# How to Plan and Register with the UNF Registration System

## Planning for Registration:

This section explains how you can use the Plan Ahead feature and view class details.

If you have already done your course planning, [click here to jump down to “Registering for Classes”.](#_Registering_for_Classes:)

1. Access the UNF Registration System by logging in through [myWings](https://mywings.unf.edu/)
2. Select the **Registration** tile
3. Select **Registration and Course Planning**
4. Select **Plan Ahead**



1. Select the academic term that you want to plan for and select **Continue**



1. Select **Create a New Plan**
2. Enter in the desired **Subject**, **Course Number**, and/or **Keyword**

**Note**: Select Advanced Search for more search options



1. Select **Search**

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1. The course title link can be selected to view course details



1. Select either **View Sections** or **Add Course** to add this course to you plan



1. **View Sections**: Displays a list of all course sections for the term. An individual class section can be added to your plan. The section will appear in your plan window when selected.
2. **Add Course**: Adds the course to your plan without selecting a particular class section. The course will appear in your plan window when selected. During registration you will be able to select the desired class section.



1. Continue adding courses and/or sections to your plan. When finished select **Save Plan**.



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1. Give a name to your plan and select **Save**



1. Your plan can now be accessed in the **Plans** tab under **Register for Classes**



## Registering for Classes:

This section explains how to register for classes using your plan.

1. Access the UNF Registration System by logging in through [myWings](https://mywings.unf.edu/)
2. Select the **Registration** tile
3. Select **Registration and Course Planning**
4. Select **Register for Classes**



1. Select the academic term you want to register for and click **Continue**



**Error Messages**: If you the below message, you have holds preventing registration. You will need to clear any holds before registration can be processed.



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1. If you previously created a plan, select the **Plans** tab



1. If you have not created a plan, you can either search for classes by CRN under the **Enter CRNs** tab or you can search for courses under the **Find Classes** tab.



**Note**: Please see the above section on **Planning for Registration** for more information how to use the registration system search feature.

1. Selected classes will now appear in the **Schedule** window and the **Summary** window
2. To register, select the **Submit** button at the bottom of the **Summary** window



1. Each class should have a **Status** of **Registered**



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1. If there are any registration errors, they will be shown in the **Status** column. Action will need to be taken on these courses. All other courses will be successfully registered.
2. To drop/remove a course or be placed on a section wait list use the drop-down under **Action**. Once the desired action is selected, click **Submit**.



1. If you’d like to print your schedule, from the **Schedule and Options** view, select the print icon, select printer options, and click Print.

