

## How to register for classes at Wells.

Step 1: Go to [global.wells.edu](https://global.wells.edu) and login

Step 2: Go to the Students Tab

The screenshot shows the Wells College homepage at <https://global.wells.edu/ics>. The navigation menu includes HOME, NEW STUDENTS, STUDENTS, STUDY ABROAD, ALUMS AND FRIENDS, FACULTY AND STAFF, and HELP DESK. A search bar is located at the top right. A blue arrow labeled "Step 1-log in" points to the "Login" button in the top right corner. Another blue arrow labeled "Step 2" points to the "STUDENTS" tab in the navigation menu. The main content area features a "Room Reservation and Event Request Form" section with instructions: "1. Use the 'Single Sign on' link to the left, and 2. click the 'Room and Event Scheduling' button." Below this, there is a "Wells Campus Alert" section and a "Getting Started" section.

Step 3: Go to the Registration and Advising Page

Step 4: Click on "Course Search"

The screenshot shows the "Registration and Advising" page at [https://global.wells.edu/ICS/Students/Registration\\_and\\_Advising.jnz](https://global.wells.edu/ICS/Students/Registration_and_Advising.jnz). The navigation menu is the same as the homepage. A blue arrow labeled "Step 3" points to the "Registration and Advising" link in the left sidebar. Another blue arrow labeled "Step 4" points to the "Course Search" button in the top right corner of the main content area. The main content area includes a "Welcome" message, a "Dear Students," greeting, and a "Registration and Advising" section with instructions on how to use the site. There is also a "New Student Registration Info" section and a "My Course History" section.

Step 5: Be sure to select the correct "Term." In this case, you will need to select "Fall 2022" from the drop down menu. Then, click "Search."

Make sure this is correct

Step 5

NOTE: Leaving all of these search boxes as the default (blank) will allow you to see the whole listing of classes offered in the upcoming term.

Step 6: Add the courses you want to take. Check the box in the "Add" column. You can click on the course code for more information about the course. The "Status" tells you if the course is open or full and "Seats Open" tells you how many seats remain in the class. If a class is full, adding it will give you the option to "add to the waitlist" and will inform you what position you are on the waitlist.

Check box to add course

PA#	Textbook	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
		ANTH 101	Introduction to Anthropology(CAR)	Olson, Ernest G.	3/18	Open	WF 2:30 PM-5:05 PM; Main Campus, Zabriskie Hall, 307	3.00	1/17/2019	5/10/2019
		ANTH 222	Anthropology,Relig.&Colonialism(CAR)	Olson, Ernest G.	0/18	Full	MW 11:00 AM-12:15 PM; Main Campus, Zabriskie Hall, 306	3.00	1/17/2019	5/10/2019
		ANTH 230	Culture & Gardens	Olson, Ernest G.	2/15	Open	M 1:30 PM-4:20 PM; Main Campus, Zabriskie Hall, 306	3.00	1/17/2019	5/10/2019
		ANTH 230	The Anthropology of Food	McCluskey, Laura J.	0/00	Full	Th 10:50 AM-12:05 PM; Main Campus, Zabriskie Hall, 306	3.00	1/17/2019	5/10/2019
		ANTH 345 I	Maya Ethnography	McCluskey, Laura J.	0/1	Full	By Arrangement; Main Campus	3.00	1/17/2019	5/10/2019
		ANTH 385	TopReadings in Medical Anthropology	McCluskey, Laura J.	0/12	Full	W 2:30 PM-5:20 PM; Main Campus, Zabriskie Hall, 306	3.00	1/17/2019	5/10/2019
		ANTH 385 I	TopThe Ethnography of Medicine	McCluskey, Laura J.	0/1	Full	By Arrangement;	0.00	1/17/2019	5/10/2019
		ANTH 380	Intermedia:Anthropology	McCluskey, Laura J.	0/2	Full	By Arrangement;	2.00	1/17/2019	5/10/2019
		ADCS 003	Adv Studies in England, (Beth)	Staples, Amy J.	0/1	Full	By Arrangement; Non - Waits	12.00	1/17/2019	5/10/2019
		ADCS 012	Art-Culture-Lang: Lorenzo de Medici	Staples, Amy J.	0/1	Full	By Arrangement; Non - Waits	12.00	1/17/2019	5/10/2019
		ADCS 015	School for Field Studies	Staples, Amy J.	0/1	Full	By Arrangement; Non - Waits	12.00	1/17/2019	5/10/2019
		ADCS 032	OCS in Berlin, Germany	Staples, Amy J.	0/1	Full	By Arrangement; Non - Waits	12.00	1/17/2019	5/10/2019
		ART 118	Three-Dimensional Design	Looszewski, Theodore	1/10	Open	W 2:30 PM-5:20 PM; Main Campus, Campbell Fine Arts, CCR	3.00	1/17/2019	5/10/2019
		ART 121	Beginning Drawing(CAR)	Waugh, Katharine	1/15	Open	MW 9:25 AM-12:15 PM; Main Campus, Campbell Fine Arts, DRW	3.00	1/17/2019	5/10/2019
		ART 223	Painting I	Waugh, Katharine	4/10	Open	Th 1:30 PM-4:20 PM; Main Campus, Campbell Fine Arts, DRW	3.00	1/17/2019	5/10/2019
		ART 242	Intro. to Radiation Fired Pottery	Looszewski, Theodore	0/15	Full	Th 1:30 PM-4:20 PM; Main Campus, Campbell Fine Arts, CCR	3.00	1/17/2019	5/10/2019
		ART 350	Creative Art Projects	Looszewski, Theodore	5/8	Open	By Arrangement; Main Campus, Campbell Fine Arts	4.00	1/17/2019	5/10/2019
		ART 360	Internships in Studio Art	Waugh, Katharine	1/2	Open	By Arrangement;	2.00	1/17/2019	5/10/2019
		ART 360	Independent Study in Studio Art	Looszewski, Theodore	1/2	Open	By Arrangement;	0.00	1/17/2019	5/10/2019
		ARTH 102	Renaissance&Contemporary(CAR)	Choi, Yoolyoung PhD	20/25	Open	Th 9:25 AM-10:40 AM; Main Campus, Morgan Hall, 21	3.00	1/17/2019	5/10/2019

AN - AR | AR - BK | DE - BU | BU - CS | CS - ED | ED - EN | EN - HS | HS - MA | MA - PE | PE - FE | PE - PS | PS - SP | SP - TH | TH - WL | WL -

Use these to navigate to other pages and see other courses

Step 7: First year students need to add one section of **WLLS 100**. Add any section that fits in your schedule, they are all the same course. Students should add 3-4 other courses within their intended major, general education courses, or elective courses. See the list of general education requirements [here](#), the list of courses that meet those requirements [here](#). If you need help choosing courses, feel free to email [registrar@wells.edu](mailto:registrar@wells.edu).

All students must take 12 credits to be considered full-time and should *average* 15 credits each semester.

**Welcome to Wells!**