

Process for Registering the First Time

Once you have submitted your enrollment fee, your file is sent to the Office of Woods Online. The Woods Online director reviews your academic history and application documents to make a recommendation on your first courses. When you receive your welcome letter it has the courses listed. Please let us know if you need to alter your courses and why you are making the request: i.e. I hope to submit an APL application for Interpersonal Communications so I need a different course or I want to take this math course at the local community college.

Online Readiness Course

All Woods Online students are required to complete an Online Readiness course available through our Desire2Learn (D2L) course management system at <http://woodsonline.smwc.edu>. This course takes about three hours to complete. We recommend that you complete this before coming to campus or prior to the registration date. The online readiness course covers the following topics:

- sending and receiving email using your new SMWC email account
- logging in and navigating an online course
- downloading free plug-ins and performing a computer check
- Uploading assignments, posting a discussion, taking a quiz, sending a page, and completing a survey
- Using the locker, reviewing a rubric, and checking grades
- Using the virtual resources: Atomic Learning, Intelecom, and the SMWC Rooney Library
- Participating in a webinar, using a webcam, and installing Skype
- General troubleshooting and sending a [helpdesk](#) ticket
- Navigating an eBook
- an introduction to policies and procedures at SMWC

Orientation

As a first semester student you may have the choice of coming to campus for the orientation or deciding to access information through our Orientation course in D2L (process listing below). Even if you come to campus, we will add you to the Online Orientation later so you have access to the information. (Note: Education majors, Music Therapy Equivalency students and some students with a history of poor academic performance must come to campus for the orientation.)

Campus Orientation

This one day event gives you the opportunity to:

- Have a face-to-face meeting with your advisor and plan for subsequent semesters and begin discussions for the possibility of documenting credits through Assessment of Prior Learning (APL) and/or the College Level Examination Program (CLEP).
- Make sure you understand curriculum requirements and your transfer credit evaluation.

- Have face-to-face meetings with your instructors.
- Ensure understanding of technology.
- Buy books at Bookstore.
- Meet with financial aid staff if needed or set up a payment plan.
- Register in person in Registrar's Office.

Distance Registration

This registration process occurs through telephone conversations, email and/or materials received in the US Mail. When you choose this option you take more responsibility for making the connections and understanding how things work. Our Online Orientation course is designed to help you understand program requirements and our processes; you will access this through D2L like you did with the Online Readiness Course. As you begin the first semester you will need to:

- Correspond with your advisor in about the first month of courses to introduce yourself, plan your next semester's courses and begin communicating about APL and/or CLEP.
- Make sure you understand curriculum requirements and transfer credit evaluation.
- Correspond with each of your instructors.
- Ensure understanding of technology.
- Order books (*from SMWC Bookstore if using financial aid*).
- Verify financial aid is in order or set up a payment plan with Business Office staff.
- Return registration forms, with your signature to the Office of Woods Online.
- Notify our Office if you have not received learning materials within three days of your registration date.

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