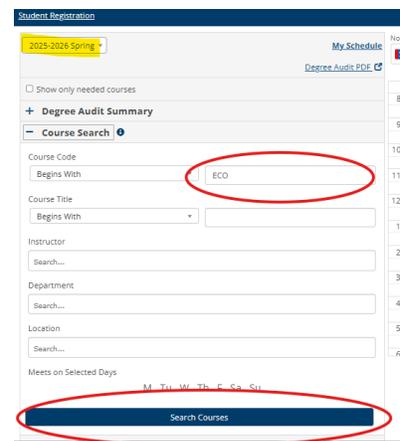
Holds | Programs | Completed Programs | Test Scores

✓ You have no holds

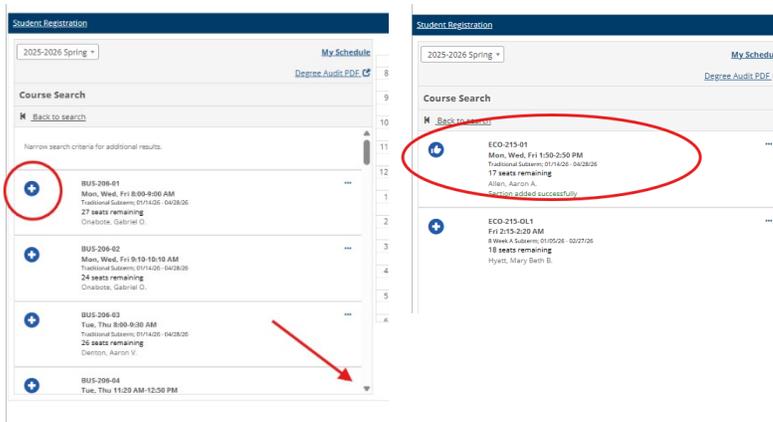
3. Go to “Online Registration.”
4. Select term (2026-2027 Fall) & select “Register” (take note of the end date).



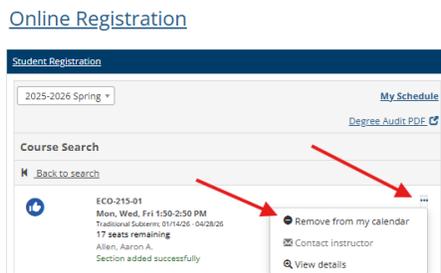
5. Search by preferred criteria (as few or as many as you'd like)
 - a. Course code is the 3-letter abbreviation. Ex: ENG.
 - b. Course title is the long name. Ex: Introduction to Literature.
 - c. Search by department. Ex: psychology.
 - d. Location is “Rocky Mount Traditional Day Program”
 - e. Meets on selected day: select as many days as you'd like



6. Add courses (you should see a thumbs up)



7. To remove a class, click on the 3 dots in the class listing and “Remove from my calendar.”



Reasons for Errors:

- i. Repeat course: Only the registrar’s office can override.
- ii. Missing Prerequisite: Meet with your advisor if you disagree.
- iii. Time Conflict
- iv. Overload: You have reached the maximum (18 credit hours). Fill out an “Overload Request Form” in the “Forms” tab.
- v. Adult Professional Studies Class: Fill out a “Request for Cross-Enrollment” form.

8. When you finish selecting classes, click “Registration checkout.”

9. Click the checkboxes to confirm and select “Request advisor approval.”

