Registering for courses is easy! Let’s take a look.

Once you have successfully logged into WIN (Warrior Information Network), hover over the Academic Planning Menu.

There are several links to choose from, including:

- **Register & Drop Courses** – Choose this link to access Student Planning, where you can register & drop courses, view your degree plan & current class schedule.
- **Unofficial Transcript** – Choose this option to view your unofficial transcript within Student Planning. Please note, if you have a current bill with the college, you will not be able to access this feature.
- **Graduation Application** – If you plan to graduate after the current term, please complete this application.
Under Register & Drop Courses, the Student Plan & Schedule will open. You will use this page to Plan your Degree and Schedule your courses.

From this page, you can search for courses, add planned courses, remove planned courses, and view course information.

In this example, we will search for an English Composition course. You can either search by course name, course number, or subject. Be sure to use the Filter Results to fill in additional information, such as the time, days of the week, and the instructor’s last name. The more information you include the narrower your search will be.
From your search results, click View Available Sections to see the courses available. When you find the section you wish to register for, click Add Section to Schedule.

<table>
<thead>
<tr>
<th>ENG-101 Elements of Writing (3 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This course is designed to develop students' abilities in writing and reasoning. Students will complete a variety of reading and writing assignments with the goal of enhancing written communication skills.</td>
</tr>
<tr>
<td>Requisites: None</td>
</tr>
</tbody>
</table>

### View Available Sections for ENG-101

<table>
<thead>
<tr>
<th>Fall Term 22</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG*101-01</td>
</tr>
<tr>
<td>Elements of Writing</td>
</tr>
<tr>
<td>Seats 0</td>
</tr>
<tr>
<td>Times</td>
</tr>
<tr>
<td>8 / 25 / 0</td>
</tr>
</tbody>
</table>

| ENG*101-02 |
| Elements of Writing |
| Seats 0 |
| Times | Locations | Instructors |
| 8 / 25 / 0 | M/W 8:00 AM - 9:50 AM | Ottumwa Campus, Arts & Sciences Complex 123 Lecture | Blick, J (Lecture) |

Review the section information and click Add Section.

### Section Details

**ENG*101-01 Elements of Writing**

**Fall Term 22**

**Instructors**

Hall, K  
(Kimberlie.Hall@indianhills.edu)

**Meeting Information**

T, Th 8:00 AM - 9:50 AM
08/30/2022 - 11/16/2022
Ottumwa Campus, Arts & Sciences Complex 116 (Lecture)

**Dates**

08/29/2022 - 11/16/2022

**Seats Available**

8 / 25 / 0

**Credits**

3

**Grading**

Graded

**Requisites**

None

**Course Description**

This course is designed to develop students' abilities in writing and reasoning. Students will complete a variety of reading and writing assignments with the goal of enhancing written communication skills.

**Transfer Status**

A&S Transferable

**Books Total**

Add Section
When you have finished adding courses to your schedule, click “Back to Plan & Schedule” to return to the main course menu. On this page, you will see your planned courses.

To complete your registration, click “Accept Terms and Register Now.”

Once you are ready to log out, click “Sign Out” at the top of the page. To ensure you exit completely, please log out and close your browser.

Alright, that’s how you search and register for courses. If you need help registering for courses, contact the OneStop Student Service Center. For technical help with WIN (Warrior Information Network), contact the IT Help Desk.