

Registration PIN process

-effective date 10/15/2018 (updated January 1, 2019)

All students (i.e., new, continuing, readmitted, or transfer) must see an academic advisor to register for classes. The academic advisor will provide each student with a PIN to enroll in courses. Students then use this PIN to access the Registration function of MyState to register for their classes.

Students eligible to reuse their semester registration PIN:

- Students at sophomore status or higher (30 credit hours or more) and a GPA at 2.50 or above.

Students with one-day registration PIN. The PIN expires by 7A.M. the next day:

- First Year status students (0 to 29 credit hours).
- Continuing students with a GPA of 2.49 or below.
- Newly readmitted and transfer students.

Additional schedule changes will need to be done via a drop/add registration form.* Students who have any schedule changes must get their academic advisor's permission and have changes input through the college dean's staff and/or first year academic advising center.

If student has an approved SAP Appeal, Academic Affairs will ensure that schedule changes stay consistent from the SAP Appeal plan.

Please Note: For all students—once the “W” drop period begins in each session of a semester, all changes for schedule with appropriate permission are to be processed through the Registration and Records Office, 128 Ferrell Hall.

*Registration form: <http://www.wvstateu.edu/Academics/First-Year-Academic-Advising-Center.aspx>