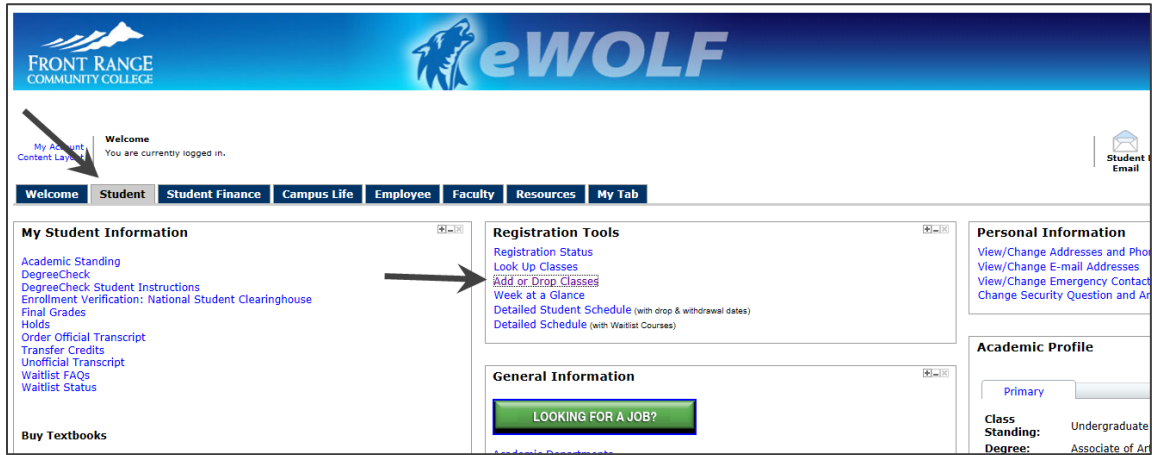
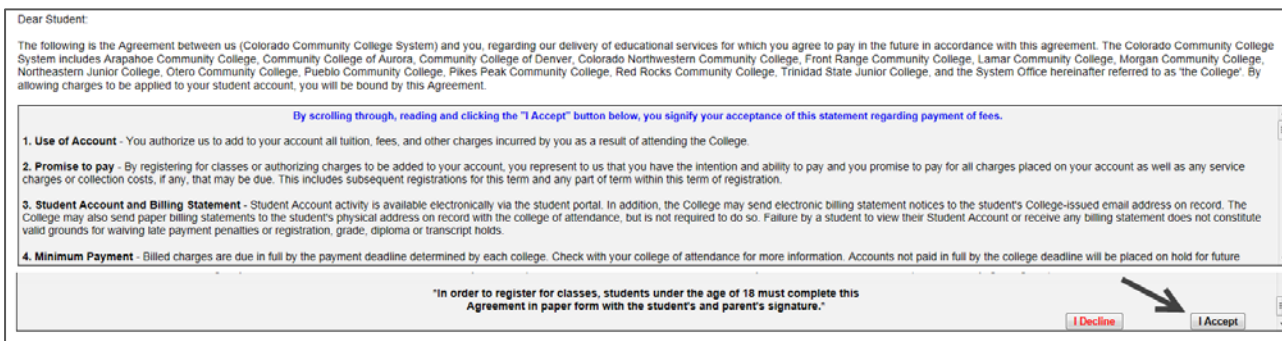


How to Register for Classes Online

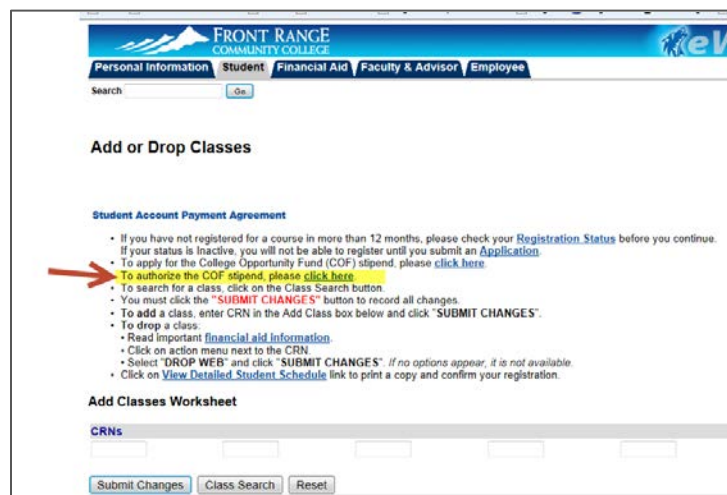
1. Go to www.frontrange.edu.
2. At the top right of the FRCC home page, choose **eWOLF**. This will take you to the FRCC eWOLF portal.
3. Enter your Username (**S number**) and **Password**.
*New Students: Please contact your campus for password assistance by calling:
Westminster (303)404-5000 • Larimer (970)226-2500 • Boulder (303)678-3722 • Brighton (303)404-5099*
4. Once you are logged in to eWOLF, click on the **Student** tab and then **Add or Drop Classes** in the Registration Tools section.



5. At "Select a Term," choose the appropriate semester. Click **Submit**.
6. Read through the Student Payment Agreement. You must accept the agreement in order to proceed.

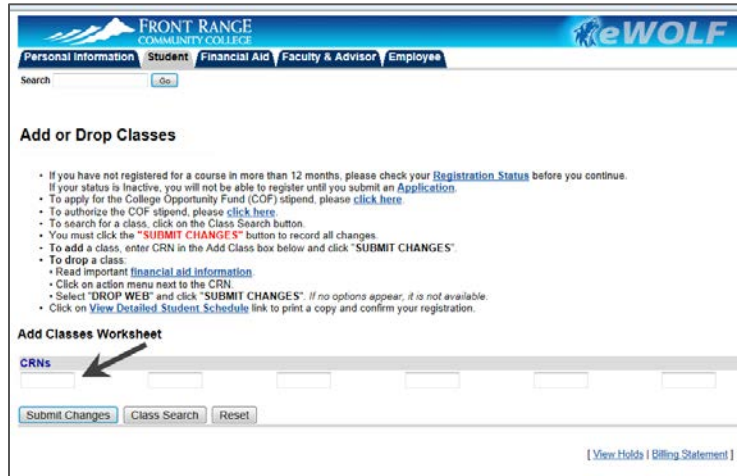


7. Authorize your College Opportunity Fund stipend before you register. Once you do this, click **Return to Menu** to return to the Registration Menu. Click on **Add or Drop Classes** in the Quick Links section again.

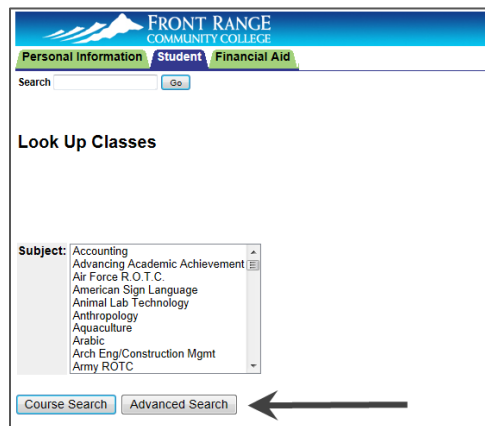


7a. If you know the five-digit course registration number (CRN) for your courses, enter the CRN(s) in the **Add Classes Worksheet** section of the Add or Drop Classes screen. Once you have added the CRN(s), click the **Submit Changes** button.

- If the class is full, you may have the option to add your name to a waiting list for the course.
- To select this option, choose WAITLIST from the drop down menu and be sure to hit the SUBMIT CHANGES button.
- To confirm that you are on a waitlist, please check the Waitlist Status link on the Student tab of eWOLF.
- More information about waitlist is provided [below](#) (on the next page).



7b. If you do not know the CRN for your course, click on the **Class Search** button. Then click on **Advanced Search**.



On the “Look Up Classes” screen, enter only the **subject**, **course number**, and **campus** for the best results (example: English / 121 / FRCC Larimer Campus). Click on the “Class Search” button and review the results. Register for a course by checking the box to the left of the section (days/times) you want.

For the best search results, search ONLY by Subject, Course Number and Campus

Subject: Education
Electronics
Emergency Medical Service
Engineering
Engineering Graphics Tech
Engineering Technology
English
English as a Second Language
Environmental Science
Ethnic Studies

Course Number: 121

Title: _____

Schedule Type: All
Academic Lecture and Lab Combo
Clinical

Instructional Method: All
Career-Technical Course
Continuing Ed

Credit Range: _____ hours to _____ hours

Campus: FRCC CCCOnline
FRCC Larimer Campus
FRCC Online Campus

To compare online options and campus options, hold the Control Key while selecting each campus/online campus

To search for another course, click the “Back” button on your web browser.

How to Waitlist for a Course:

If a course is full, it may be possible to add your name to a waitlist.

Option 1: Type a CRN in the Add/Drop Classes screen. When you receive the message “Closed/Waitlisted,” select Waitlist from the drop down menu. Click the **Submit Changes** button. To confirm that you are on the waitlist, please check your course schedule.

The screenshot shows a registration interface with a red error message: "Registration Add Errors". Below the message is a table with columns: Status, Action, CRN, Subj, Crse, Sec, Level, Cred, Grade, Mode, Title. The first row shows "Closed - 2 Waitlisted" in the Status column, "None" in the Action column, and "62426 HUM 121 004 Undergraduate 3.000 Standard Grade Humanities: Early Civ: AH2" in the other columns. A dropdown menu is open under the Action column, showing "None" and "Wait Listed" (which is selected). Below the table is an "Add Classes Work" section with "CRNs" input fields and "Submit Changes", "Class Search", and "Reset" buttons.

Choose “Waitlist” from the drop down menu then click the “Submit Changes”

Option 2: When you are doing a class search (see step 7b), you can see how many students are on a waitlist. In the **WL Act** (Waitlist Actual) column, you can see how many students are on the waitlist. If you decide to add your name to the section’s waitlist, please make a note of the CRN. Follow the instructions in Option 1 above.

Sections Found																					
Health Professional																					
Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location
C	63107	HPR	190	101	FBC	2.000	Basic EKG Interpretation	TR	06:00 pm-10:00 pm	16	16	0	99	2	97	0	0	0	Susan Anderson (P)	04/09-05/09	FBCMIL C1264
NR	65516	HPR	190	661	FLC	2.000	Basic EKG Interpretation	MW	06:00 pm-08:30 pm	30	18	12	0	0	0	0	0	0	Gregory J. Rhoads (P)	03/04-04/17	FLARMR BP126

Students can add themselves to a waitlist if a course is full. Watch your student email closely as a space may become available before the course begins. Not all courses are available to waitlist and there are several requirements to waitlist for a course:

- You can only waitlist for ONE section of the same course. You cannot waitlist for a course if you are currently registered for another section of that same course.
- You must meet the course prerequisite requirements.
- You cannot exceed 18 credit hours (registered and waitlisted) without advisor approval.

If a space becomes available in the class:

- The first student on the waitlist will receive an automated email from FRCC to their student email account notifying them that a space is now available. The student then has a 48 hour window in which to register for the course. If the student does not register for the course within the 48 hour window, they will be dropped from the waitlist and the next student on the waitlist will receive a notification email.
- It is critical that you have your student email account activated and that you are actively monitoring it during the waitlist process. Your student email can be easily accessed through our student portal eWOLF. For more information on your student email account, go to www.frontrange.edu/email
- Students are responsible for monitoring their student account and paying any additional tuition and fees owed by 5:00 pm on the next business day if the course is added after the payment deadline.

Waitlists are in place through the second day of the term. After this, instructors have the ability to sign an Add/Drop Form for a limited time to authorize late registration for the course.

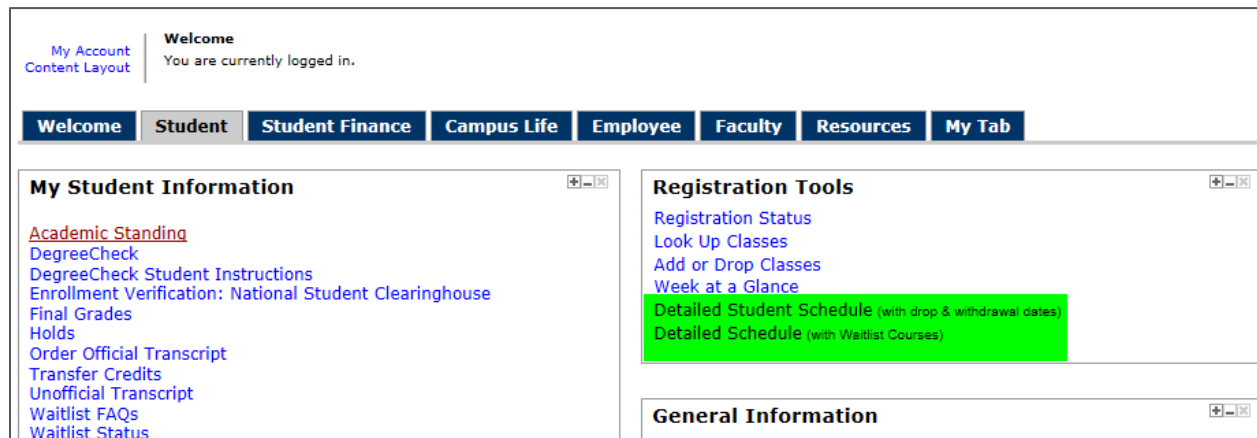
Payment Options:

- You can make full payment online using a credit card (go to your **Billing Statement** on the **Student Finance** tab of eWOLF).
- Sign-up for the **Monthly Deferred Payment Plan** under the Payment Options section.
- Please be sure to check <http://www.frontrange.edu/Prospective-Students/Tuition-and-Fees/Payment-Options.aspx> or our schedule for important payment deadlines.
- If payment has not been arranged by the payment deadline, students may be dropped from their classes. FRCC cannot guarantee that all classes will be dropped for unpaid accounts.

If you are not planning to attend FRCC, it is your responsibility to ensure your classes are dropped by the deadlines specified in the schedule.

Your Schedule

You can print your schedule by clicking on the **Detailed Student Schedule** link in the **Registration Tools** on the **Student tab** of eWOLF. The Detailed Schedule will show your Waitlisted classes, along with the drop and withdraw deadlines for each of your enrolled courses.



The screenshot displays the eWOLF Student tab interface. At the top, there is a 'Welcome' message and a navigation menu with tabs for 'Welcome', 'Student', 'Student Finance', 'Campus Life', 'Employee', 'Faculty', 'Resources', and 'My Tab'. The 'Student' tab is selected. Below the navigation menu, there are two main sections: 'My Student Information' and 'Registration Tools'. The 'My Student Information' section contains links for 'Academic Standing', 'DegreeCheck', 'DegreeCheck Student Instructions', 'Enrollment Verification: National Student Clearinghouse', 'Final Grades', 'Holds', 'Order Official Transcript', 'Transfer Credits', 'Unofficial Transcript', 'Waitlist FAQs', and 'Waitlist Status'. The 'Registration Tools' section contains links for 'Registration Status', 'Look Up Classes', 'Add or Drop Classes', 'Week at a Glance', 'Detailed Student Schedule (with drop & withdrawal dates)', and 'Detailed Schedule (with Waitlist Courses)'. The 'Detailed Student Schedule' link is highlighted in green. Below these sections is a 'General Information' section.

- Take your schedule with you to the bookstore to purchase your books for FRCC on-campus, online, and hybrid classes. Or click on the **Buy Textbooks** link for your campus in the **Student** tab in eWOLF (To purchase books for CCCOnline classes, click the CCCOnline link in eWOLF or please visit: www.cconline.org/Students/Bookstore.)
- Take your schedule, an official government photo ID and \$5 to Student Life to obtain a student ID/Wolf card.

Questions?

Call: Westminster (303) 404-5000 • Larimer (970) 226-2500 • Boulder (303) 678-3722 • Brighton (303) 404-5099