

Course Registration Process

Step 1: Obtain Program Requirements

New students:

- Visit www.wctc.edu.
- Go to “Programs and Courses.”
- Select one of the four schools: School of Applied Technologies, School of Business, School of Health or School of Protective & Human Services.
- Locate and select your program to find the list of Required Courses.

Current students:

- Program requirements are based on the academic year the program was started.
- Academic year program requirement forms can be obtained through your academic advisor.

Please contact your program advisor with any questions or special circumstances at 262.691.5400 or stop by the Academic Advising Office in the College Center, C-021, to make an appointment.

Step 2: Search for classes

- Visit www.wctc.edu/class-search.
- Choose the correct semester from the drop down menu.
- Scroll down to “Course Number” and fill in with the required course number, (XXX-XXX).
- “Submit” and view course availability.
- Record the Course Registration Number (CRN) with the section that works for you.
- Please note that many courses are held on more than one day so the class will run on all days and times listed under one CRN.
- Many programs within the School of Applied Technologies have block schedules. Block schedules, if available, would be located below the list of Required Courses for the program.

Please note: Registration for courses is on a first-come, first-served basis and students are encouraged to register early based upon registration date.

Step 3: Register for courses

Newly admitted students/current students:

- Log-in to myWCTC: mywctc.wctc.edu.
 - » Your password is initially your student ID number.
 - » Your username and student ID number can be found on the WCTC acceptance/registration letter.
 - » For assistance locating your username or student ID, contact the Service Desk at 262.691.5555.
- Select “myProfile,” located in your Academic Profile.
- Under “Additional Links Below,” select “Registration.”
- Select the correct academic term from the drop down menu.
- Select “Add/Drop Classes.” You may be prompted to complete the demographics survey.
- Enter your class CRNs in boxes at bottom of page.
- Choose “Submit Changes.”
- Review for errors.
- “Confirm Registration” to process your request. Requests are not processed until they are confirmed.
- Choose “Concise Student Schedule” to print a copy of your schedule.

Three convenient ways to register

Online web registration:

- Instructions listed above.
- Registration begins at 7:00 a.m. on the first day of any registration period.

Phone registration:

- Call 262.691.5578; Press “1” to speak with registration.
- See hours below.

In-person registration:

- Located in the WCTC College Center, C-019, Pewaukee campus only.
- Hours:
 - Summer hours:
 - Monday – Friday: 8:00 a.m. – 4:30 p.m.
 - Regular semester hours:
 - Monday – Thursday: 8:00 a.m. – 6:00 p.m.
 - Friday: 8:00 a.m. – 4:30 p.m.

Days of the week abbreviations

M Monday T Tuesday W Wednesday R Thursday
F Friday S Saturday U Sunday

MW Monday and Wednesday
TR Tuesday and Thursday



WAUKESHA COUNTY TECHNICAL COLLEGE

Advising

800 Main Street, room C-021

Pewaukee, WI 53072

262.691.5400 (Phone); 262.691.5123 (Fax)

www.wctc.edu/advising

Course Planning Grid

Name: _____

Program: _____

Start Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 a.m.						
8:00 a.m.						
8:30 a.m.						
9:00 a.m.						
9:30 a.m.						
10:00 a.m.						
10:30 a.m.						
11:00 a.m.						
11:30 a.m.						
12:00 Noon						
12:30 p.m.						
1:00 p.m.						
1:30 p.m.						
2:00 p.m.						
2:30 p.m.						
3:00 p.m.						
3:30 p.m.						
4:00 p.m.						
4:30 p.m.						
5:00 p.m.						
5:30 p.m.						
6:00 p.m.						
6:30 p.m.						
7:00 p.m.						
7:30 p.m.						
8:00 p.m.						
8:30 p.m.						
9:00 p.m.						
9:30 p.m.						
10:00 p.m.						



WAUKESHA
COUNTY TECHNICAL
COLLEGE