

## How to register for academic courses

This process will walk you through how to register yourself for academic courses through myCWI.

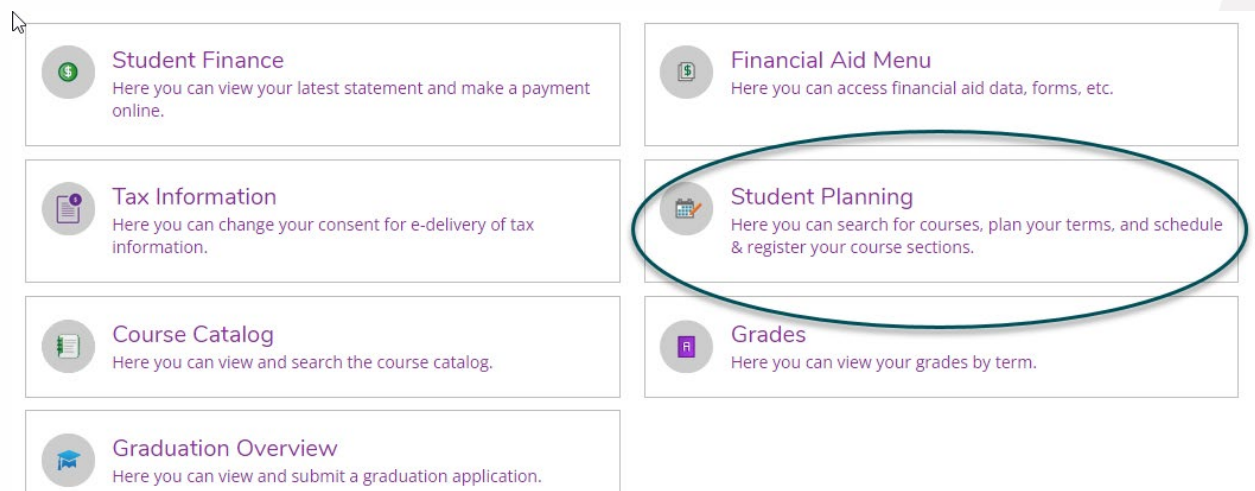
Student planning can be accessed through your myCWI account. Log into your myCWI with your user name and password.

<https://my.cwi.edu>

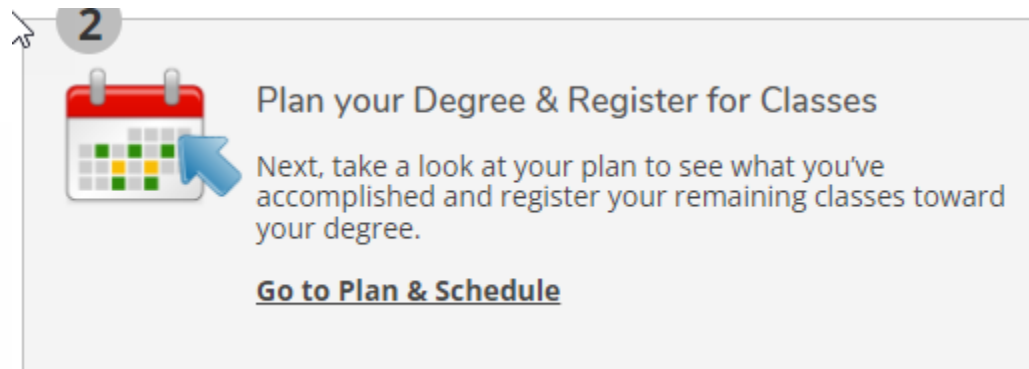
Select “My Toolkit”



Select “Student Planning”



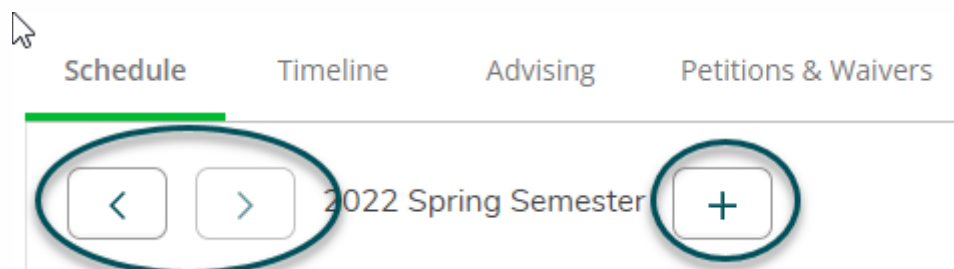
Select “Go to Plan and Schedule”



## CONFIRM CALENDAR SEMESTER

Calendars default to the current semester. If you are registering for or attempting to view a future semester use the arrows to move forward or backward.

If the new semester is not populating use the plus button to add a new semester



## COURSE SELECTION

If courses have not been planned for the new semester, use the search bar in the upper right-hand corner or the course catalog to identify specific courses you would like to take.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

< > 2022 Fall Semester - +

Filter Sections Save to iCal Print

Planned: 0 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

**No Courses Selected For This Term**

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							

Enter the subject and course number that you want to search for, then click the search button.

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Once the course appears click on “add course to plan”.

PSYC-101 Introduction to Psychology (3 Credits) **Add Course to Plan**

This course provides an introduction to the scientific study of the human experience. Through exposure to the diverse sub-disciplines of psychology such as neuropsychology, life span development, social psychology, thinking, language and intelligence, motivation and emotion, health and human flourishing, and psychological disorder, students gain greater understanding of themselves and the world around them. With emphasis on scientific inquiry and ethical and social responsibility, students taking this course enhance their academic skills, develop knowledge of the discipline, and have opportunities to communicate their understanding with peers, faculty, and professionals in the field. (This CWI course meets Idaho State Board of Education GEM competency requirements for GEM 6 - Social and Behavioral Ways of Knowing.)

**Requisites:**  
None

**Offered:**  
Usually Offered Every Semester


[View Available Sections for PSYC-101](#)

A pop up box will appear with course information including pre-requisites, co-requisites, and course description. Select the semester you would like this course added to and select “add course to plan”.

**Course Details**

**PSYC-101 Introduction to Psychology**  
This course provides an introduction to the scientific study of the human experience. Through exposure to the diverse sub-disciplines of psychology such as neuropsychology, life span development, social psychology, thinking, language and intelligence, motivation and emotion, health and human flourishing, and psychological disorder, students gain greater understanding of themselves and the world around them. With emphasis on scientific inquiry and ethical and social responsibility, students taking this course enhance their academic skills, develop knowledge of the discipline, and have opportunities to communicate their understanding with peers, faculty, and professionals in the field. (This CWI course meets Idaho State Board of Education GEM competency requirements for GEM 6 - Social and Behavioral Ways of Knowing.)

<b>Credits</b>	3
<b>Locations Offered</b>	TBD
<b>Requisites</b>	None

 This course is typically offered: Usually Offered Every Semester

**Term**

2022 Fall Semester ▼

Close Add Course to Plan

The course is now listed in your plan but you are not yet registered. Select the “back to plan & schedule” option on the top right portion of the page.



[Academics](#) • [Course Catalog](#)



\*\*\*\*\*TEST Self-Service Environment\*\*\*\*\*

Search for Courses and Course Sections

[< Back to Plan & Schedule](#)

Confirm the correct semester is showing. If the desired semester is not showing use the arrows to navigate to the correct semester.

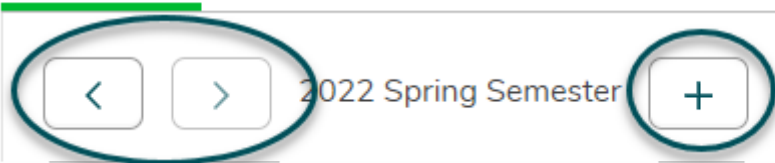


Schedule

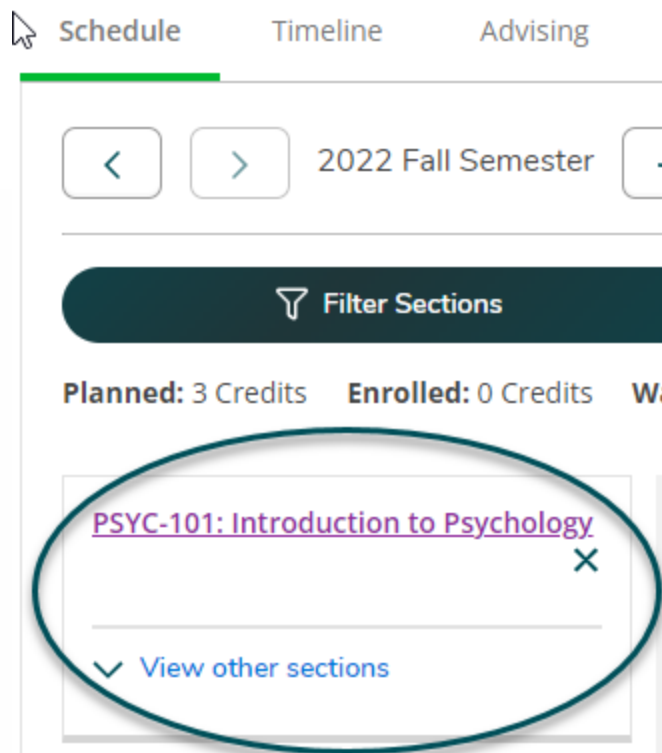
Timeline

Advising

Petitions & Waivers



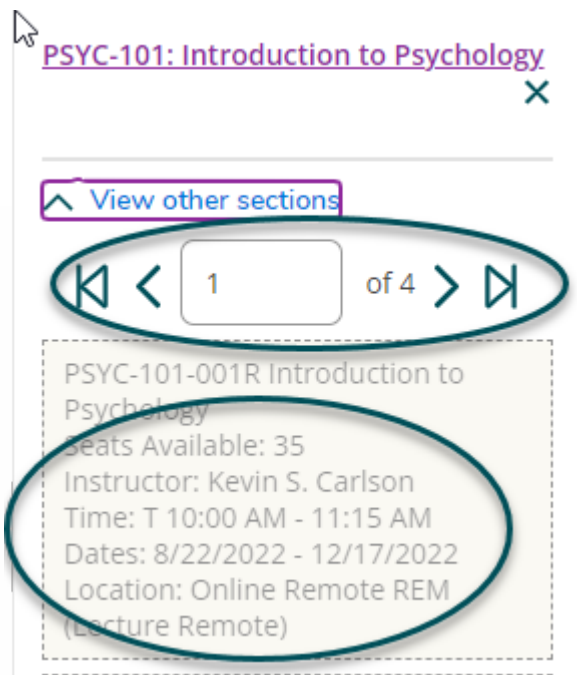
Your chosen course should be populating next to your calendar. Please note that a specific section has not been chosen. The section specifies the date and location of the course.



## SECTION SELECTION

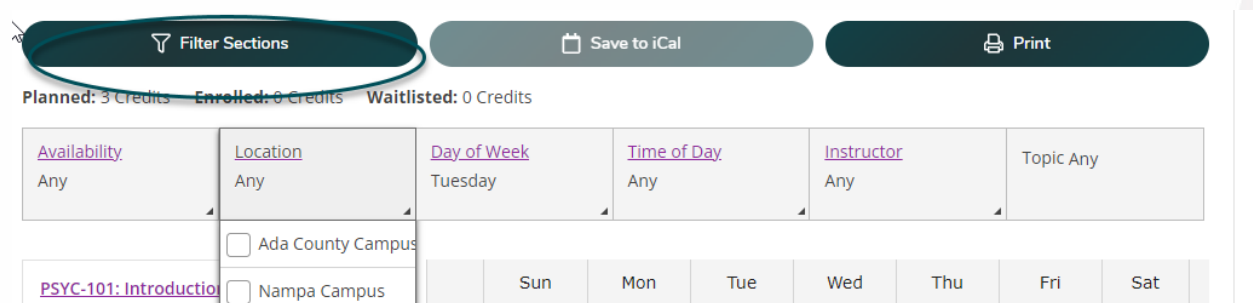
Click on “view other sections” to see when the course is offered, and the location. You may notice more than one page of classes to view. Filters are available to narrow down the information.

Section information includes instructor name, class dates, class times, and locations.



To filter course information, click on “filter sections” and use the appropriate filter.

Note: When too many filters are selected it may severely limit the number of classes displayed



Once a section is found that fits your schedule click on the course.

PSYC-101-001R: Introduction to Psychology

✓ **Planned**

Credits: 3 Credits  
Grading: Graded  
Instructor: Kevin S. Carlson  
6/6/2022 to 7/30/2022  
Seats Available: 32

✓ Meeting Information

Register

^ View other sections

⏮ < 1 of 1 > ⏭

PSYC-101-005W Introduction to Psychology  
Seats Available: 33  
Instructor: Allison L. Molitor  
Time:  
Dates: 6/6/2022 - 7/30/2022  
Location: Online Online ONL (Lecture Online)

PSYC-101-006W Introduction to Psychology  
Seats Available: 35  
Instructor: Kevin S. Carlson  
Time:  
Dates: 6/6/2022 - 7/30/2022

A new pop up box will appear. This box shows the instructors name and email. It also shows all course information and requisites. If the course still works for your schedule click on, “add section”.



Section Details

**PSYC-101-006 Introduction to Psychology**  
2022 Fall Semester

Instructors

Ronald E. Ponsford  
( [ronponsford@cw.edu](mailto:ronponsford@cw.edu) )

Meeting Information

T, Th 10:00 AM - 11:15 AM  
8/22/2022 - 12/17/2022  
Nampa Campus, TBD (Lecture In-Person)

Dates

8/22/2022 - 12/17/2022

Seats Available

35 of 35 Total

Credits

3

Grading

Graded

Requisites

None

Course Description

This course provides an introduction to the scientific study of the human experience. Through exposure to the diverse sub-disciplines of psychology such as neuropsychology, life span development, social psychology, thinking, language and intelligence, motivation and emotion, health and human flourishing, and psychological disorder, students gain greater understanding of themselves and the world around them. With emphasis on scientific inquiry and ethical and social responsibility, students taking this course enhance their academic skills, develop knowledge of the discipline, and have opportunities to communicate their understanding with peers, faculty, and professionals in the field. (This CWI course meets Idaho

Additional Course Fees

Fees listed here are in addition to general tuition and fees charged at registration.  
**Include Ed-Psychology:** \$67.50

Books

[Bookstore Information](#)

Close

Add Section

You will see the register now button in anticipation of you adding the course. The course is only planned, not registered.

**YOU ARE NOT REGISTERED UNTIL THIS STEP IS COMPLETE AND YOUR COURSE IS GREEN. A GREEN APPROVED MESSAGE DOES NOT MEAN YOU ARE REGISTERED.**






Select the “register now” button on the left to complete the registration process. The register button on the course will only add one course at a time. If you are enrolling in a course with required requisites the “register” button will not work.

The screenshot shows the registration interface for the 2022 Summer Semester. On the left, a course card for 'PSYC-101-001R: Introduction to Psychology' is shown with a 'Planned' status. The card includes details: Credits: 3 Credits, Grading: Graded, Instructor: Kevin S. Carlson, 6/6/2022 to 7/30/2022, Seats Available: 33, and a 'Register' button. On the right, a weekly schedule grid shows the course is planned for Tuesday and Thursday at 1pm. The 'Register Now' button at the top right is circled in blue.




If your registration processed your courses will be green. If they are not green, you are not registered.

The screenshot shows the registration interface after a course has been registered. The course card on the left now shows a 'Registered, but not started' status, which is circled in blue. The 'Drop' button is visible at the bottom of the card. The weekly schedule grid on the right shows the course is now green for Tuesday and Thursday at 1pm, also circled in blue. A notification banner at the top right states: 'PSYC-101-001R - The GL account 10-00-7-12000-4010 has a status of "A" for the 2023 ledger.'

If your courses did not register (are not green), check your notifications. The notifications will indicate why your registration could not successfully complete, you can find these notifications in the drop down menu on the top right of your screen.

	<p><b>Enroll in CWI 101</b></p> <p>You are required to take CWI 101 your first semester at CWI. You have many options for CWI 101 topics. Please click the link below for more information.</p> <p><a href="#">Click here to see CWI 101 Topics</a></p>
	<p><b>Returning Student Notification</b></p> <p>You have not enrolled at CWI in a while. If you would like to return, click on the link below and complete a Returning Student application. If you have questions, contact One Stop at 208.562.3000 or onestop@cwi.edu.</p> <p><a href="#">Go to Returning Student Application</a></p>
	<p>PSYC-101-001R - The GL account 10-00-7-12000-4010 has a status of "A" for the 2023 ledger. <span>×</span></p>

If the drop down doesn't appear click on the yellow box on the top right, next to the help box. This will show all notifications.

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