myWagner - Academics Tab

Academic Information - (Step 2)
Bookstore
Holds
Student Schedule
Academic Information
GPA Prediction
Grade Report
Unofficial Transcript

Course Schedule and Planner Tab
Course List
My Registration Time
Course Registration

Registering For Courses
How to Search for Courses
How to add courses by Course Code
How to drop/swapping a course?
	DROPPING A COURSE
	SWAPPING A COURSE
myWagner - Academics Tab
Here in the registrar’s office we focus on myWagner functions under the Academic tab shown below. To begin Log into my wagner and click the academic tab (Step 1)

A. Academic Information - (Step 2)
   1. Bookstore
      i. Here is where you will be linked to the bookstore where you will be able to enter the courses you are registered for and find out the textbooks needed for class
   2. Holds
      i. 
      ii. 
      iii. In this portion of the screen is where you will find out if your account has any hold such as Bursar holds, Financial Aid holds, etc.
   3. Student Schedule
      i. This section will provide a list of classes that you are CURRENTLY enrolled in
   4. Academic Information
      i. In this box you can view your intended Major and the degree you will be awarded upon completion of the degree requirements.
         1. IF INCORRECT PLEASE contact the Registrar Office (718) 390-3173 or at registra@wagner.edu
   5. GPA Prediction
      i. Using this panel you can predict your GPA for the term as well as future projections.
   6. Grade Report
      i. In this panel you can see grade reports for your mid-semester evaluation as well as the Final Grade report. Simply select the term of interest and click Midterm of Final Grade report.
   7. Unofficial Transcript
      i. Use this panel if you would like to view an UNOFFICIAL Transcript.
         1. If you would like to order an official transcript please complete a Transfer Evaluation Form provided at this link: http://wagner.edu/registrar/forms/.
There is $10 fee per official transcript ordered and an additional $25 fee per transcript ($35 total per Transcript) to have it overnighted to your institution.

B. Course Schedule and Planner Tab

1. Course List
   i. Here you will find a complete list of courses. Using the guide provided you can set the search criteria to your desire to populate a list of courses.

2. My Registration Time
   i. In the upper most panel this section will show you your registration start and end date for the current semester

3. Course Registration
   i. If you scroll down to the bottom of the page you will see the course registration window. Clicking the hyperlink Add/Drop Classes will bring you the same window shown in Page
Registering For Courses - How To

How to Search for Courses

1. To begin login to your myWagner portal: [https://my.wagner.edu/ics](https://my.wagner.edu/ics)
2. Once logged in Click on the Academics Tab

3. Then click “Course Schedule and Planner”

4. Next Click “Course Registration”
5. To search for a course use the “Course Search” field
   a. Be sure to set the correct Criteria such as
      i. **Term** - Set to FA 17
      ii. **Student Program** - Undergraduate or Graduate
      iii. **Course Search Criteria**
         1. **Title** - Name of the course (Ex. Microbial Physiology)
         2. **Course Code** - The course initials and number (Ex. MI525G-01)
            a. Mostly for students who know exactly the course they are looking for
            b. Begins with - if you know the Department but are not sure of the number
               associated with the course designator
         3. **Term** - Select the correct term for which you want to register for that class
         4. **Department** - Allows you to choose which department offers the course
            a. Mostly for students who want to explore courses offered by the
               department of want to have a more specific search
         5. **Course Program** - allows you to further choose whether the course offered is
            specific to undergraduate or graduate degrees, certificate programs, 2nd degree
            bachelor’s, wtc
   b. Once the Criteria is selected click search
c. A list of courses will then be populated that match the set criteria. To add the course check off the box and click Add courses

How to add courses by Course Code

1. If you Already spoke to your advisor or know the courses that you need to register for you can follow just log into myWagner. Click Academics → Course Schedule Planner → Course Registration → Add by Course Code
   a. As you enter the courses the webpage will provide some suggestions
2. Add the courses you need and Click Add Course(s)
3. To check that the courses were added to your schedule click course registration and the courses you are registered for will be listed below.

How to drop/swap a course?
A. To swap or drop a course login top myWagner Click Academics → Course Schedule Planner → Course Registration
   1. DROPPING A COURSE
      i. myWagner allows you to multiple select courses which you would like to drop. Click the courses you no longer want and click “Drop Selected Courses”
2. **SWAPPING A COURSE**

   i. To swap a course select one course then click swap

   

   ![Course Registration Course Search](image)

   

   ii. This will bring you to the “Course Registration Course Search” where you will enter the criteria to search for the desired class

   ![Course Search](image)

   

   iii. Click the grey box to select the desired course then click add course

   ![Search](image)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Name</th>
<th>Faculty</th>
<th>Seats Open</th>
<th>Status</th>
<th>Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS111-01</td>
<td>Child Psychology</td>
<td>Taverner, Carolyn M.</td>
<td>0/28</td>
<td>Closed</td>
<td>TR 4:20 - 5:50 PM; MAIN Campus, Main Hall, Classroom</td>
<td></td>
</tr>
</tbody>
</table>