



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 [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 screenshot shows the Western Oregon University Portal 2.0 login interface. At the top, there is a header with the university logo, the word "PORTAL" in large red letters, and links for "Portal Home" and "WOU Home". Below the header, a message states: "The Portal uses Single Sign-On to give you simple access to most WOU online programs from one customizable menu." The main content area features a login form on the left with fields for "Username:" and "Password:", a "Login" button, and a link for "Forgot your username/password?". To the right of the form, there is a message: "The Portal uses Single Sign-On to give you simple access to most WOU online programs from one customizable menu." Below this message, there are two yellow buttons: "Activate your account" and "Account Lookup".

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 V
- **[Personal Information & Profile](#)**
 - View and/or Update your Address and your E-mail Address

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”

What would you like to do?



Prepare for Registration

View registration status, update student term data, and complete pre-registration requirements.



Register for Classes

Search and register for your classes. You can also view and manage your schedule.



Browse Classes

Looking for classes? In this section you can browse classes you find interesting.



View Registration Information

View your past schedules and your ungraded classes.



Browse Course Catalog

Look up basic course information like subject, course and description.



Plan Ahead

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.

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

Terms Open for Registration

Continue

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

Find Classes

Enter CRNs

Plans

Schedule and Options

Enter Your Search Criteria

Term: Fall 2025

Subject

Course Number

Instructional Methods

Attribute

Search

Clear

Advanced Search

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

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2025

CRN

+ Add Another CRN

Add to Summary

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 [Registrar's office](#) (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 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 “Student Profile”


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


Curriculum and Courses
Prior Education and Testing
Additional Links
Degree Tracks
Registration and Schedule
View Grades
Unofficial Transcript
Request Official Transcript
Enrollment Verification
Navigate
Apply to Graduate
Financial Aid
Account Summary

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


Available Credentials

CANCEL ×


Please be aware that Canadian mail and parcel processing and delivery will not occur for the entire duration of the Canadian national strike, and some Canadian post offices will be closed.




The following credentials are available from Western Oregon University. Start your order by selecting a credential listed below (you can add more later)


Transcript (Electronic or Mail) icon

Transcript (Electronic or Mail)

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.


Order


Transcript (Local Pickup) icon

Transcript (Local Pickup)

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order


DIPLOMA

Replacement Diploma

A Diploma is a certificate awarded by an educational institution to show that someone has

Order

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