



# CWL: Directions for New Students

## Overview

To enroll in the University and the CWL (Creative Writing-Low Residency), follow the directions below. **YOU SHOULD PRINT OUT THIS DOCUMENT.**

Resources: If you have trouble at any point in this process, you can contact the CWL director.

## Steps:

1. Get Student User Account
2. Fill out the Immunization Waiver form
3. Study the Fall 2013 course offerings
4. Fill out a permission request form & send it in
5. Wait to hear from the Director that permissions have been issued.
6. Once permissions have been issued, go to Webstar to enroll in the classes.

## Explanation of Steps:

1. Go to the Current Students page on the website. This is the page you will consult throughout your matriculation. Click on the link **“Get your Student User Account.”** Here you will be issued a user name, which you will use to set up your email, Webstar, and Moodle accounts. While you’re getting your Student User Account, you should click the option to “Register Now.” This is not where you register for classes. This is where you register your User Name, so that you can change your password in the future. Do this. It will save you future angst.
2. Just below the link for getting your Student User Account is a link called **“Immunization Waiver.”** You won’t be allowed to register for classes until you have signed the Immunization Waiver. **IMPORTANT:** read the directions below the link carefully. You are not trying to prove you have the immunizations; just click on the waiver form at the bottom. You will not be allowed to enroll in classes until this is waived, so don’t let this one slide.
3. Once you have your Student User Account and you have filled out the Immunization Waiver, you will be ready to enroll in classes. See Current Courses on the CWL website and decide what classes you would like to take.

4. Every semester before you enroll, you will fill out a **Student Advising Form** prior to being advised. Once you've been advised, go to the **Permission Request Form** on the Resources page of the CWL website. You will use this form to communicate what classes you would like to take. Fill in ALL the information that's asked for. This is how we do advising. If the answer to the question is "I don't know," or "None," or "Nothing," put that. Please don't leave any boxes or questions blank. Hit "submit" when finished:
5. Using the Permission Request you sent, the Graduate Coordinator will check your choices against what you need and either add those permissions on Webstar or make alternate suggestions. You'll receive an email once your permissions have been added to Webstar.
6. Once you receive notice that your permissions are on Webstar, you should go and register at once. This is the only way to be sure you will get the classes you have chosen.

And that's that! Should you run into difficulties, feel free to contact the program director.

You will spend 2/3 of your time in this program in online classes, so you need to become familiar with Moodle and Webstar and your UNO email account. If you have those accounts set up before classes start, you'll be in good shape.

**NOTE:** your classes may not show up on Moodle until close to the beginning of the semester. Don't freak out. Do let the Director know if classes have begun and you either do not see your class on Moodle, or you have not heard from your professor.

Good luck, everyone! We're all happy that you'll be joining us.