

Registration Process

Step 1

Access TopNet through the internet at www.topnet.wku.edu.
Click TopNet Login.

Step 2

Enter your WKU ID, then tab to the Personal Identification Number (PIN). Your PIN is set initially as the last 6 digits of your social security number. You are required to change your PIN to another 6-digit code the first time you access TopNet. Remember your new PIN and keep it confidential. Refer to Tips for Using TopNet for complete details regarding your PIN. Enter your PIN.

Step 3

Read the information items in the TopNet Bulletin Board, and then click Continue at the bottom of the page.

Step 4

Click Student Services. When the next page is displayed, click Registration. When the Registration page is displayed, view the various options. Before attempting to register for class(es), be sure to:

- select the term for which you want to register
- view your student information
- view test scores and course eligibility
- check your registration status

Step 5

Click Register/Add/Drop Classes. Carefully read the instructions, and then enter the CRN for your course(s).

Click the **Submit Changes** button.

Registration will then be displayed. Be sure to scroll to the bottom of the page to determine if you have any registration errors and scroll to the right to review the status of each course. Refer to the following Tips for Using TopNet for details on using the Class Search Function.

Step 6

After completing your registration transactions and finalizing your schedule, be sure to print a copy for future use. You may print from the registration screen or click on the menu button to return to the Registration menu. From the Registration menu, click Student Summary Schedule.

Step 7

Click exit to log off from TopNet.