



## COGGIN COLLEGE OF BUSINESS



### *Registration in myWings*

#### **What is my new UNF ID number?**

- This number is your identification number on campus; it is also referred to as an **N number**. You can access your **UNF ID number** by clicking <http://mywings.unf.edu> and click on “Login Help.”

#### **How do I access myWings?**

- You can access myWings from the UNF website ([www.unf.edu](http://www.unf.edu)) by clicking on the **myWings Portal**.
- You will log-in using your UNF student ID N# (example: N00012345). This is the student ID that you use to check your UNF email or log on to a computer in one of the computer labs here on campus. Click on the **Students** tab.

#### **Where can I find my registration appointment?**

- Registration appointments will be called “Time Tickets” in MyWings.
- You can see your **Time Ticket** in the **Student tab** under Registration Tools. Click “Registration Status” and your time ticket will be posted.
- You may register anytime within the range that shows up.
- If there isn’t a **Time Ticket**, you will need to contact One Stop at 620-5555.

#### **I have a hold. How do I get rid of it?**

- You can view holds in MyWings under **Student tab -> Student Self Service-> Student Records** and click **View Holds**.

This area will tell you who to contact regarding your hold and provide you with the phone number.

#### **How do I add classes?**

- You can go to **Add/Drop Classes** in MyWings. At the bottom of the screen you can type in the CRN (Course Reference Number) and then hit the **Submit Changes** button.
- Or, you can search for classes and check the box to the far left of the class you want and then hit the **Submit Changes** button at the bottom of the screen.

If you need to **Add** yourself to a **waitlist**, you must hit **Submit Changes twice** for it to go through.

#### **I’m getting an error message when I register for a class. What do I do?**

- Go to the **Help Menu** at the top of the screen and find the error message you received and follow the instructions on who to contact.
- If you are receiving a “**pre-req/test score**” error message and you don’t know if you have taken the pre-requisite for the course, visit <http://www.unf.edu/>. Click “Courses & Catalogs” under “ADMISSIONS.” Search for the class that you are trying to register for and look for the pre-requisites required for that course.
- If you have met the prerequisites for that course you may fill out a registration override form available on our website [http://www.unf.edu/coggin/services/registration\\_override.php](http://www.unf.edu/coggin/services/registration_override.php).

#### **Academic Advising**

- You are responsible for the information on your Degree Evaluation
- For questions regarding this information, please contact:  
Academic Advising at [coggin.students@unf.edu](mailto:coggin.students@unf.edu) or call 904-620-2575