

STUDENT WORKSHEET

Use this portion to enroll in classes: you will need course code numbers

Code Number (example: 2176)	Dept/Course # (example: ENG 260)	Section (ex:K001)	Credits (ex: 3)

UW Richland Website: www.richland.uwc.edu

Select PRISM in the navigation bar

⇒ *Return this portion to the Office of Student Services*

CLASS REGISTRATION FORM

Last Name: _____ **First Name:** _____ **MI** _____
Please print

I.D. Number: _____ **Date:** _____ **Term:** Fall Spring Summer **Year:** _____

Enter Course (Example: ENG 260) and X off meeting times. Meet with your academic advisor; sign below.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Time
8:00						8:00
9:00						9:00
9:00						9:00
10:00						10:00
10:00						10:00
11:00						11:00
11:00						11:00
12:00						12:00
NOON						NOON
1:00						1:00
1:00						1:00
2:00						2:00
2:00						2:00
3:00						3:00
3:00						3:00
4:00						4:00
4:00						4:00
5:00						5:00
5:00						5:00
6:00						6:00
6:00						6:00
7:00						7:00
7:00						7:00
8:00						8:00
8:00						8:00
9:00						9:00

Advisor Signature: _____ **Date:** _____ **Total Credits:** _____

Student Signature: _____ **Date:** _____

How to access PRISM for registration (and other) purposes:

- After you've met with your academic advisor & have an approved schedule, return the schedule (this form!) to Student Services so your advisor hold can be removed. That clears the way for your registration once your enrollment appointment time arrives.

Be sure you have paid the \$100 Advance Tuition Deposit.

1. Go to UWR website: www.richland.uwc.edu and click on PRISM in the navigation bar.
2. Click on "Sign-in" and enter User I.D. and Password.
3. Check for your enrollment appointment time by clicking on "Enrollment Dates" in the left column.
4. Click on "Finances/Financial Aid" to check for holds.
5. Click on "Add a Class." When you add classes, they'll appear in your "Enrollment Shopping Cart" To confirm classes, click button to 'finish enrolling.'