Before Registration

- Log into myWings and be familiar with menus
  1. Go to www.unf.edu Click on the myWings icon
  2. Sign in using your N# (this is your UNF Login ID#) and password. It is case sensitive. If you do not know your N# and password – click on Login Help and follow instructions.

- Clear registration holds on your account – IMPORTANT!!
  1. Click on Student tab.
  2. Click on Student Self Service in My Records box
  3. Click on Student Records
  4. Click on View Holds
  5. Contact appropriate departments for assistance or any questions regarding holds
    - Immunization holds – Immunization form is available at Medical Compliance office website at http://www.unf.edu/shs/Immunization.aspx. For further assistance, contact the office at (904) 620-2175 (building 39a/room 2100).
    - Emergency Contact Number hold – One Stop Student Services at (904) 620-5555 (UNF Hall - building 53)

- Check your UNF email account for any messages
  If you get a Log-in error message when clicking on Email icon at top right corner of myWings, reset your Password using Login Help on myWings log-in screen. The UNF email is the official email communication that you must use to communicate with any UNF offices and departments.

- Review course schedule – fall schedule available online at the end of March; spring schedule available online at the end of October; summer schedule available online in mid-March.
  1. Click on the Student tab
  2. Click on Look Up Classes in Registration Tools box
  3. Select a term and click on Submit
  4. Select a subject prefix and type a course number (optional) and click on Class Search

  Columns
  - CRN – a section number
  - Campus (Cmp) – MC stands for Main Campus; DL stands for Distance Learning (online course)
  - Cap – a maximum number of seats in the section
  - Act – a number of students enrolled in the section
  - Rem – a number of seats remaining in the section
  - WL (waitlist) Cap – a maximum number of seats on waitlist for the section
  - WL Act – a number of students on waitlist for the section
  - WL Rem – a number of seats remaining on waitlist for the section

- Check your registration time ticket – fall time ticket available online in mid-July; spring time ticket available online in mid-November; summer time ticket available online at the end of March. Registration time ticket is when registration window opens up for you.
  1. Click on Student tab
  2. Click on Registration Status in Registration Tools box
  3. Select a term and click on Submit
  4. Make sure that you do not have any outstanding registration holds listed under your time ticket.

During Registration - myWings Registration Guide

- Add courses
  1. Click on Add or Drop Classes in Registration Tools box (Student tab in myWings)
  2. Select a term
  3. If you know CRNs (5 digits specific to each section) for the courses you want to register for, enter the numbers and click on Submit for Changes.
  4. If you do not know CRNs,
     1) Click on Look Up Classes in Registration Tools box
     2) Select a term and click on Submit
     3) Select Subject, type course number, click on Class Search
     4) Click on the box next to the section you want to register for and click on Register at the bottom of the page.

Please note – if you see “C” instead of a box in Select column, the section is currently closed. If you see “SR” in the column, there is a registration hold(s) on your account that you must take care of before you can register.

- Drop courses
  1. Click on Add or Drop Classes in Registration Tools box (Student tab in myWings)
  2. Select a term
  3. Select Drop in Action column and click on Submit for Changes
Sign up for a waitlist
1. Click on Add or Drop Classes in Registration Tools box (Student tab in myWings)
2. Select a term
3. Type CRN for a closed course and click on Submit for Changes
4. When a screen returns with an error message “Closed – waitlisted”, select Waitlisted in Action column and click on Submit for Changes again.

** If you are already registered for a section of one course, you will not be able to stay on the waitlist for a different section of the same course. The system will remove you from the waitlist.

Once you have completed registration, access your schedule by clicking on the Registration button at the bottom of the page and selecting either Student Detail Schedule or Student Schedule by Day and time.

When you get a registration error message...
- Prerequisite and Test Score error message – check online catalog at [http://www.unf.edu/catalog/courses/ug/](http://www.unf.edu/catalog/courses/ug/) to make sure that you meet prerequisites for the course.
- If you do, contact Advising office in a college that offers the course. See below re: an override request form.
- Error message that states College, Field of Study, Department, or Level restriction:

  If the course is offered through Brooks College of Health, fill out an override request form available online at [http://www.unf.edu/brooksacademic/bchadvis.html](http://www.unf.edu/brooksacademic/bchadvis.html) and submit it to Brooks College of Health Advising office via email (cohadvis@unf.edu) or by fax (904-620-1770).

  If the course is offered through another college, not by Brooks College of Health, contact advising office in the college (see contact information below) for assistance.

Brooks College of Health Advising (building 39/room 2031) – (904) 620-2812
College of Arts and Science Advising (building 51/room 2500) – (904) 620-2797 – fill out a Registration Override request form online at [http://www.unf.edu/coas/advising/COAS_Registration_Form.aspx](http://www.unf.edu/coas/advising/COAS_Registration_Form.aspx).
College of Education and Human Services Advising (building 57/room 1070) – (904) 620-2530
College of Computing, Engineering and Construction Advising (building 15/room 3201) – (904) 620-2985

**After Registration**

- **Degree Evaluation** – available in myWings
  1. Student tab
  2. Degree evaluation link in My Records box
  3. Click on a hyperlink with your degree name (example: COH-Bachelor of Sci in Health)
  4. Select Detail Requirements and click on Submit

When there is any change on your UNF records such as change of major or registration activities, a new degree evaluation is generated every night to incorporate new changes on your degree evaluation.

- **My Osprey Map** – four year academic plan to keep students on track for graduation. Please use it in consultation with an advisor.
  1. Student tab
  2. Student Self Service
  3. Student Records
  4. Academic Roadmap

**Start thinking about your future after graduation**

- **Career Wings** by UNF Career Services – [www.unf.edu/dept/cdc](http://www.unf.edu/dept/cdc) (click on Students logo on the right side bar)
- **Brooks College of Health page at Career Services website** – [www.unf.edu/dept/cdc/coh/bcohmaincareerpage.html](http://www.unf.edu/dept/cdc/coh/bcohmaincareerpage.html)
- **Employ Florida Marketplace** - [www.employflorida.com](http://www.employflorida.com)
- **Career Explorations** - [www.MyPlan.com](http://www.MyPlan.com) - call Career Services (building 2/room 1100) at (904) 620-2955 for access code
- **Executive job search** - [www.TheLadders.com](http://www.TheLadders.com)