

myWagner How To's - Registrar Edition

Last Updated 3/05/2020

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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)

The screenshot shows the myWagner Academics interface. At the top, a navigation bar includes links for Home, Registrar, Peer Tutoring, Academics, Billing, Campus Life, Financial Aid, Active Directory Password Lookup, and My Pages. Below this, a breadcrumb trail reads 'You are here: Academics > Academic Information'. The main content area is titled 'Academic Information' and is divided into several sections: 'Academic Information' (containing Graduate and Undergraduate Program details), 'Holds', 'Unofficial Transcript', 'GPA Projection', 'Student Schedule', 'Bookstore', and 'Grade Report'. Red boxes with numbers 1 through 7 are placed over specific elements: 1. Bookstore link; 2. Holds table; 3. Student Schedule dropdown; 4. Academic Information header; 5. GPA Projection form; 6. Grade Report dropdown; 7. Unofficial Transcript dropdown. A left sidebar contains a menu with 'Academic Information' selected, and 'Quick Links' for My Pages and Wagner Home Page.

A. Academic Information - (Step 2)

1. Bookstore

- 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

-
-
- 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, ect.

3. Student Schedule

- This section will provide a list of classes that you are CURRENTLY enrolled in

4. Academic Information

- In this box you can view your intended Major and the degree you will be awarded upon completion of the degree requirements.
 - IF INCORRECT PLEASE contact the Registrar Office (718) 390-3173 or at registra@wagner.edu

5. GPA Prediction

- Using this panel you can predict your GPA for the term as well as future projections.

6. Grade Report

- 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

- Use this panel if you would like to view an UNOFFICIAL Transcript.
 - 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>
2. Once logged in Click on the Academics Tab

WAGNER COLLEGE
BE PART OF THE CITY

Home Registrar Peer Tutoring **Academics** Billing Campus Life Financial Aid Active Directory Password Lookup My Pages

You are here: Home > Home

myWagner Home

Home

Quick Links

My Pages

Wagner Home Page

myWagner Home

Welcome

Welcome to myWagner, the online portal for students, faculty, and staff! This portal allows students to view their schedule, grades, transcripts, and degree audit; declare majors and minors; view "holds"; and register. Faculty can view their schedule, class lists, and advisee schedules; submit mid-semester and final grades; and clear advisees to register.

Student tutorial for myWagner

FAQ/Help

- o Please log in above with your All-Access username and password
- o Did you activate your All-Access Pass account? If not, please visit [Account](#). MUST activate your account before you can login here.
- o Still have login issues? Please contact the [Information Technology](#)

3. Then click "Course Schedule and Planner"

WAGNER COLLEGE
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Home Registrar Peer Tutoring Academics Billing Campus Life Financial Aid Active Directory Password Lookup My Pages

You are here: Academics > Academic Calendar

Academics

Academic Information

Course Schedule Planner

Academic Calendar

Bulletin Course Designations

Quick Links

My Pages

Academics

My Advisor's Contact Info

prog	type	name	email	dept	title
GRAD	PRIM	Mills, Geoffrey T	geoffrey.mills@wagner.edu	Business Department	Interim Dean of the Nicolas School of Business
GRAD	SEC	Turner-Frederick, Athena	a.turner-frederick@wagner.edu	Registrar	Registrar

Department Messages

4. Next Click "Course Registration"

WAGNER COLLEGE
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Home Registrar Peer Tutoring Academics Billing Campus Life Financial Aid Active Directory Password Lookup My Pages

You are here: Academics > Course Schedule Planner

Academics

Academic Information

Course Schedule Planner

Course List

My Registration Time

Course Registration

Academic Calendar

Bulletin Course Designations

Quick Links

My Pages

Wagner Home Page

Course Schedule Planner

My Registration Time

term	begins	ends
SP 2020	10/21/2019 1900	01/28/2020 1600

Course List

Tips

- Click a column heading to sort the table below
- Click BEGINS column will sort the times of the day to find available courses
- Click ROOMS column will sort rooms to see spaces occupied

Section Number Legend

- EY - Expand Your Horizon courses (trips included)
- EL - Expand Your Horizons - Intermediate Learning Communities
- FY - First Year Program
- F1 - First Year Program - Profession

Designation Legend

- [Key Skills & Knowledge Defi](#)
- General Education before Fall 201
- D - Diversity
- I - International Experience

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



Home Registrar Peer Tutoring Academics Billing Campus Life Financial Aid Active Directory Password Lookup My Pages

You are here: Academics > Course Schedule Planner > Course Registration

Academics

- Academic Information
- Course Schedule Planner
- Academic Calendar
- Bulletin Course Designations

Quick Links

- My Pages
- Wagner Home Page

Course Schedule Planner

Course Registration - Add/Drop Courses

Add/Drop

Term: SP 2020
 Student Program: Graduate Program *Select the Student Program for this registration and then select the Course Program to find a course*
Registration is CLOSED. Registration is not open at this time. Student Registration is currently closed.
 You are currently registered for **12 credits.**
 Program: All *Select which courses will be displayed in the schedule & searches below.*

Add by Course Code | **Course Search**

Title: Begins With Economics for Managers
 Course Code: Begins With BU617
 Term: SP 2020
 Department: All
 Program: All

Search [More Search Options](#)

Your Schedule (Registered)						
Drop	Swap	Title	Title	Schedule	Location	Credits
		BU652-01	Strategic Management	R 08:10-10:10PM	MAIN Campus Spiro Hall 31	3.0
		BU662-01	Strategic Leadership	T 08:10-10:10PM	MAIN Campus Spiro Hall SCCA	3.0

- 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

WAGNER COLLEGE
BE PART OF THE CITY

Home Registrar Peer Tutoring Academics Billing Campus Life Financial Aid Active Directory Password Lookup My Pages

You are here: Academics > Course Schedule Planner > Course Registration

Academics
Academic Information
Course Schedule Planner
Academic Calendar
Bulletin Course Designations

Quick Links
My Pages
Wagner Home Page

Course Schedule Planner

Course Registration - Results

Search Results

Search Options
Other previously selected search criteria still apply.
Terms: SP 2020 Program: All Update

Student Program: Graduate Program

Courses	Add	Course code	Name	Req	Note	Seats Open	Status	Faculty / Schedule
<input type="checkbox"/>	<input type="checkbox"/>	BU617-01	Economics for Managers	Q		10/20	Open	Majmudar, Radhi A. / M 08:10-10:10PM; MAIN Campus, Main Hall, Clas
<input type="checkbox"/>	<input type="checkbox"/>	BU617-TU	Economics for Managers			0/1	Closed	LaRocca, Richard / 00:00-00:00AM; MAIN Campus, Building, blank

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)

Academics
Academic Information
Course Schedule Planner
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Quick Links
My Pages
Wagner Home Page

Course Schedule Planner

Course Registration - Add/Drop Courses

Add/Drop

Term: SP 2020
Student Program: Graduate Program
Registration is CLOSED. Registration is not open at this time. Student Registration is currently closed.
You are currently registered for **12 credits.**
Program: All

Add by Course Code | Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code: Course Code:

1. FI607	2. <input type="text"/>
3. BU617	4. <input type="text"/>
5. <input type="text"/>	6. <input type="text"/>

Add Course(s)

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
		BU652-01	Strategic Management	R 08:10-10:10PM	MAIN Campus Spiro Hall 31	3.0

- To check that the courses were added to your schedule click course registration and the courses you are registered for will be listed below

Bulletin Course Designations

Quick Links

My Pages ▼

[Wagner Home Page](#)

Add/Drop

Term: SP 2020

Student Program: Graduate Program Select the Student Program for this registration and then select the Course Pr...

Registration is CLOSED. Registration is not open at this time. Student Registration is currently closed.

You are currently registered for **12 credits.**

Program: All Select which courses will be displayed in the schedule & searches below.

Add by Course Code | **Course Search**

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. **If you don't know the course or section codes you need, use the course search tab above.**

Course Code: Course Code:

1. 2.

3. 4.

5. 6.

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
		BU652-01	Strategic Management	R 08:10-10:10PM	MAIN Campus Spiro Hall 31	3.0
		BU669-01	Strategic Leadership	T 08:10-10:10PM	MAIN Campus Spiro Hall SCCA	3.0
		BU693-IS	Independent Study in Business	00:00-00:00AM	MAIN Campus Building	3.0
		FI641-01	Fin Stat Theory & Analysis	M 08:10-10:10PM	MAIN Campus Campus Hall 213	3.0

How to drop/swap a course?

- To swap or drop a course login top myWagner Click Academics → Course Schedule Planner → Course Registration

1. DROPPING A COURSE

- 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”

Add by Course Code | **Course Search**

Title: Begins With

Course Code: Begins With

Term: SP 2020

Department: All

Program: All

[More Search Options](#)

Your Schedule (Registered)

Drop	Swap	Title	Title	Schedule	Location	Credits
<input checked="" type="checkbox"/>		BU652-01	Strategic Management	R 08:10-10:10PM	MAIN Campus Spiro Hall 31	3.0
<input checked="" type="checkbox"/>		BU669-01	Strategic Leadership	T 08:10-10:10PM	MAIN Campus Spiro Hall SCCA	3.0
		BU693-IS	Independent Study in Business	00:00-00:00AM	MAIN Campus Building	3.0
		FI641-01	Fin Stat Theory & Analysis	M 08:10-10:10PM	MAIN Campus Campus Hall 213	3.0

2. SWAPPING A COURSE

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

The screenshot shows the 'Add by Course Code' interface. At the top, there are search filters: Title (Begins With), Course Code (Begins With), Term (SP 2020), Department (All), and Program (All). Below these is a 'Search' button and a link for 'More Search Options'. A table titled 'Your Schedule (Registered)' lists several courses with columns for Drop, Swap, Title, Schedule, Location, and Credits. The 'Swap' button for the first course, BU652-01, is highlighted with a red box, and a red arrow points to it.

Drop	Swap	Title	Title	Schedule	Location	Credits
	<input checked="" type="checkbox"/>	BU652-01	Strategic Management	R 08:10-10:10PM	MAIN Campus Spiro Hall 31	3.0
	<input type="checkbox"/>	BU669-01	Strategic Leadership	T 08:10-10:10PM	MAIN Campus Spiro Hall SCCA	3.0
	<input type="checkbox"/>	BU693-IS	Independent Study in Business	00:00-00:00AM	MAIN Campus Building	3.0
	<input type="checkbox"/>	FI641-01	Fin Stat Theory & Analysis	M 08:10-10:10PM	MAIN Campus Campus Hall 213	3.0

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

The screenshot shows the 'Course Registration - Course Search' form. It includes fields for Student Program (Graduate Program), Term (FA 2017), Department (All), Course Number Range, Title (Begins With), Course Code (Begins With, PS111), Course Program (All), Method (All), and Course Area (All). There are also options for Time (From/To), Meeting days (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday), Faculty (All), Campus (All), Building (All), Section Status (Open or Full), and Min/Max Hours. The 'Search' button is highlighted with a red box.

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

Search Results

Search Options

Other previously selected search criteria still apply.

Term:

Course Program:

Student Program:

Courses

Add	Course Code	Name	Req	Note	Faculty	Seats Open	Status	Schedule	Cr
<input checked="" type="checkbox"/>	PS111-01	Child Psychology			Taverner, Carolyn M.	0/28	Closed	TR 4:20 - 5:50 PM; MAIN Campus, Main Hall / Classroom	1.0

v.