RegAssist Online Registration Instructions

The RegAssist link is available on the Wesleyan website under Students/Academic Services/RegAssist –
Online Check In. All students must register during the official dates noted on the official Academic Calendar
prior to the start of each semester.

STEPS TO FOLLOW

1) Log in to RegAssist by using the following log in information:

   Username: In most cases, your username is your LastName.FirstInitialMiddleInitial.StartingYear. For example, John Q. Doe starting in the 2024-2025 academic year would have the username doe.jq.2024. **The username should be entered in lowercase characters.**

   Password: Your initial password was set to MMDDHomeCityIDIDID, where MMDD is your two-digit birth month and two-digit birth day; HomeCity is your home city with no spaces or punctuation and each word capitalized; and IDIDID the last six digits of your WVWC ID number. For example, if you were born Feb. 14; your home city is Port St. Lucie, FL; and your WVWC ID number is 123456; then your password would be 0214PortStLucie123456.

STUDENT ACCOUNT HOLD: If you have a hold that prevents you from registering, please contact the Office of Student Accounts, 1st Floor Administration Building. Online payments may be made through Self-Service. The link to Self-Service is located at the bottom of the Wesleyan homepage. Once a hold is lifted, you must return to RegAssist to finish the registration process.

2) The process cycles through a set of screens. Please carefully read each screen and follow instructions before proceeding to the next screen to ensure you have read all of the pertinent information.

3) Upon successful completion, you will receive an email confirmation that you have successfully registered for the semester. Keep the confirmation email for your records. Please pay careful attention to important deadline noted in the confirmation regarding add/drop deadlines and course withdrawal deadlines.

ALL students are required to register according to the dates on the official Academic Calendar. Failure to register will result in a $100 late registration fee. Technical Questions? Please call 473-8877 or email *helpdesk@wvwc.edu.*