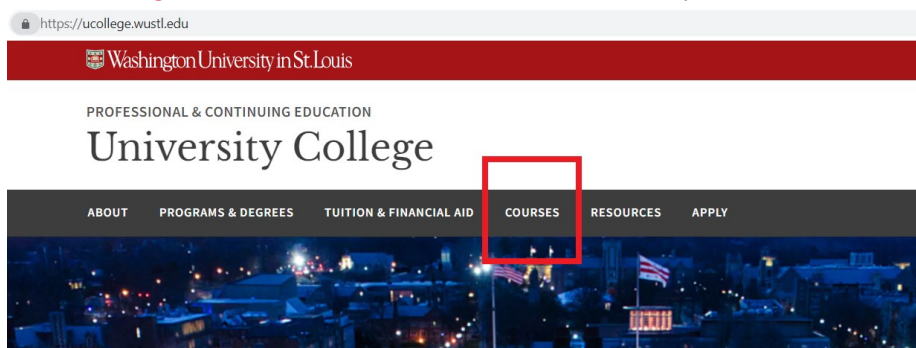


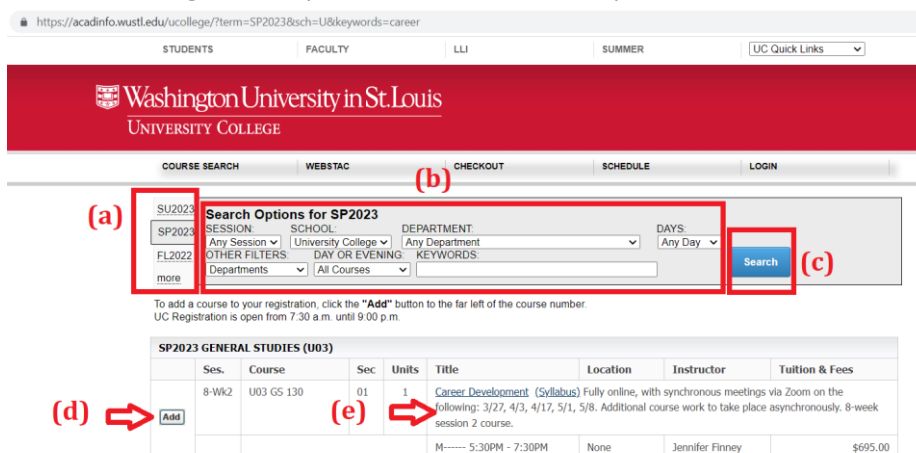
University College Registration Instructions for Postdocs

IMPORTANT: All these steps should occur BEFORE the registration deadline set by University College each semester to ensure proper registration and avoid late fees.

1. Go to ucollege.wustl.edu and click on “Course” on the top bar.



2. Once on the registration platform, follow these steps:



- (a) Select the semester.
- (b) Use the other filters as needed.
- (c) Click the “Search” button.
- (d) A list of all courses for that semester will appear. Open courses have an “Add” button on the left side.
- (e) Click on the course name to get a full description, room location, day, time, and instructor.
- (f) Click on “Add” to select your course and you will get to a confirmation screen.

3. On the confirmation screen, follow these steps:

- (a) Select “credit” as the grade option.
- (b) Click “Confirm” to add the course.
- (c) When you are finished adding your courses, click the checkout button on the upper right of the red bar.

4. Select one of the options depending on whether this is your first time registering in courses at WashU or if you are a returning student.

- (a) If you are a new student, you will be asked to enter your social security number. You will be taken to a demographic page to complete the needed information for registration, then to an in-depth registration page, where you will indicate a payment method.
- (b) If you are a returning student, enter your six-digit student ID and your PIN. Existing students using a PIN will bypass the demographic pages and go directly to the payment method page. **NOTE:** Repeated failed attempts to enter numbers or PINs will cause the system to “lock up” for security reasons, and you will not be able to register until the next day.

5. On the Payment and Registration pages, follow each of these steps, making sure to click “Continue Checkout” after each step is complete:
 - (a) Review or enter your address. Click “Continue Checkout.”
 - (b) Select how you want to pay. Click “WU Benefit Plans.”
 - (c) Enter payment method. Select “Postdoctoral Appointees,” read the disclaimer, and check “I agree.”
 - (d) Click on “Add Method of Payment” and you will be taken back to (b), where you should scroll down and click “Continue Checkout.”
 - (e) Click “Process Registration.” You will receive a message that your registration is being held for an approval and that additional paperwork is required.
IMPORTANT: You are not registered in the course(s) nor is a seat held for you in your requested courses until you receive a confirmation email from University College or until you can see your courses listed on your schedule in WebSTAC.

6. Complete the [Postdoc Tuition Assistance Form](#):
 - (a) Make sure you complete the required information. Incomplete forms will be returned.
 - (b) Have the form signed by your supervisor and keep a copy for your records.
 - (c) Send the original to the appropriate person at the Office of Postdoctoral Affairs (OPA), as indicated at the top of the form.
 - (d) The OPA will review your form and forward it to University College if the class is approved. If the class is not approved, you will be contacted.

7. Once University College receives your form and matches it to your online registration, you will be sent an email confirming your registration in the class. **You are not registered in the course(s) nor is a seat held for you in your requested courses until you receive this email.**

8. Please allow approximately five business days for processing by the OPA and University College. If you have not received a confirmation email from University College by this time, please contact the OPA to follow up.

9. The Student Accounting Office will apply the tuition benefit credit to your account. Depending upon when you registered, you may receive a bill before the credit appears. Please wait until the next month to see if the credit is applied. For Postdoctoral Research Scholars, the tuition benefit credit is posted in the calendar year they are applicable (for example, if a Postdoc Research Scholar registers for a spring semester course in December, the tuition credit will not post until January).

10. If you have questions about online registration or have trouble with the website, please contact University College at (314) 935-6700. Identify yourself as a postdoctoral appointee. If you have questions about approved classes or the tuition benefit, please contact the OPA or Human Resources.

11. Read this for changes in your registration:

- (a) Adding a Course: To add a course, go to ucollege.wustl.edu and follow all the instructions above, including a ***new form for the new class***. If the course has already met twice, the instructor's written approval is required and a late fee applies.
- (b) Withdrawals: To withdraw from a class, go to ucollege.wustl.edu and login to modify your registration. Notifying the instructor or not attending class is not considered withdrawal and may result in a failing grade and/or the tuition benefit being revoked. If the benefit is withdrawn, you will be responsible for the paying the tuition costs.
- (c) Refunds: A full refund is issued if the student withdraws within 24 hours after the first class meeting. No refund is issued after this 24-hour period and postdocs who drop after this time will be required to pay the tuition costs.
- (d) Short Courses: Lab fees are not refundable after the first class meeting. Washington University postdoctoral appointees will be billed according to the refund schedule. Refunds are calculated from the date on which the student completes a course change online. If you drop after the drop/add period, you will be charged the full tuition amount.