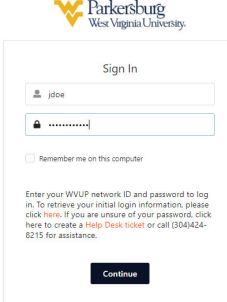


# Add/Drop a Class in OLSIS:

1. Go to <https://www.wvup.edu/OLSIS>
2. To sign into the system, you will use your **WVUP Network ID** (the first part of your wvup.edu email before '@wvup.edu') and the same password you use to access your WVUP Email, Blackboard or campus resources

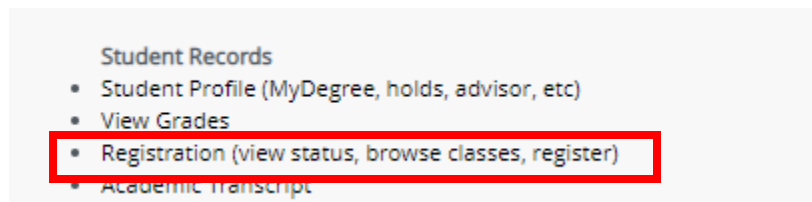


Sign In

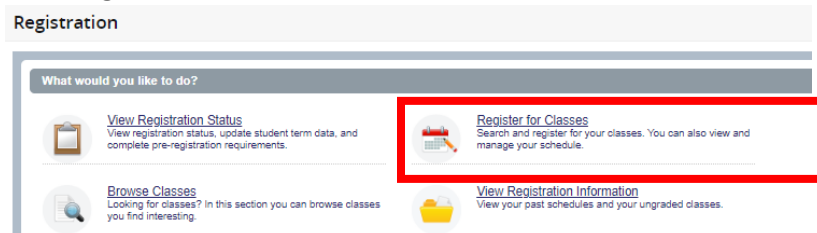
Remember me on this computer

Enter your WVUP network ID and password to log in. To retrieve your initial login information, please [click here](#). If you are unsure of your password, [click here to create a Help Desk ticket](#) or call (304)424-6215 for assistance.

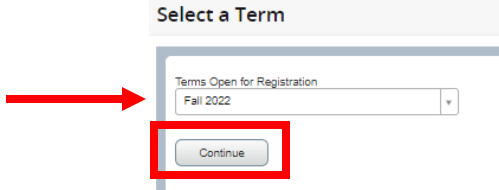
3. From the main dashboard, under *Student Records*, click on **Registration**.



4. From the menu, click on **Register for Classes**.



5. Select the term you wish to register for and click Continue.



Select a Term

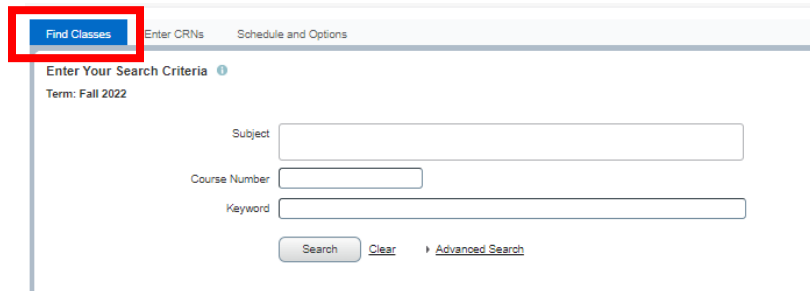
Terms Open for Registration

Fall 2022

## There are 2 ways to **ADD** courses to your schedule: *Find Classes and Enter CRNs*

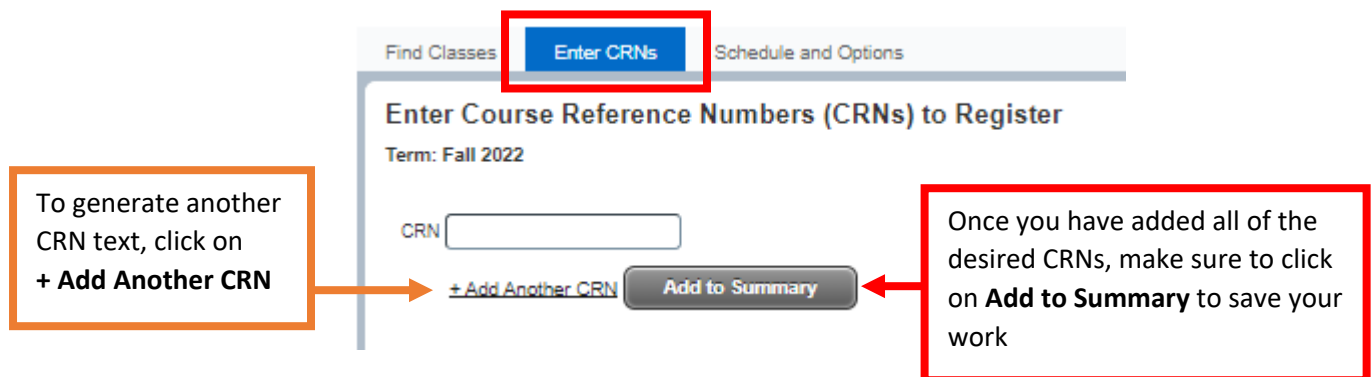
### Find Classes:

If you do not know specific CRNs, *Find Classes* can be used to find courses to add to your schedule. A basic search and an advanced search are available. Information returned in the search results includes things like course attributes, meeting times (if assigned), and seats available.



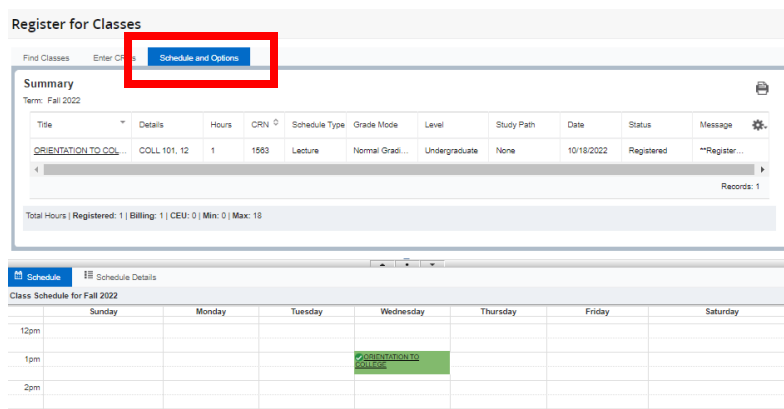
### Enter CRNs:

Enter CRNs is used when registering for classes. Input one CRN per CRN box.



### Schedule and Options:

Once you have added courses to your schedule, click on the *Schedule and Options* tab to view your schedule with course information. The screen also features a calendar where you can print your schedule in a “Weekly Planner” overview.

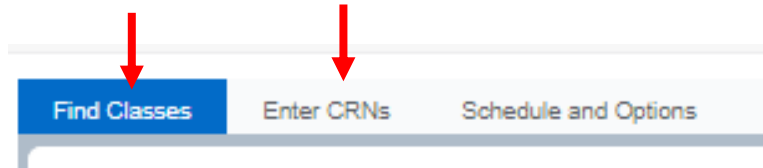


	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12pm							
1pm				ORIENTATION TO COL...			
2pm							
3pm							

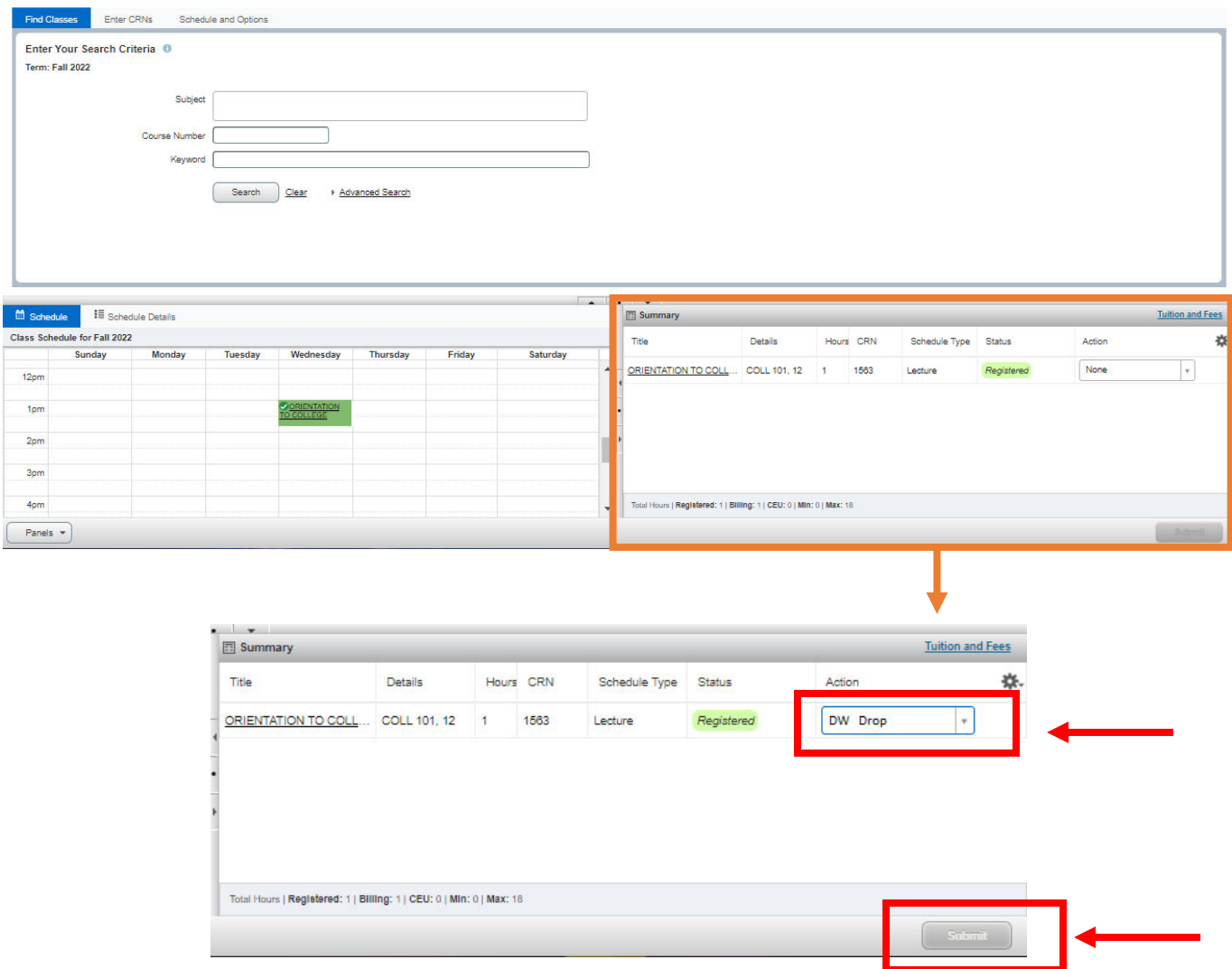
## Drop a Course:

**Important Note:** *There is a limited timespan where you can withdraw/drop from a course. If you do not have the option to drop the course in OLSIS, you may need to use the [Course Withdrawal](#) system to drop the course.*

1. From the main dashboard, under *Student Records*, click on **Registration**.
2. From the menu, click on **Register for Classes**.
3. Select the term you wish to register for and click Continue.
4. From the top tab navigation, click on either *Find Classes* or *Enter CRNs* (doesn't matter which one.)



5. In the summary box, under the Action Header, select Drop from the list and click **Submit**



The screenshot shows the OLSIS interface. At the top, there are tabs for 'Find Classes', 'Enter CRNs', and 'Schedule and Options'. Below this is a search criteria form with fields for 'Subject', 'Course Number', and 'Keyword', along with 'Search', 'Clear', and 'Advanced Search' buttons. The 'Class Schedule for Fall 2022' is displayed as a grid with columns for days of the week and rows for times. A class titled 'ORIENTATION TO COLL...' is shown in the Wednesday 1pm slot. To the right, a 'Summary' box is highlighted with an orange border. This box contains a table with columns: Title, Details, Hours, CRN, Schedule Type, Status, and Action. The row for 'ORIENTATION TO COLL...' shows 'COLL 101, 12', '1', '1563', 'Lecture', and 'Registered'. The 'Action' column has a dropdown menu currently set to 'None'. A red arrow points to this dropdown menu, which is also highlighted with a red box. Below the table, there is a 'Submit' button, also highlighted with a red box and pointed to by a red arrow. At the bottom of the summary box, there is a summary line: 'Total Hours | Registered: 1 | Billing: 1 | CEU: 0 | Min: 0 | Max: 18'.