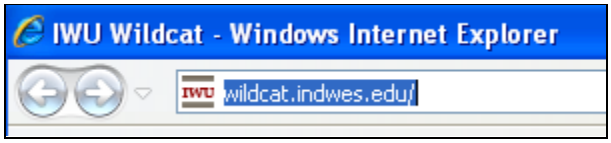
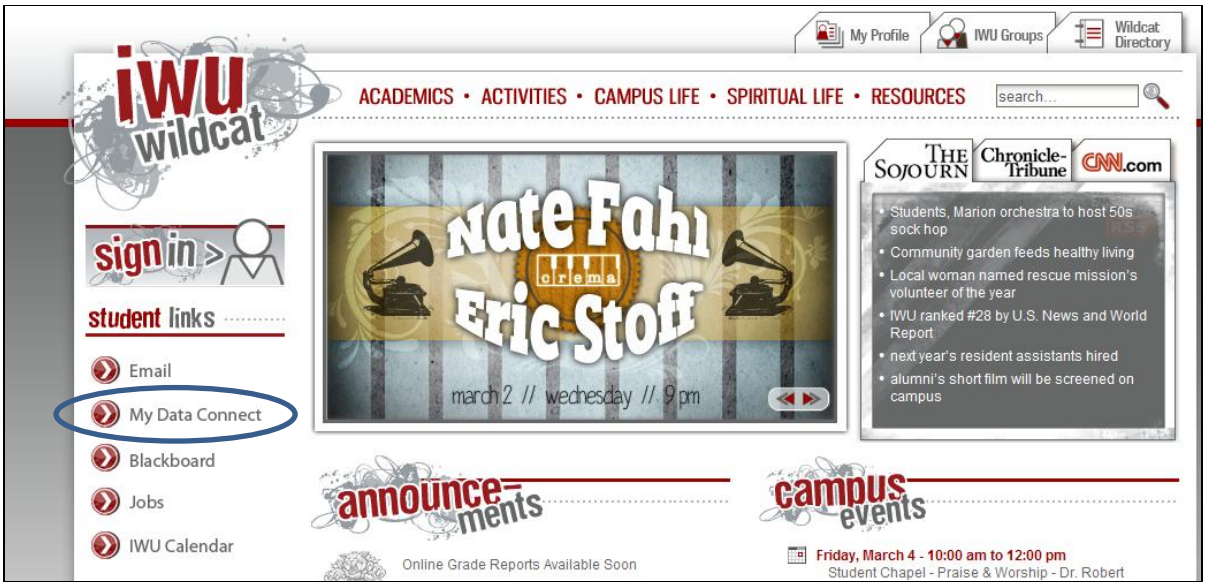
Online Registration – Preparation & Course Planning

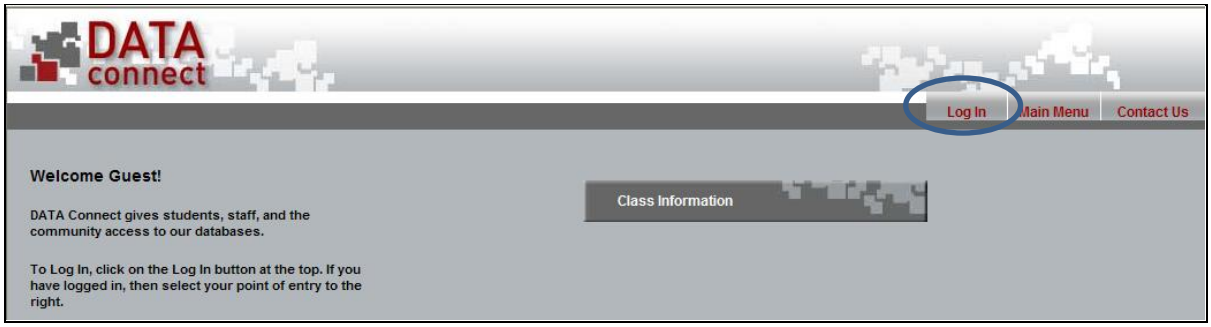
Open your Web browser. Type the following Web address into the Address Bar: wildcat.indwes.edu. Then press the Enter Key on your keyboard.



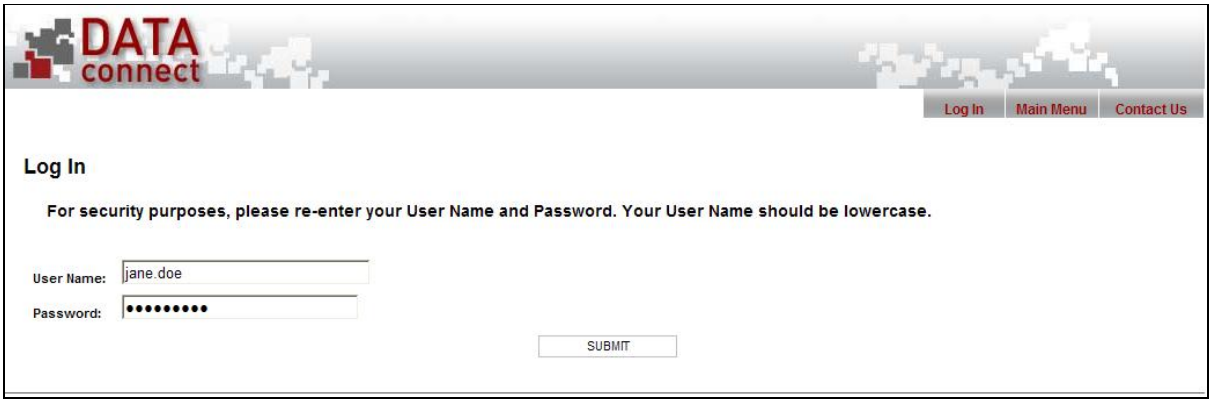
Click on My Data Connect.



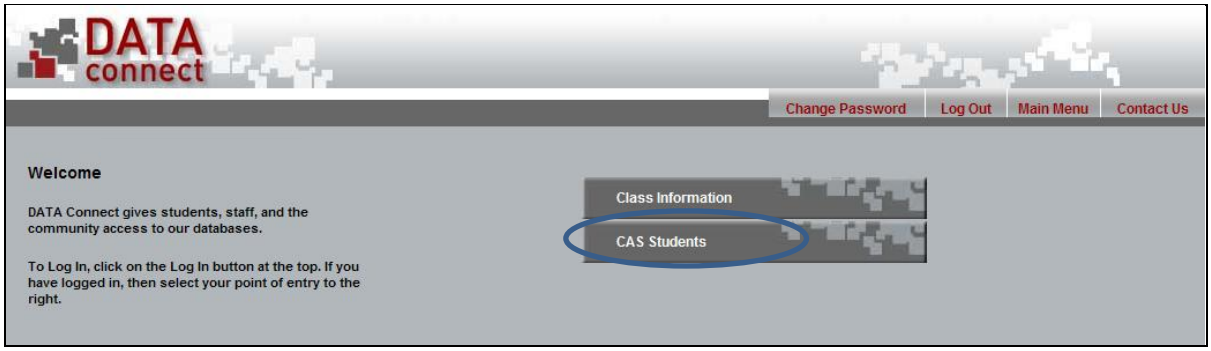
Click on Log In.



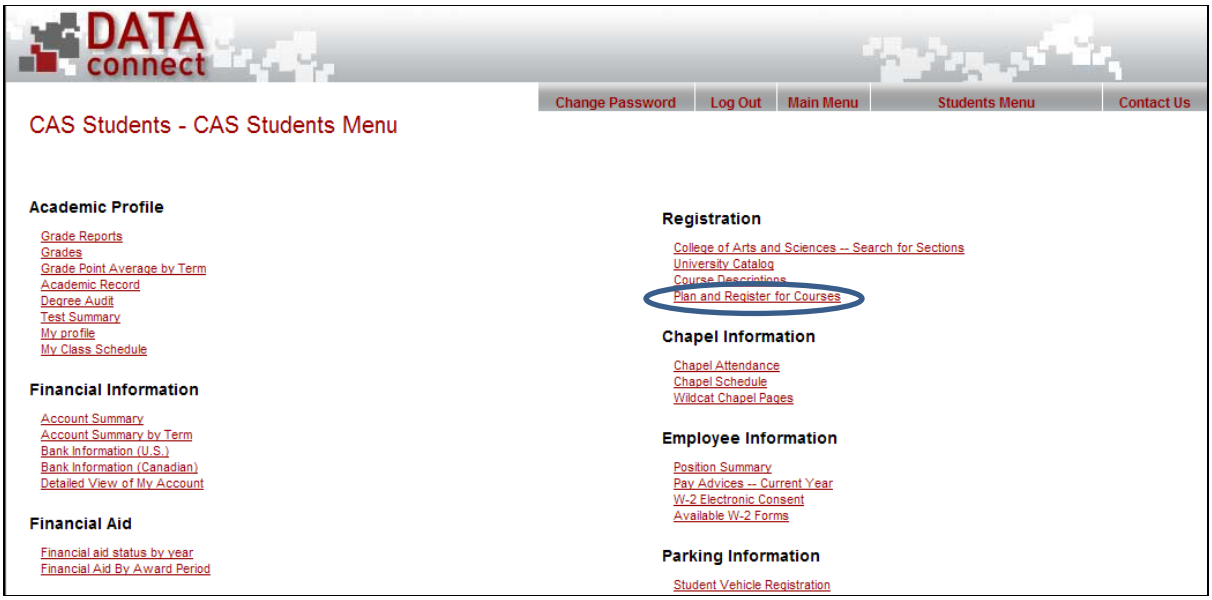
Type in your User Name and Password and click on the Submit button.



Click on the CAS Students button.



Under the Registration section, click on Plan and Register for Courses.

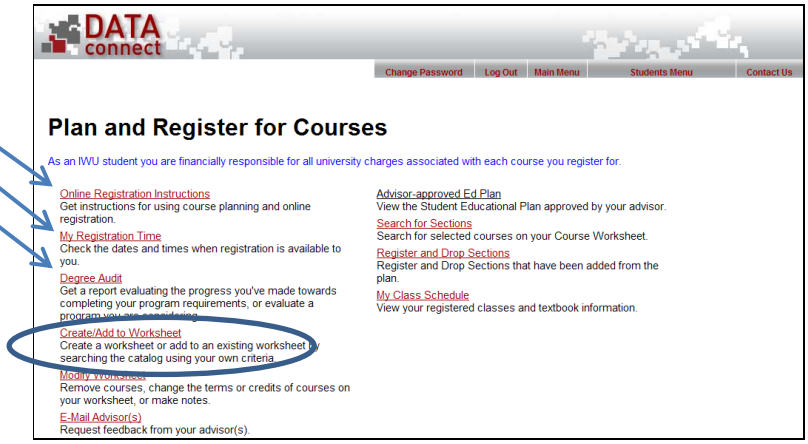


This screen provides the main menu for planning and registering for courses. After reviewing your degree audit and considering your learning goals it is time to create a course planning worksheet. Select Create/Add to Worksheet.

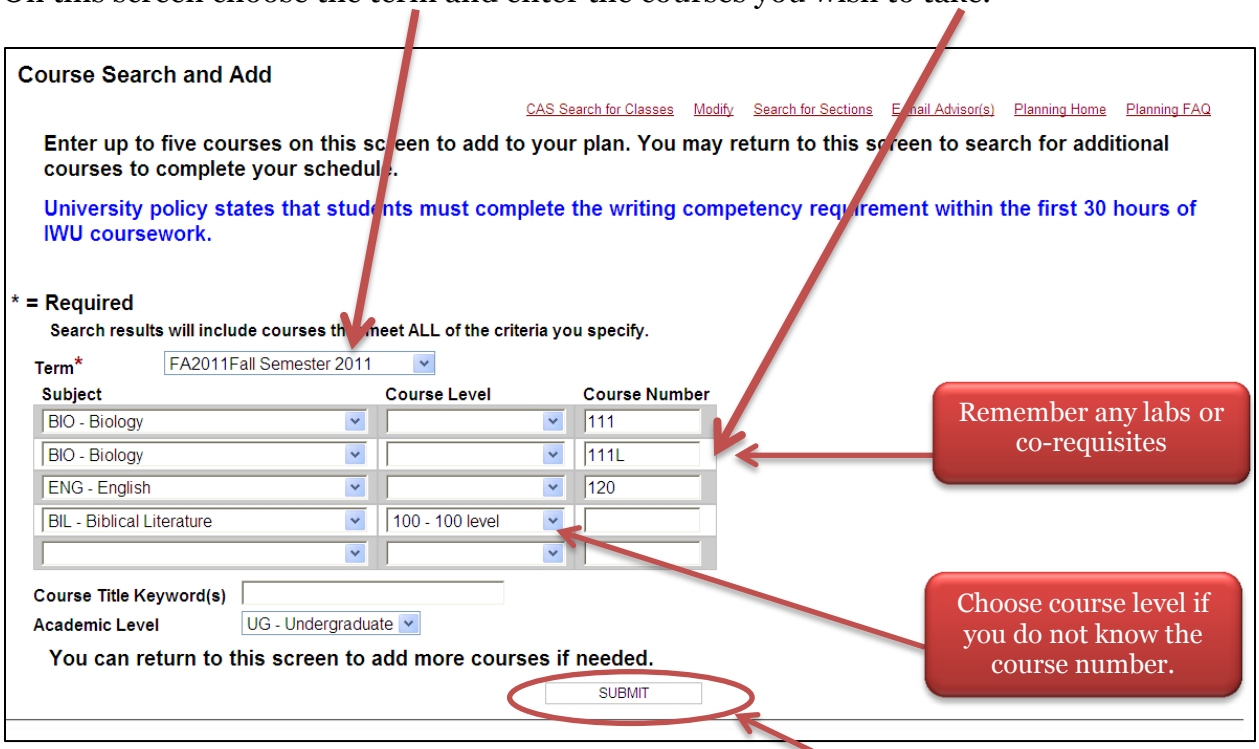
Preparation:
1. Review instructions
2. Check registration time
3. Review degree audit

Course Plan Worksheet:
1. Select courses you want
2. Meet with advisors for approval

Search for Sections & Register
1. Pick the days/times for each class
2. Complete registration



On this screen choose the term and enter the courses you wish to take.

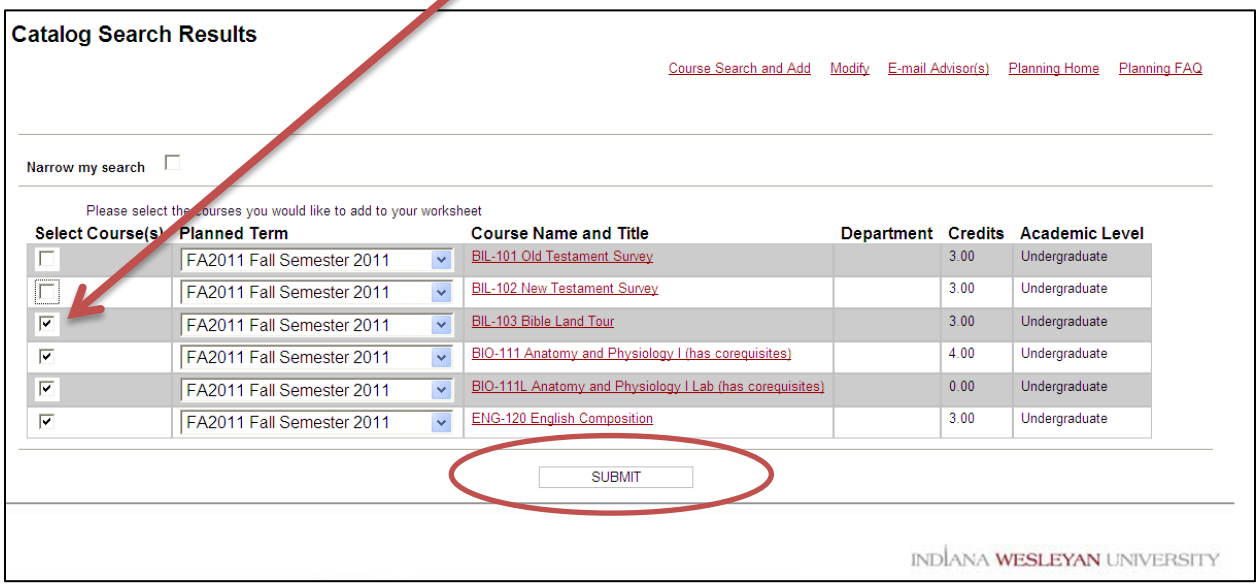


Remember any labs or co-requisites

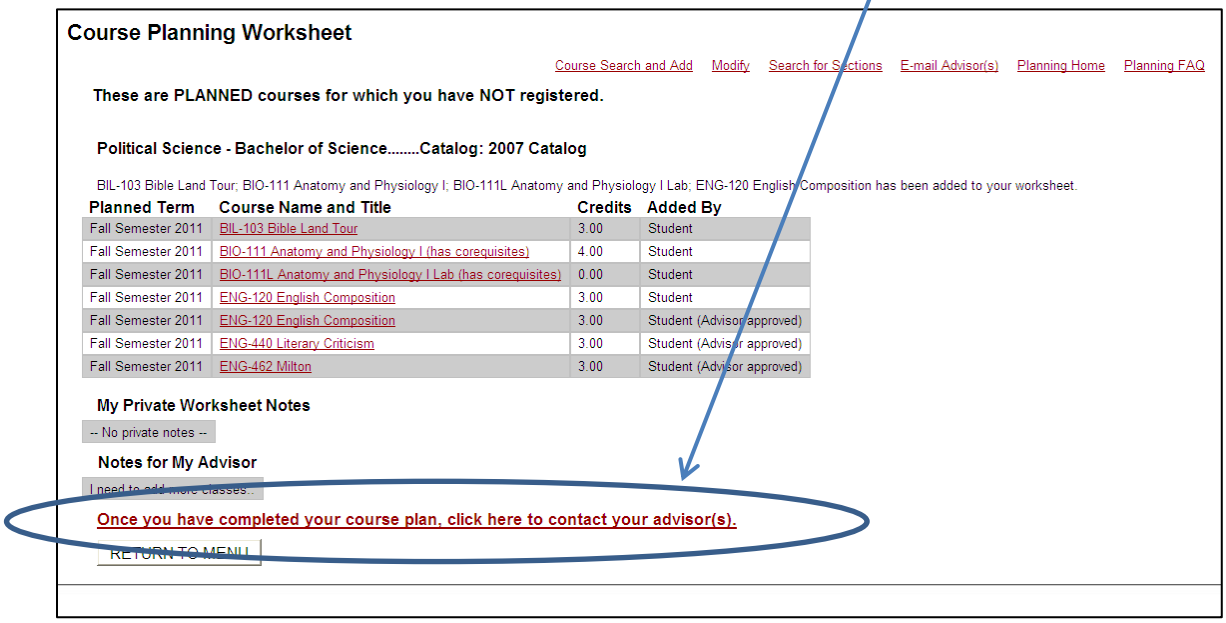
Choose course level if you do not know the course number.

Press submit when finished.

On the next screen put a check in the box next to each course you want and then press submit to add it to your worksheet.



The next screen displays your completed worksheet. Select the link at the bottom to notify your advisor(s) to request approval.



After your advisors approve your worksheet and your registration time arrives you can select class sections and complete your registration. If you have any questions or comments about this process, please send them to registrar@indwes.edu. Thank you.