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 for the Spring 26 term, your status is active for Summer 2026 and Fall 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). 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 Experience [Experience] icon near the top of the page.

Step #3 Select "Academics"
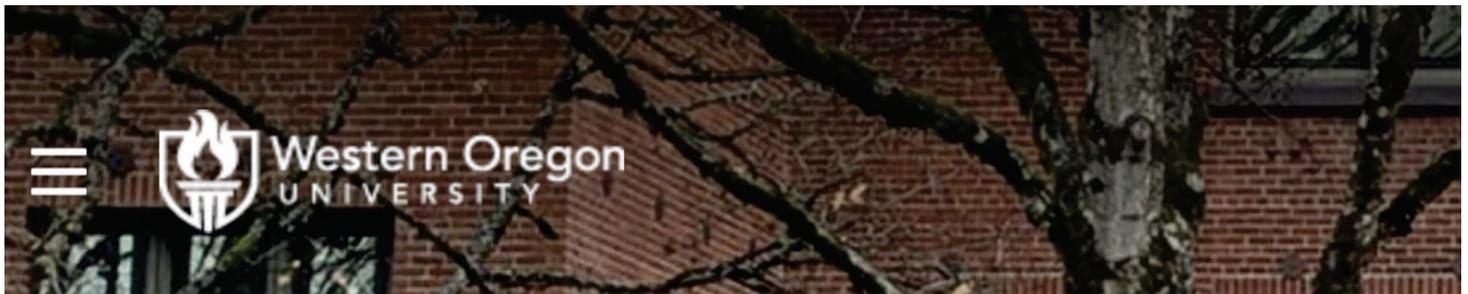
Step #4 Select "Registration Menu", then "Register for Classes"

Registration Menu 🔖

| SCHEDULE PLANNER > | REGISTER FOR CLASSES > |

Plan Your Schedule and Register for Classes.
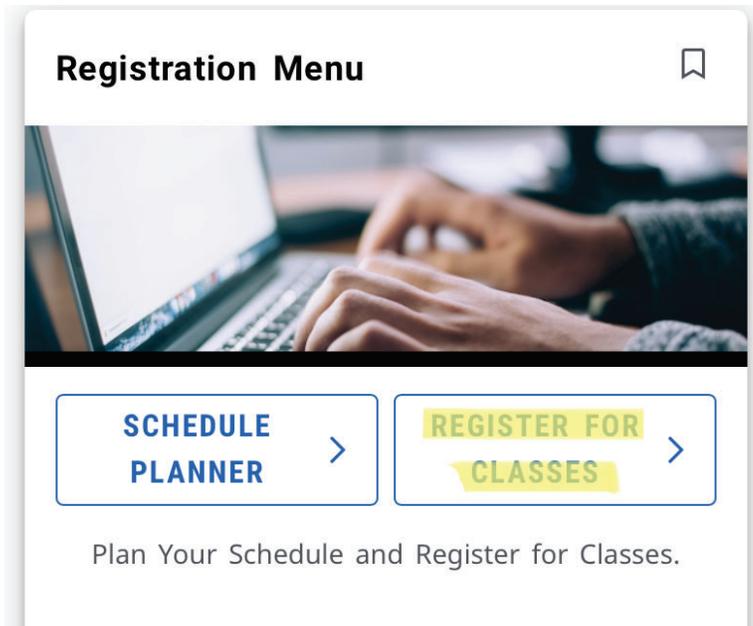
Step #5 Select "Register for Classes"

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

Select a term... ▼

Continue

Step #7 If you don't have a CRN#, you can search for your class under the "Find Classes" tab.
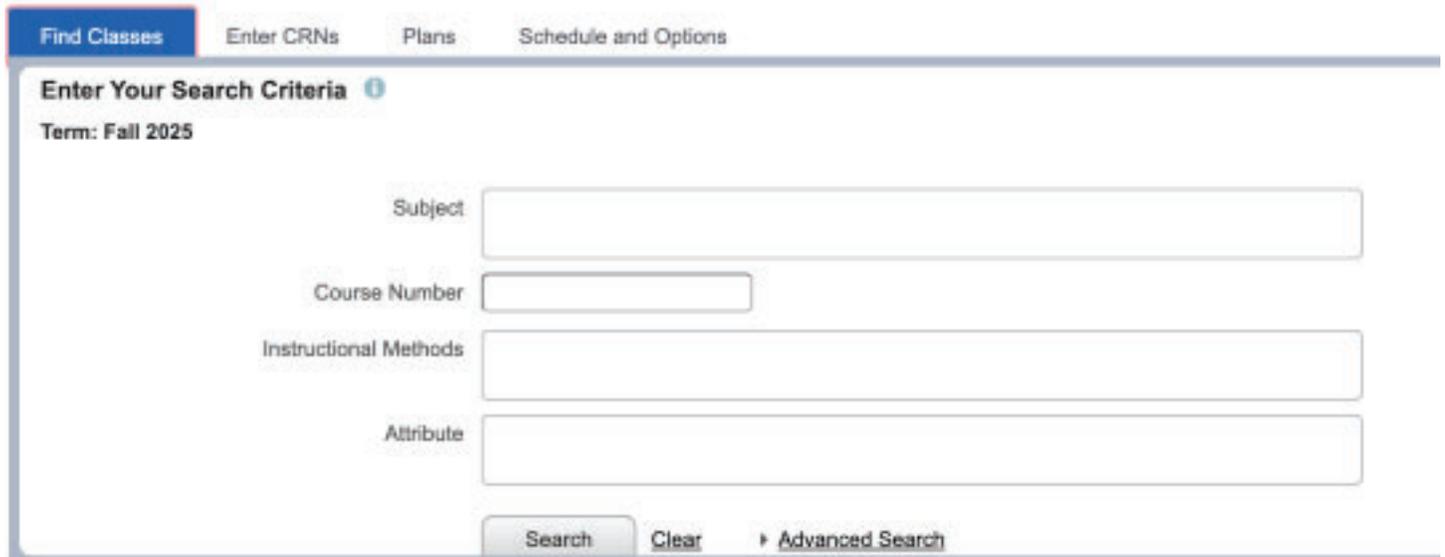
| Find Classes | Enter CRNs | Plans | Schedule and Options |

Enter Your Search Criteria ⓘ

Term: Fall 2025

Subject

Course Number

Instructional Methods

Attribute

Search   Clear   ▸ Advanced Search

Step #8 If you know your CRN #, click on the "Enter the CRNs" tab, and 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)

Step #2 Click the "Experience" icon.

Step #3 Select "My Account"

Step #4 In the Transact section, select "Access Your Transact Account". 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.
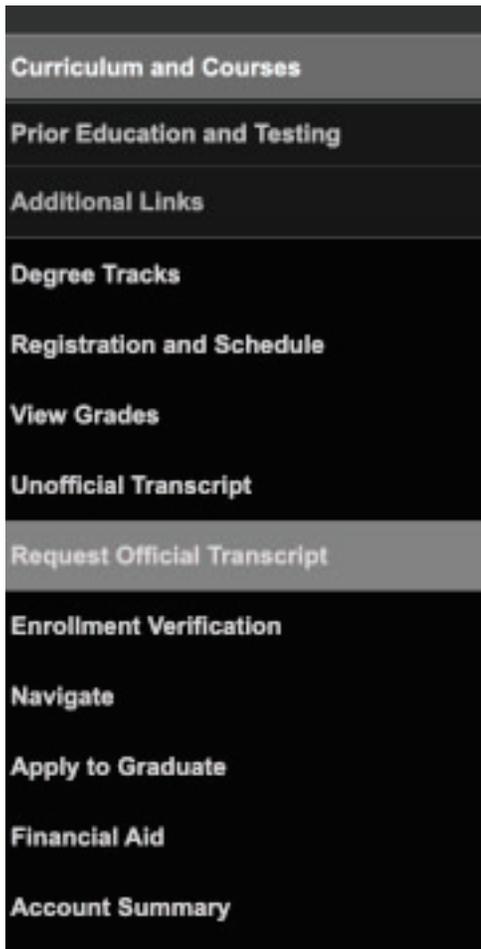
Ordering Transcripts

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

**Step #2** Click the "Experience" icon.

Step #3 Select the "Academics" tab

Step #4 Then in the Student Menu box, select "Open 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"
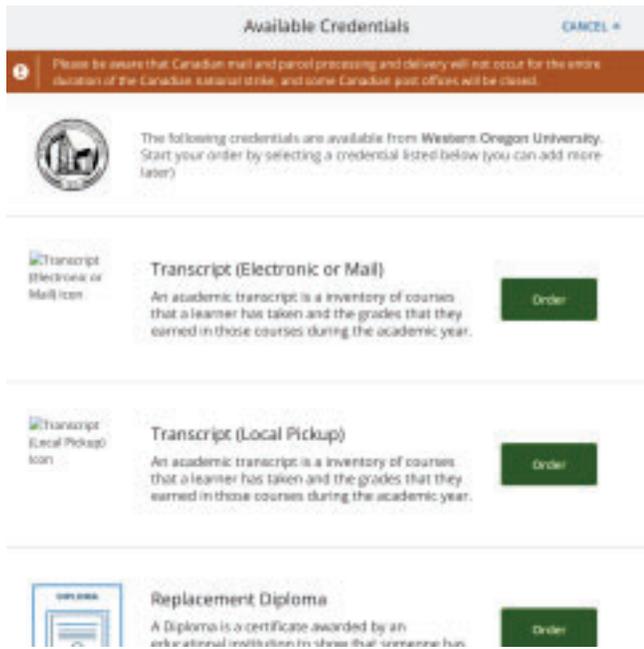
Step #7 Follow the instructions to complete the process of ordering official transcripts.