

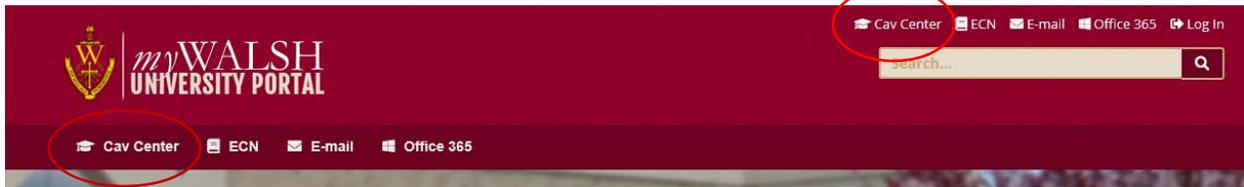
## How to Register for Classes

To Log in:

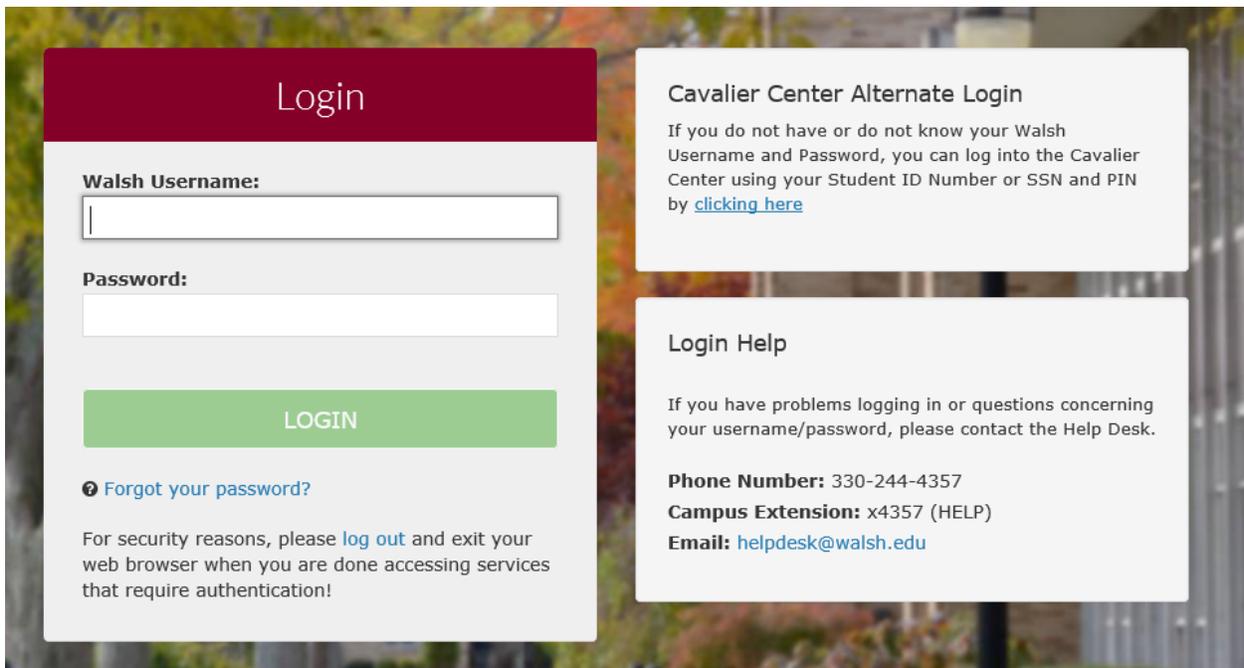
Go to [www.walsh.edu](http://www.walsh.edu) and Click on MyWalsh

Library Give Visit Apply **MyWalsh** 

Click on Cav Center (on the top right, or the center bar)



Enter your Walsh username and password



**Login**

**Walsh Username:**

**Password:**

**LOGIN**

[? Forgot your password?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

**Cavalier Center Alternate Login**

If you do not have or do not know your Walsh Username and Password, you can log into the Cavalier Center using your Student ID Number or SSN and PIN by [clicking here](#)

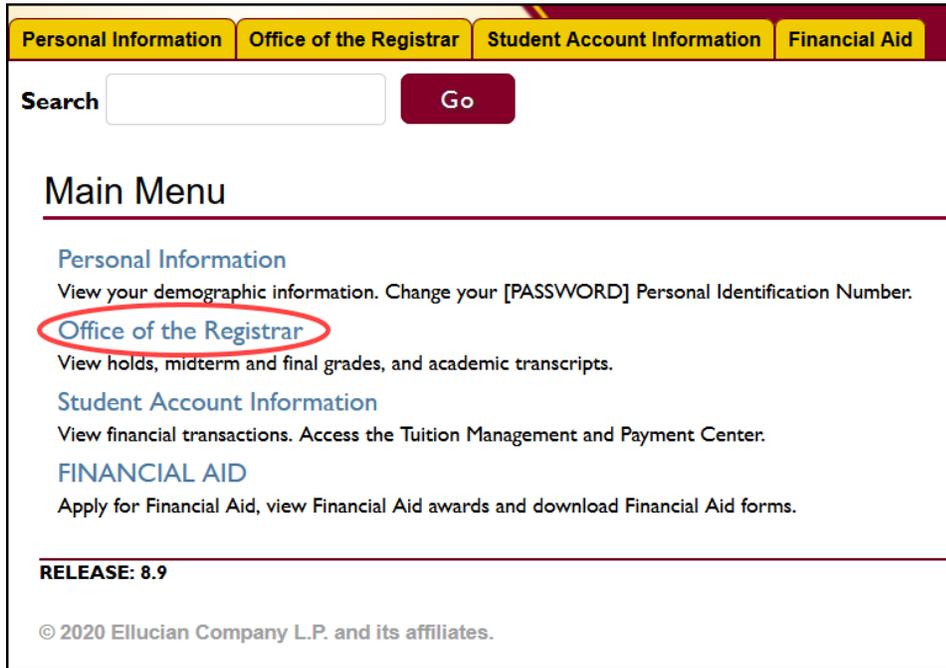
**Login Help**

If you have problems logging in or questions concerning your username/password, please contact the Help Desk.

**Phone Number:** 330-244-4357  
**Campus Extension:** x4357 (HELP)  
**Email:** [helpdesk@walsh.edu](mailto:helpdesk@walsh.edu)

## How to Register for Classes

To register for classes login to the Cavalier Center. Once logged in, click on the **Office of the Registrar** link.



The screenshot shows the top navigation bar with four tabs: Personal Information, Office of the Registrar, Student Account Information, and Financial Aid. Below the navigation bar is a search box with a 'Go' button. The main menu is titled 'Main Menu' and lists four categories: Personal Information, Office of the Registrar (circled in red), Student Account Information, and FINANCIAL AID. Each category has a brief description of its function. At the bottom, there is a 'RELEASE: 8.9' notice and a copyright notice for Ellucian Company L.P. and its affiliates.

Personal Information   Office of the Registrar   Student Account Information   Financial Aid

Search  **Go**

### Main Menu

**Personal Information**  
View your demographic information. Change your [PASSWORD] Personal Identification Number.

**Office of the Registrar**  
View holds, midterm and final grades, and academic transcripts.

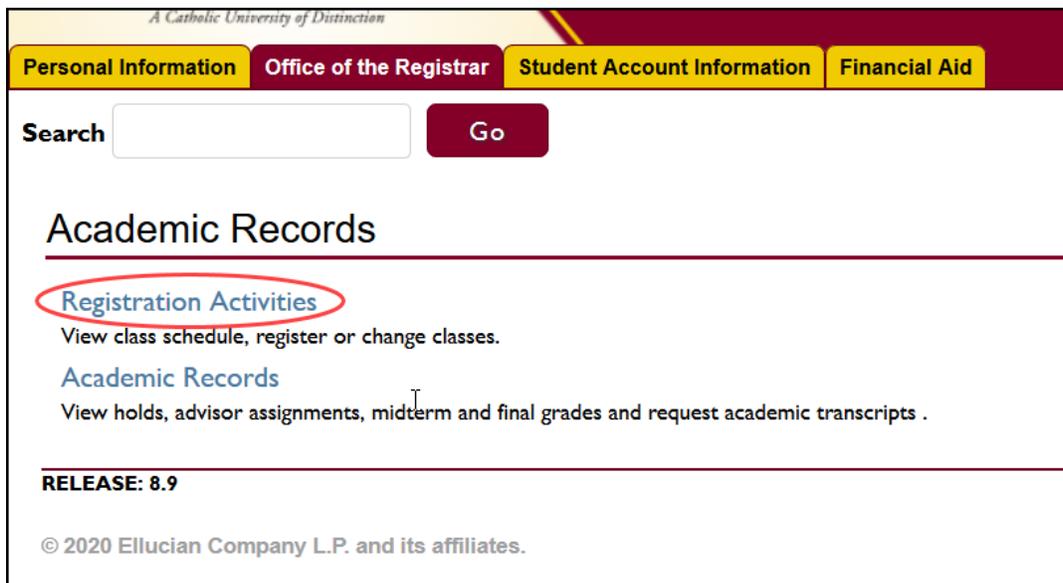
**Student Account Information**  
View financial transactions. Access the Tuition Management and Payment Center.

**FINANCIAL AID**  
Apply for Financial Aid, view Financial Aid awards and download Financial Aid forms.

**RELEASE: 8.9**

© 2020 Ellucian Company L.P. and its affiliates.

Click on **Registration Activities**.



The screenshot shows the top navigation bar with four tabs: Personal Information, Office of the Registrar, Student Account Information, and Financial Aid. Below the navigation bar is a search box with a 'Go' button. The main menu is titled 'Academic Records' and lists two categories: Registration Activities (circled in red) and Academic Records. Each category has a brief description of its function. At the bottom, there is a 'RELEASE: 8.9' notice and a copyright notice for Ellucian Company L.P. and its affiliates.

*A Catholic University of Distinction*

Personal Information   Office of the Registrar   Student Account Information   Financial Aid

Search  **Go**

### Academic Records

**Registration Activities**  
View class schedule, register or change classes.

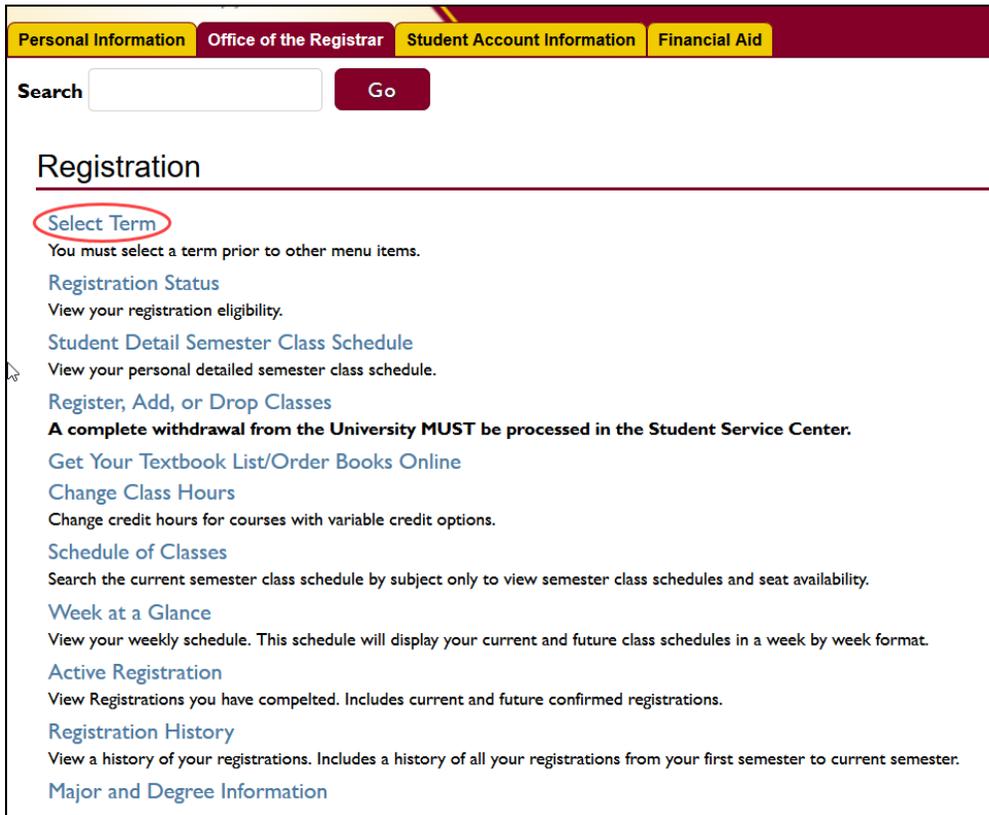
**Academic Records**  
View holds, advisor assignments, midterm and final grades and request academic transcripts .

**RELEASE: 8.9**

© 2020 Ellucian Company L.P. and its affiliates.

## How to Register for Classes

The student must select a term first. Click on **Select Term**.



The screenshot shows a navigation bar with four tabs: "Personal Information", "Office of the Registrar", "Student Account Information", and "Financial Aid". Below the navigation bar is a search box with a "Go" button. The main content area is titled "Registration" and contains a list of menu items. The first item, "Select Term", is circled in red. Below it, there is a note: "You must select a term prior to other menu items." Other menu items include "Registration Status", "Student Detail Semester Class Schedule", "Register, Add, or Drop Classes", "Get Your Textbook List/Order Books Online", "Change Class Hours", "Schedule of Classes", "Week at a Glance", "Active Registration", "Registration History", and "Major and Degree Information".

Personal Information Office of the Registrar Student Account Information Financial Aid

Search  Go

### Registration

[Select Term](#)  
You must select a term prior to other menu items.

[Registration Status](#)  
View your registration eligibility.

[Student Detail Semester Class Schedule](#)  
View your personal detailed semester class schedule.

[Register, Add, or Drop Classes](#)  
**A complete withdrawal from the University MUST be processed in the Student Service Center.**

[Get Your Textbook List/Order Books Online](#)

[Change Class Hours](#)  
Change credit hours for courses with variable credit options.

[Schedule of Classes](#)  
Search the current semester class schedule by subject only to view semester class schedules and seat availability.

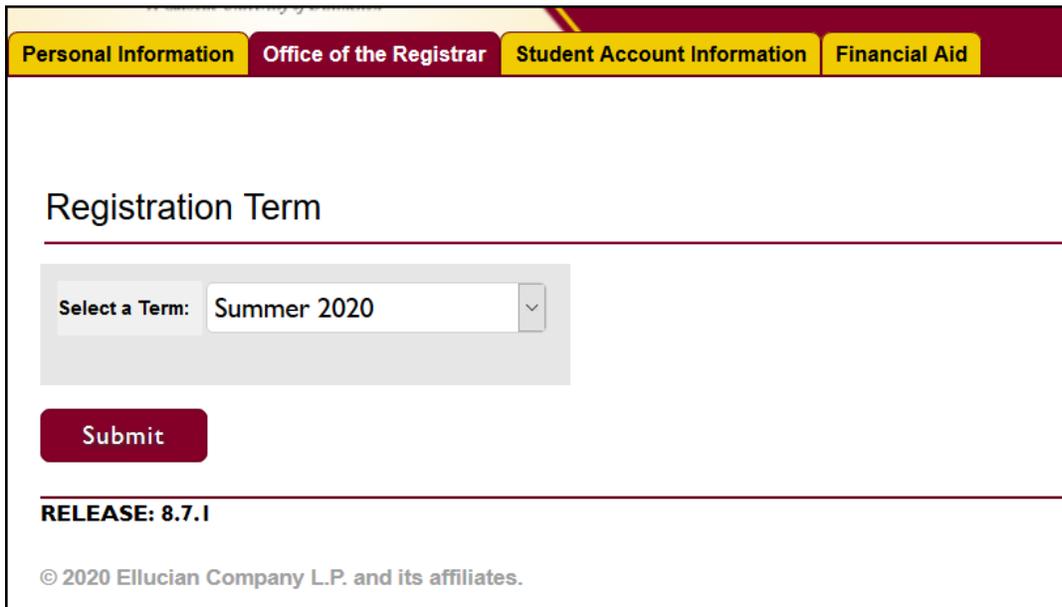
[Week at a Glance](#)  
View your weekly schedule. This schedule will display your current and future class schedules in a week by week format.

[Active Registration](#)  
View Registrations you have completed. Includes current and future confirmed registrations.

[Registration History](#)  
View a history of your registrations. Includes a history of all your registrations from your first semester to current semester.

[Major and Degree Information](#)

Select the **Term** from the drop-down box and click **Submit**.



The screenshot shows the "Registration Term" form. It has the same navigation bar as the previous screenshot. Below the navigation bar is a form with a label "Select a Term:" followed by a dropdown menu showing "Summer 2020". Below the dropdown is a "Submit" button. At the bottom of the form, there is a "RELEASE: 8.7.1" notice and a copyright notice: "© 2020 Ellucian Company L.P. and its affiliates."

Personal Information Office of the Registrar Student Account Information Financial Aid

### Registration Term

Select a Term: Summer 2020

**RELEASE: 8.7.1**

© 2020 Ellucian Company L.P. and its affiliates.

# How to Register for Classes

Click on **Register, Add or Drop Classes**.

The screenshot shows a navigation menu with four tabs: "Personal Information", "Office of the Registrar", "Student Account Information", and "Financial Aid". Below the tabs is a search bar with the text "Search" and a "Go" button. The main content area is titled "Registration" and lists several links: "Select Term", "Registration Status", "Student Detail Semester Class Schedule", "Register, Add, or Drop Classes" (circled in red), "Get Your Textbook List/Order Books Online", "Change Class Hours", "Schedule of Classes", "Week at a Glance", "Active Registration", "Registration History", and "Major and Degree Information".

Enter the **Alternate PIN** and click **Submit**. The Alternate PIN is obtained from the student's advisor.

The screenshot shows the "Alternate (Registration) PIN Verification" page. At the top, there is a navigation menu with the same four tabs as the previous screenshot. The page title is "Alternate (Registration) PIN Verification". Below the title, there is a "RETURN TO MENU SITE MAP HELP EXIT" link. The page contains several paragraphs of text, including a warning about the Alternate PIN, a disclaimer about the student's responsibility for their schedule, and a note about the Digital Campus (DC) designation. At the bottom, there is a form with a label "Alternate PIN:" and a text input field. Below the input field is a "Submit" button. The page footer includes the text "RELEASE: 8.7.1" and "© 2020 Ellucian Company L.P. and its affiliates."

# How to Register for Classes

Enter each course's **CRN number** and click **Submit Changes**.

Register, Add or Drop Classes Summer 2020  
Mar 30, 2020 08:30 am

---

**THIS SCREEN IS USED TO REGISTER AND CHANGE CLASSES.** Courses with the designation of **DC (Digital Campus)** are restricted to those students enrolled through the Digital Campus ONLY. It is your responsibility to review your academic class schedule for accuracy prior to exiting the Student Self Service System. Thank you.

**TOTAL COURSE WITHDRAWALS CANNOT BE COMPLETED ON THE CAVALIER CENTER. YOU MUST NOTIFY THE STUDENT SERVICE CENTER TO WITHDRAW FROM ALL OF YOUR COURSES.**

**IF YOU PLAN TO COMPLETELY WITHDRAW FROM THE UNIVERSITY BE SURE TO DO THE FOLLOWING:**

1. WITHDRAW FROM COURSES IN THE STUDENT SERVICE CENTER.
2. NOTIFY FINANCIAL AID TO CANCEL GRANTS AND LOANS.
3. CONTACT STUDENT HOUSING TO CANCEL ON CAMPUS RESIDENCE.

To register or add a class, scroll down and **CLICK** Class Schedule Search. The class schedule screen will now populate. Select at least one subject. The class search will generate the available sections. **CLICK** the select box of the desired sections. **CLICK** Register for your course to be automatically processed. By clicking worksheet, schedule information can be reviewed prior to processing. **CLICK** Submit to finalize information on the worksheet. **Your registration status will be confirmed by the message, WEB REGISTERED.**

**All Error Messages:** Any course(s) that display a **Pre-requisite Required** or **Time Conflict** must be processed in the Student Service Center located in Farrell Hall.

If you **DO NOT** have any error messages and your registration is complete, you may **CLICK** Submit Changes and Return to Menu.

**To print a copy of your schedule, click Return to Menu and then click Student Detail Semester Class Schedule.**

**STOP and Read:** Walsh University now offers wait-listing for several courses. If you add a course and it is closed due to being full wait-listing options may appear. In order to add yourself to the waitlist select "Waitlist" on the dropdown that appears. Once a seat becomes available, you will receive an email notifying you of the available seat in the course. You have 24 hours to respond to the email and login to the CAVS Center to "Web Register" and add the course via the dropdown. You will **NOT** be permitted to add yourself to any waitlists in person via the Student Service Center and must add the course online.

Add Classes Worksheet

CRNs

<input type="text"/>										
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

**Submit Changes** **Class Search** **Reset**

If registered successfully, the course will appear under Current Schedule.

Current Schedule

Status	Action	CRN	Subj	Crs	Sec	Level	Cred	Grade	Mode	Title
**Web Registered** on Mar 30, 2020	None	30126	EDT	601	ONL	Graduate	3.000	Standard Letter Grade		Information and Communications

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 30, 2020 08:32 am