

GRADUATE EDUCATION STUDENTS

SPRING 2012 REGISTRATION

REGISTRATION IS OPEN FOR SPRING 2012. THE SPRING SCHEDULE OF COURSES IS POSTED ON THE MATTHEWS GRADUATE EDUCATION WEBSITE AT [www.wingate.edu/matthews/grad-ed](http://www.wingate.edu/matthews/grad-ed)

PLEASE MAKE SURE YOU SPEAK WITH YOUR ADVISOR IF YOU ARE NOT SURE OF WHAT CLASSES TO TAKE. IF YOU HAVE ANY QUESTIONS OR HAVE ISSUES WITH REGISTERING ON LINE, PLEASE CONTACT LINDA MORRIS AT [lmorris@wingate.edu](mailto:lmorris@wingate.edu).

Add On/ EDDL Masters Students:	Theresa Hopkins	<a href="mailto:thopkins@wingate.edu">thopkins@wingate.edu</a>
MAT	Theresa Hopkins Amy White	<a href="mailto:thopkins@wingate.edu">thopkins@wingate.edu</a> <a href="mailto:awhite@wingate.edu">awhite@wingate.edu</a>
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MASA/ MAPE	Michael Judd	<a href="mailto:m.judd@wingate.edu">m.judd@wingate.edu</a>

**WINLINK ONLINE REGISTRATION INSTRUCTIONS**

Log into Winlink

Select "Self Service" tab

Select "Register" and then "Traditional Courses"

Select correct semester

"Section Search"

**COURSE CODE BOX** is the one you will use for registrations. Course numbers must be entered as follows:

If the course has two letters, you must space twice before the number.

If the course has four letters, you enter the letters and the number with no spaces

Example: ED courses would be ED \_\_ 532  
MASA courses would be MASAxxx

**DO NOT ENTER COURSE NAME**

Session - select "**regular**". The only exception will be for summer semesters.

Summer Session will be "Matthews 1", "Matthews 2" or "Matthews Long".

**Please make sure you select the correct section number for your program which we listed on the spring schedule. These section numbers are designed to maintain balance in class numbers.**

Search and then "ADD" to cart

View Cart to verify your course selections

Register -next

Finish

We will review class rosters during this process to make sure class selections are correct.

**For your information, on the MyGate portal under Academics/Register there is a link to the right of the screen "Winlink Help", which gives you step-by-step directions.**