How to Register for Classes

Go to [www.uncw.edu](http://www.uncw.edu), hover over Quicklinks in the top right corner, and click SeaNet.
Click Secure Login for Faculty, Staff and Students.

Log in using your UNCW student ID number and password. Your SeaNet username begins with an 850 and was included with your decision letter to the university. The password is initially set to your 8-digit birthday, but you may have created a new one if you've logged in before.
Once in SeaNet, you may have to answer a few security questions if this is your first time accessing the page. Please take a moment to complete this important step. You may also encounter a screen with a Student Acknowledgement. Please review, click the box that you understand the payment conditions, and click submit.
Click on Student Services and Financial Aid.

Click on Registration
Click Add/Drop/Withdraw Classes.

You may be prompted to update your local address. Make sure the information is correct, and click on the appropriate button at the bottom.
Choose the term in which you would like to register and click submit.

You will need to enter your registration PIN. Remember, this is different from the PIN used to log in to SeaNet. Registration PINs are available at the end of the early registration website or at orientation during registration on day 2.
Click Class Search to begin registration.
Classes are organized by subject. As an example, let’s look for a history course for the Historical and Philosophical Approaches requirement of the University Studies curriculum, HST 101.

Click “View Sections” next to History 101.
This shows you all History 101 sections offered this fall and more information about each course.

Below is a breakdown of the class information:

The first column shows if there are available seats. A checkbox (as seen below) means a seat is available. If there is a ‘C’ there instead, this means the course is closed, or unavailable.
The CRN (Course Registration Number) is the unique 5-digit code assigned to each course section used to identify the course, similar to a barcode.

<table>
<thead>
<tr>
<th>Select CRN</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>WL</th>
<th>WI</th>
<th>RSrvd</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Attribute</th>
</tr>
</thead>
<tbody>
<tr>
<td>10371</td>
<td>HST</td>
<td>101</td>
<td>001</td>
<td>M</td>
<td>3.000</td>
<td>Western Civilization I</td>
<td>TR</td>
<td>11:00 am-12:15 pm</td>
<td>49</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Robert Mark Spaulding (P)</td>
<td>08/16-12/08</td>
<td>TL 1054</td>
<td>History BastSty and Cluster-Ancient Thought &amp;</td>
<td></td>
</tr>
</tbody>
</table>

The third column (Subj) lists the subject of the course (i.e. HST is short for history). Next (Crse) list the course number (i.e. HST 101) and after that is the section number (HST 101-001). Each section has a different instructor, class meeting day and time, and/or location.

Meeting day abbreviations: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday

The “Cred” column lists how many credit hours a course is worth. Most classes will be 3 credit hours, but lab sciences are four credit hours and PED 101 is two credit hours.

The Date column shows what date the semester begins and ends.
The Location column shows where the class will meet.

The column titled “Cmp” stands for campus. Most courses are taught through the Main campus (M), but there are also courses offered through our extension campus (EXT).
Cap = Capacity; the maximum number of seats in the course
Act = Actual; how many students are actually registered for the course
Rem = Remaining; the number of remaining seats
WL Cap = Waitlist Capacity; the number of seats on the waitlist (not all courses offer a waitlist)
  - A waitlist is only available for classes that are currently full. This is similar to being the first or second person in line in case someone drops a class.
WL Act = Waitlist Actual; the number of students on the actual waitlist
WL Rem = Waitlist Remaining; the number of seats remaining on the waitlist
  - Note: Do not register for a waitlisted course during early registration.
Rsvd Rem = Reserved remaining; number of seats remaining that were reserved (not all courses have reserved seats).
  - Seats are most commonly reserved either for students attending orientation or to ensure a certain number of seats are held for students in a particular major.

Attribute explains where a course falls in the University Studies curriculum.
To register for this course, click the box to the left, scroll down, and click Register.

You will receive a pop-up window at this point with billing information. Please direct any billing questions to the Office of Student Accounts.
In checking the schedule now, you can see HST 101 has been added.

To see your schedule of classes at any point, including what days and times you aren’t in class, click on the student schedule tab at the top. You’ll need to make sure the calendar displays the month you are starting class in the fall semester. So, you may need to push “Next Week” several times or go to a date. By going to the second week of class, you can see your full schedule.

To drop a course, you will first need to be registered for the course. To do this, click the drop-down menu next to the course and select “Drop through SeaNet” and click Submit Changes.