Online Registration Instructions
Instructions for Using WebSTAC

Review Course Plan / Degree Audit
1. Review, update, and return your degree audit to Suzie Fragale at fragale@wustl.edu and your respective CRTC program coordinator.

Register for Classes
1. Log in to WebStac at http://webstac.wustl.edu using your WUSTL Key and password (works best with Firefox or Google Chrome).
2. On the top toolbar go to Courses and Registration then Registration Worksheet.
3. Under the Course Selection section enter your course Dept Code, Course Number, and Section then select 1st Choice. (Ex. Ethics would be M17 510 01.) Repeat for all courses listed on your degree audit for the semester.
   a. Courses entered should be listed under First Choices section below along with a Schedule Grid.
4. After you have entered all courses into your registration worksheet, go to Courses and Registration then Registration.
5. Add each course by hovering over the course and selecting Add Course.
   a. Green text will appear at the top of the screen informing you that you have added a course.
   b. Please note: you may be waitlisted for some courses automatically. (See red box below.)

Drop a Class
1. Log in to WebStac at http://webstac.wustl.edu using your WUSTL Key and password (works best with Firefox or Chrome).
2. On the top toolbar go to Courses and Registration then Registration.
3. Hover over the course and select Drop Course.
4. Green text will appear at the top of the screen informing you that you have dropped the course.

Print Class Schedule
1. When you have finished adding and dropping courses, you can select Class Schedule from the left-hand menu to view all of your classes and print a schedule.

Waitlisted - MSCI Courses (M17)
When registering for MSCI courses with restricted enrollment (example: Seminar, Mentored Independent Research, Ethics) you may automatically be waitlisted. This is to allow priority to be given to MSCI and Certificate scholars. You will be approved/cleared for waitlisted courses only after you:
   a. Return your updated degree audit to Suzie Fragale and respective CRTC program coordinator.
   b. Provide the contact information for you financial administrator to Suzie Fragale or Karen Childress.
   c. Submit any elective justifications (if applicable) for non-core courses.
   d. Return your signed DPTAs to Karen Childress (employees only)

Waitlisted - Non-MSCI Courses
If you are waitlisted for a Non-MSCI class this is a true waitlist and you will have to wait for that program to determine if they have room for you in the course. Please continue to check the system to see if you have been granted access to the course. If you are still waitlisted for a course two weeks into the semester, the system will automatically purge waitlists and you will not be enrolled in the course.

Questions?
If you have other questions about online registration, you may benefit from watching this short 10-minute video to familiarize yourself with the system: http://www.youtube.com/watch?feature=player_embedded&v=-9pfxt2y_E

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