

Frequently Asked Registration Questions:

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How do I get into MyWestern?

Here is the direct link to the MyWestern student portal: <https://mywestern.westernc.edu>. You can bookmark this page or find the link on the [Current Student page](#).

To sign-in, your username is your Student ID number, your password is the same as the password for your student email and Blackboard accounts.

If you don't remember your password, you can reset it by clicking on the following link and following the prompts: [Reset Password](#).

Why is there an advising hold on my account?

The advising hold is may be automatically added to an account when you are first admitted to the college and *any time* you change your program while enrolled at Western. They're not as common as they used to be, but if you find you have this kind of hold, please reach out to your College Advisor for more information.

How likely is it that a seat will open up in a course that is full?

It's difficult to determine if seats will open up in specific classes. It is possible any time prior to the course's start-date, but we don't have a waitlist system for individual classes. I recommend that you register for the number of credits you need and not hold out for a class that is full, just to make sure you stay on track.

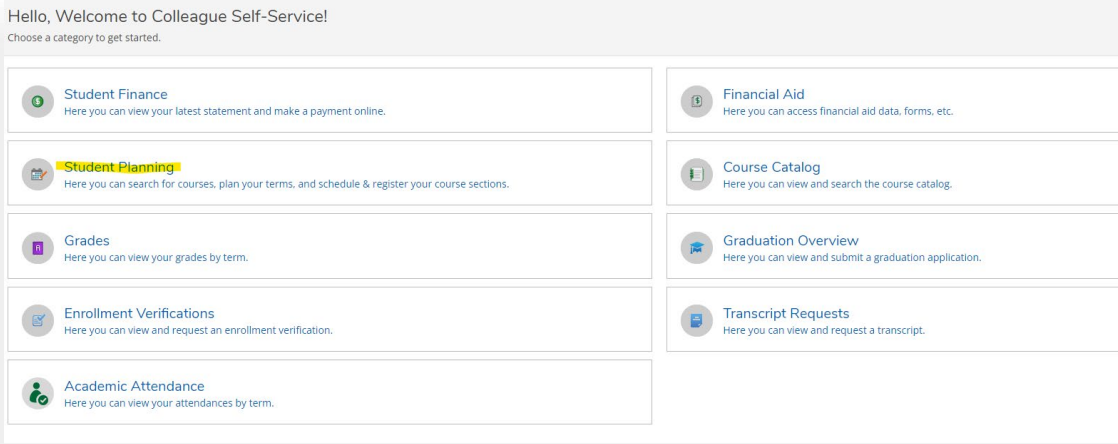
Is it too late to change my schedule?

You are able to revise your class schedule freely on our own in Self-Service up until the ***Friday before the term begins***. Generally, if it is into/past the first week of classes, it will be too late to add in or swap courses or course sections.

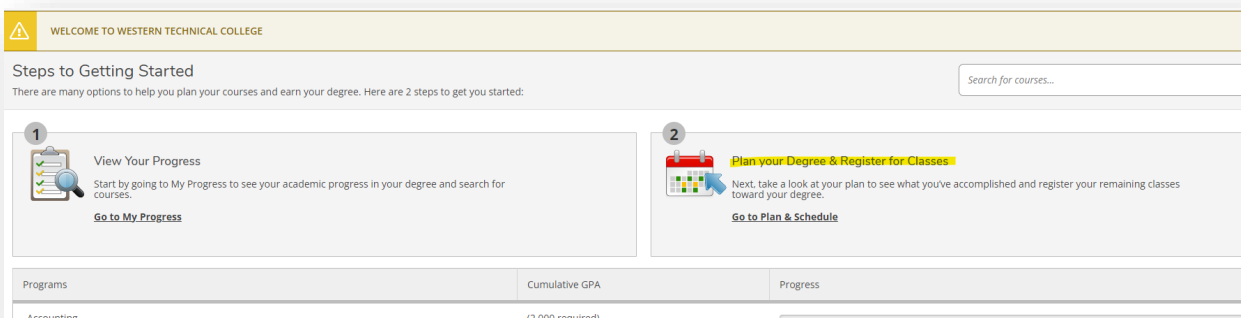
If you are considering dropping a class, you can view the drop deadlines on your [MyWestern student portal](#). Once logged in, just click on the **My Drop Dates** link on the left side of the page. You will need to enter the desired term, scroll down, and click apply.

I don't see my class in Blackboard. Am I registered for the class?

Blackboard is not an official list of your classes. You can view your class schedule on your [MyWestern student portal](#). Once logged in, just click on the **Self-Service New** link on the left side of the page. From there, select the **Student Planning tile**:



On the following page- select the “Plan your Degree & Register for Classes” option:



Click the arrow to move over to the Summer 2024 term, and your registered classes should appear below:



Instructors activate their online Blackboard classrooms just before the start of the new session, many open their Blackboard Class on the first day that specific class begins so, pay attention to each class’s start/end dates. Instructors are encouraged to email their students in the week before the term begins, so make sure you’re checking your Western student email often!

I see a class on my Blackboard but I’m not signed up for that class.

Blackboard is not directly connected to your MyWestern student portal account, so it doesn't recognize when a course is added or dropped. Instructors populate their Blackboard courses individually. If you would like to be removed from a Blackboard course that you are not/no longer registered for, email the instructor to make that request, or contact your College Advisor for other options.

How do I change programs?

To change programs, you will need to complete an application. There is no application fee to change programs.

Click on the link: [Apply here](#)

If you remember your Western Dashboard account information, you can sign in. If you do not have an account, click **Sign Up** to create one.

1. Once you have your account set up, log in to your account
2. Select **Start a New Application**
3. Select **Change/Add Program** from the drop down list
4. Select **Term/Year** from the drop down list
5. Click **Next**.
6. On the following page, select your new career cluster and new program from the drop-down lists
7. Indicate in the next box if you will be continuing in your previous program or if you are going to drop that program moving forward
8. Complete the rest of the application as it is presented