



Professional and Continuing Education Credit (PACE) WOU Admission, Course Registration, Payment & Transcript Instructions

Non-Degree Seeking Student Admission

You must be admitted to the university before you can register for the course. If you have a WOU account, that does not mean you are admitted to the university for this term and you will need to be admitted as a **Non-Degree Seeking Student before you can register.** Your status as a non-degree seeking student is **only for two consecutive terms.**

Example: If you apply for admission in Spring 25 term, your status is active for Spring 25 and Summer 25 terms, after that you'll need to reapply.

Step #1 [Download and complete the application](#) for Admission as a Non-Degree Seeking Student.

Are you receiving this error message?

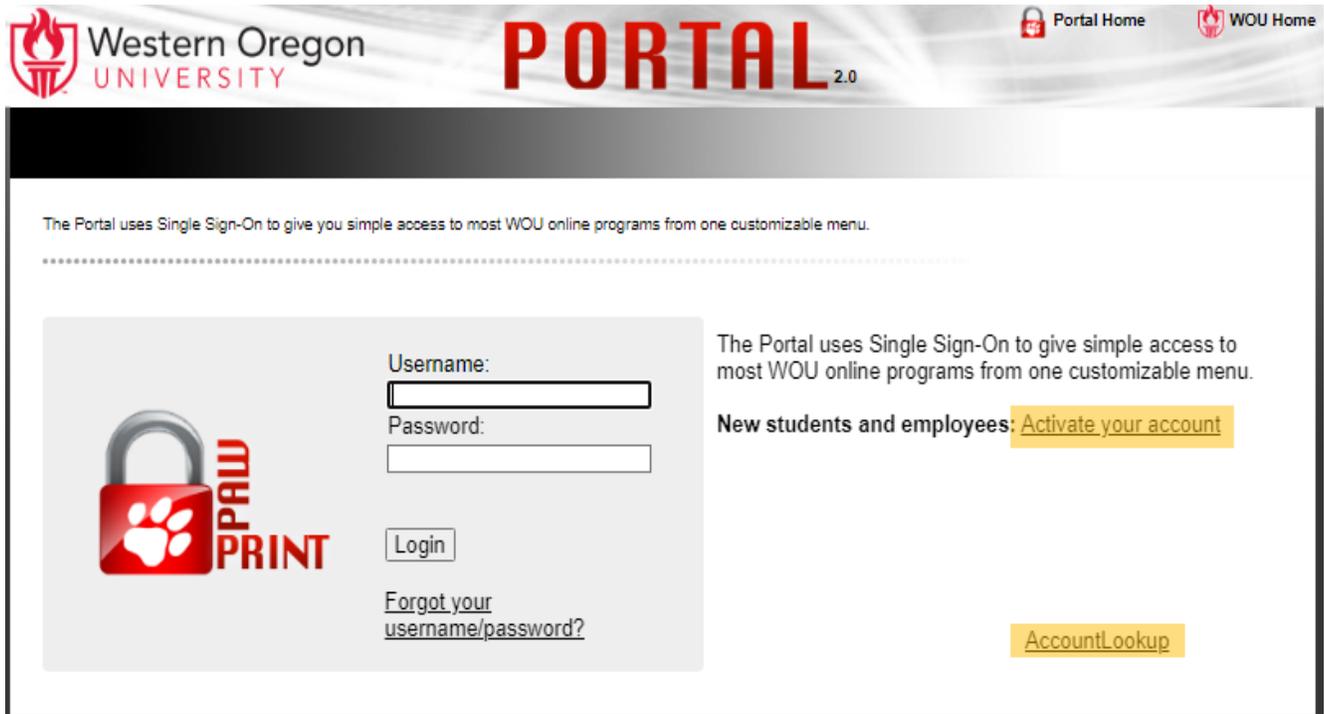
Student Status Prohibits Registration - If you receive this message, contact the [Admissions Office](#) (admissions@wou.edu). You will need to provide them with your name, V#, and a screenshot of the error message you're receiving.

It can take up to a week to process your admission application.

Course Registration

You need to be admitted to WOU and have received your course CRN # to register for the course.

Step #1 Access your [WOU Portal \(wou.edu/portal\)](http://wou.edu/portal). Choose either “Activate your Account” if you are a new student, or “Account Lookup” if you are a returning student. Follow the prompts to obtain your WOU username and set your password.



The Portal uses Single Sign-On to give you simple access to most WOU online programs from one customizable menu.

Username:

Password:

Login

[Forgot your username/password?](#)

The Portal uses Single Sign-On to give simple access to most WOU online programs from one customizable menu.

New students and employees: [Activate your account](#)

[AccountLookup](#)

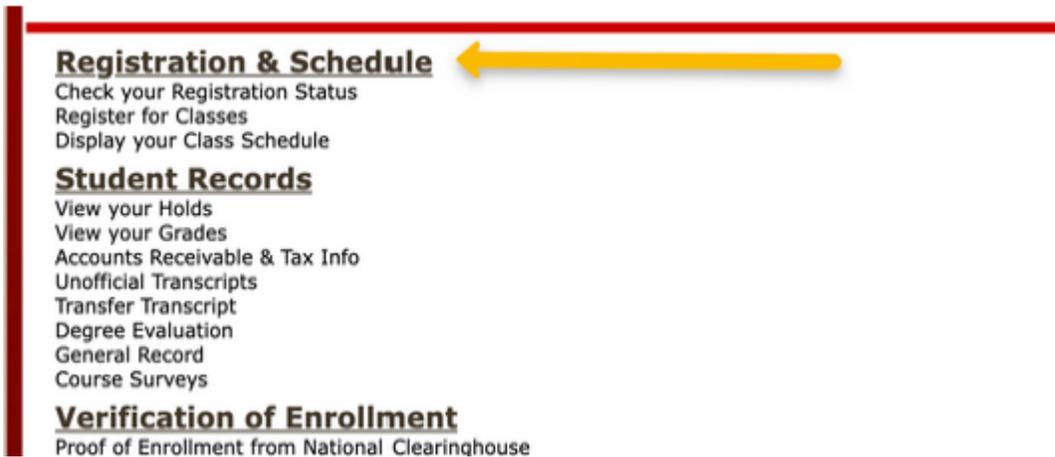
Step #2 Click on the Wolf Web  icon near the top of the page.

Step #3 Select “Student Menu”

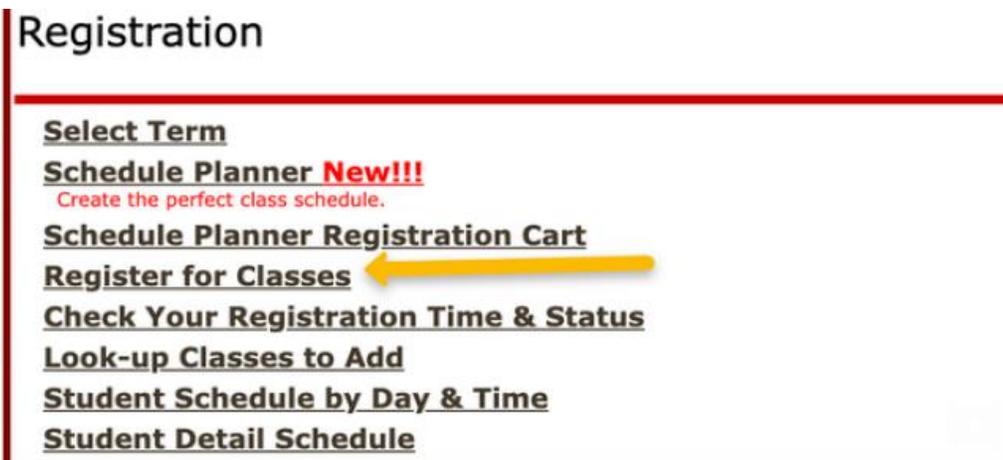
WOU Main Menu

- Acceptable Use of University Computing Resources
- Student Menu** ←
 - Register for Classes
 - View your Class Schedule
 - Academic Records
 - Unofficial Transcripts
 - Transfer Articulations
 - Accounts Receivable & Tax Info
 - Disburse Financial Aid
 - Make a Credit Card Payment
 - Purchase Print Credits
- Faculty Menu**
 - Enter Grades and Registration Overrides
 - View Class Lists and Student Information
- Employee Menu**
 - View benefits information, pay information, earnings statements, W-2 and W
- Personal Information & Profile**
 - View and/or Update your Address and your E-mail Address

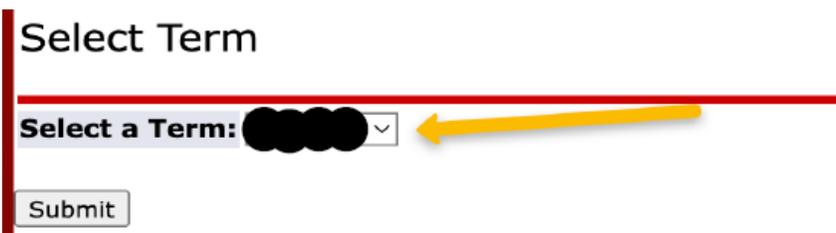
Step #4 Select “Registration & Schedule”



Step #5 Select “Register for Classes”



Step #6 Select the term that you are planning to register for:



Step #7 Enter the CRN# you want to register for in the box along the bottom of the screen.



Make sure you **click on “Submit Changes”** before you leave this screen.

You have not successfully registered for a course until it appears on the same page as “**Web Registered**”.

Did you receive one of the following error messages:

No Registration Time Ticket – If you receive this message, contact the [Registrar's office \(registrar@wou.edu\)](mailto:registrar@wou.edu).

Duplicate Course CRN – If you receive this message, you are trying to register for either two or more ED638 or ED805 courses. Our system is set to not accept two courses with the same prefix in the same term. To fix this error, you’ll need to complete an [Override Request form](#).

Once you’ve completed your Override Request, it will be placed in the approval queue. When approved, you will receive an email letting you know that you can add the additional courses through the registration process. You can request up to four (4) overrides at a time.

If you have questions regarding an Override Request, please contact the PACE office at partnerships@wou.edu.

Billing and Payment

Once you have registered for the course, you will have an account with the university and will be billed at the fee of **\$80 per course credit hour**.

Payment Instructions

Step #1 Log into your [WOU Portal \(wou.edu/portal\)](http://wou.edu/portal)

Step #2 Click the “Wolf Web”  icon.

Step #3 Select “Student Menu”

Step #4 Select “Account Summary by Term/Account Payment/Deferment”. From that screen you can view your account payment options and follow the prompts.

There is also a “Make a Payment” link on the [Accounting & Business Services](#) homepage under Tuition & Fees towards the bottom of the page.

Ordering Transcripts

Step #1 Log into y our [WOU Portal \(wou.edu/portal\)](http://wou.edu/portal)

Step #2 Click the “Wolf Web”  icon.

Step #3 Select “Student Menu”

Step #4 Select “Student Records”

Step #5 Select “Order Official Transcripts” or you can select “Unofficial Transcripts” to view before ordering.

Student Records

View Holds

View Current Holds on your Record and Who to Contact About Them

Final Grades

View your Grades for the Most Recent Term

Order Official Transcripts

Account Summary by Term / Account Payment / Deferment

Detail of your Charges and Payments **Term by Term**

Account Payment Options

Short Term Deferment Option

Account Summary Totals

Summarized View of All Charges and Payments for All Terms

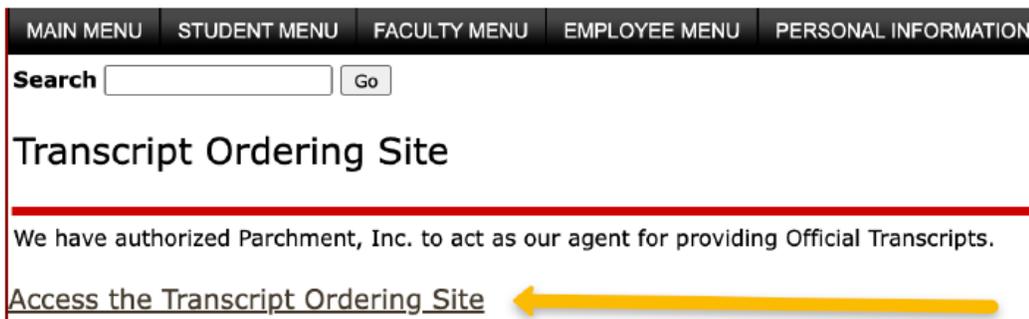
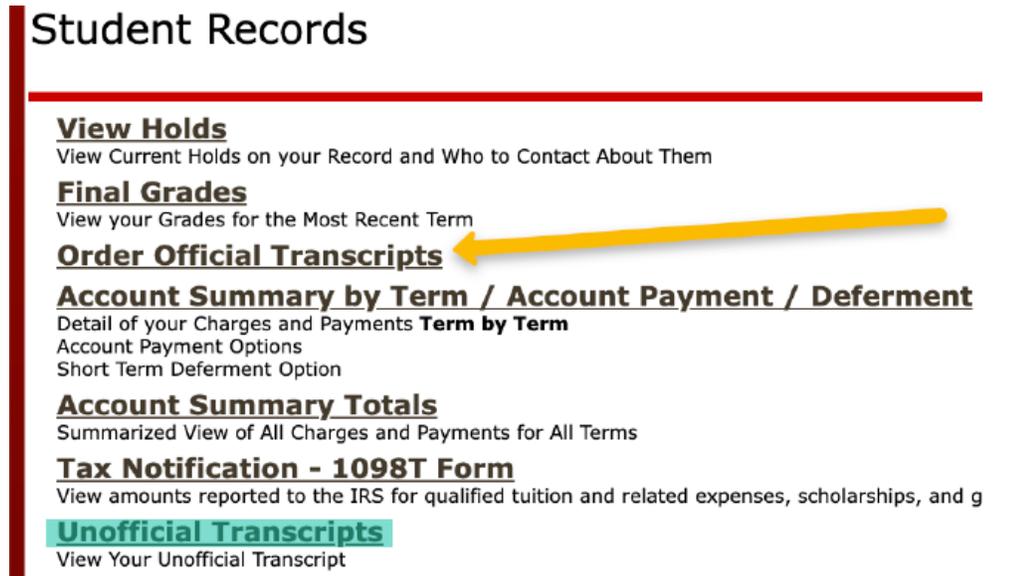
Tax Notification - 1098T Form

View amounts reported to the IRS for qualified tuition and related expenses, scholarships, and g

Unofficial Transcripts

View Your Unofficial Transcript

Step #6 Under “Order Official Transcripts”, select “Access the Transcript Ordering Site”



MAIN MENU STUDENT MENU FACULTY MENU EMPLOYEE MENU PERSONAL INFORMATION

Search

Transcript Ordering Site

We have authorized Parchment, Inc. to act as our agent for providing Official Transcripts.

[Access the Transcript Ordering Site](#)

Step #7 Follow the instructions to complete the process of ordering official transcripts.