

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 Winter 26 term, your status is active for Spring 2026 and Summer 2026 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 <u>Admissions Office</u> (<u>admissions@wou.edu</u>). 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

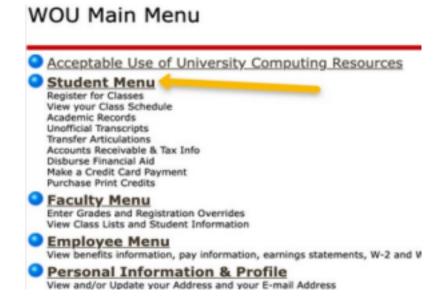
You need to be admitted to WOU and have received your course CRN # to register for the course.

Step #1 Access your W<u>OU Portal (wou.edu/portal)</u>. 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.



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

Step #3 Select "Student Menu"



Step #4 Select "Registration"

Student Profile

View your Holds View your Grades Unofficial Transcripts Degree Tracks Graduation Application

Registration

Check your registration status, class schedule and add or drop classes

Student Records

Accounts Receivable & Tax Info

Account Summary by Term / Account Payment / Deferment

Detail of your Charges and Payments **Term by Term**Account Payment Options
Short Term Deferment Option

View Student Bill

Account Summary Totals

Summarized View of All Charges and Payments for All Terms

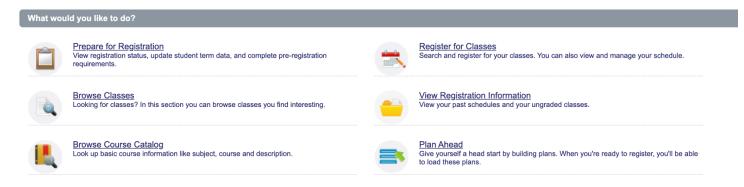
Electronic Disbursements

Register For and Review Electronic Disbursements

Health and Wellness Center Menu

Purchase a Pass for a Family Member View Currently Active Passes

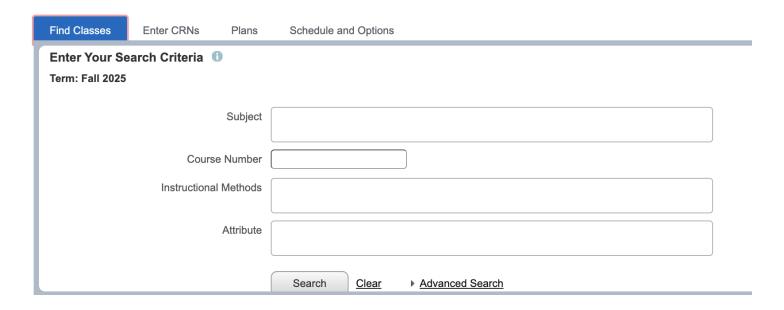
Step #5 Select "Register for Classes"



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

Terms Open for Registration		
Select a ter	rm	lacksquare
Continue	е	

Step #7 Find your classes. You can add the subject or course number you are looking for here.



Step 8: Enter the CRN# you want to register for, in the box.

Enter Course Reference Numbers (CRNs) to Register

+ Add Another CRN Add to Summary

Term: Fall 2025

Make sure you click on "Add to Summary" 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 <u>Registrar's office (registrar@wou.edu)</u>.

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 <u>Override Request form</u>.

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)

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 <u>Accounting & Business Services</u> homepage under Tuition & Fees towards the bottom of the page.

Ordering Transcripts

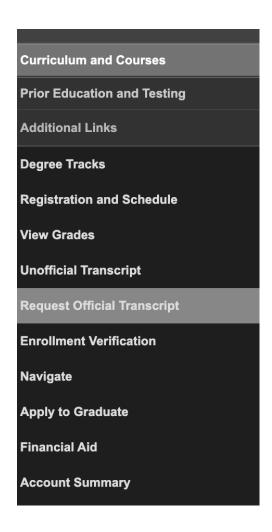
Step #1 Log into your WOU Portal (wou.edu/portal)

Step #2 Click the "Wolf Web" icon.

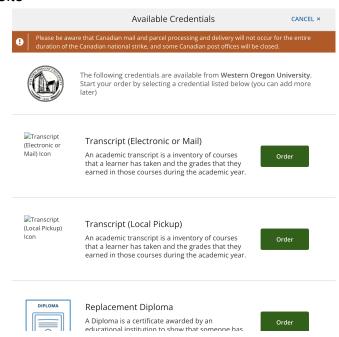
Step #3 Select "Student Menu"

Step #4 Select "Student Profile"

Step #5 Select "Request Official Transcripts" or you can select "Unofficial Transcripts" to view before ordering.



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



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