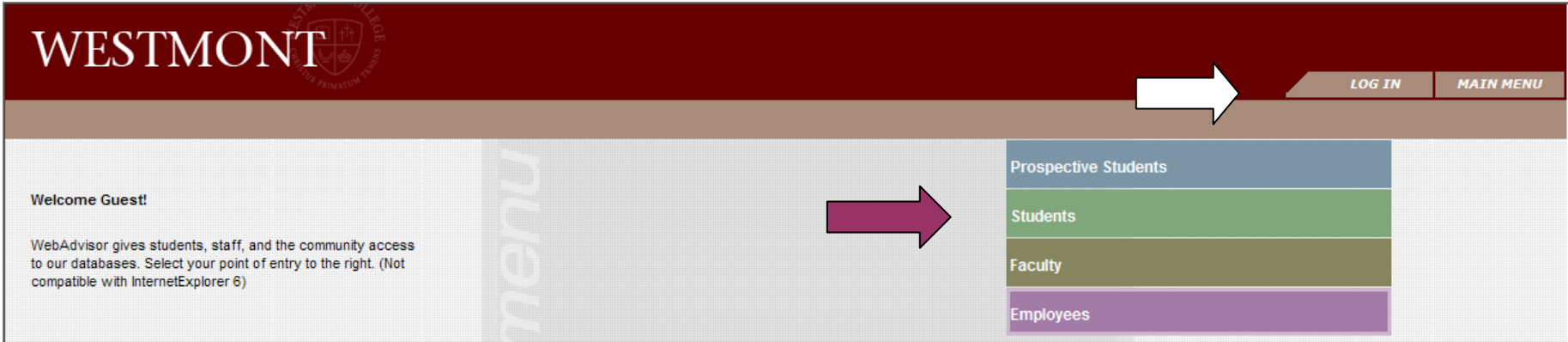


Guide to Online Registration

- 1. Test your WebAdvisor login**
- 2. Check Holds**
- 3. Check Registration Time**
- 4. Pre-Select Courses Before Your Registration Time**
- 5. Register At Your Registration Time**
- 6. View Class Schedule**
- 7. Faculty overrides**
- 8. Purchase Textbooks Online**

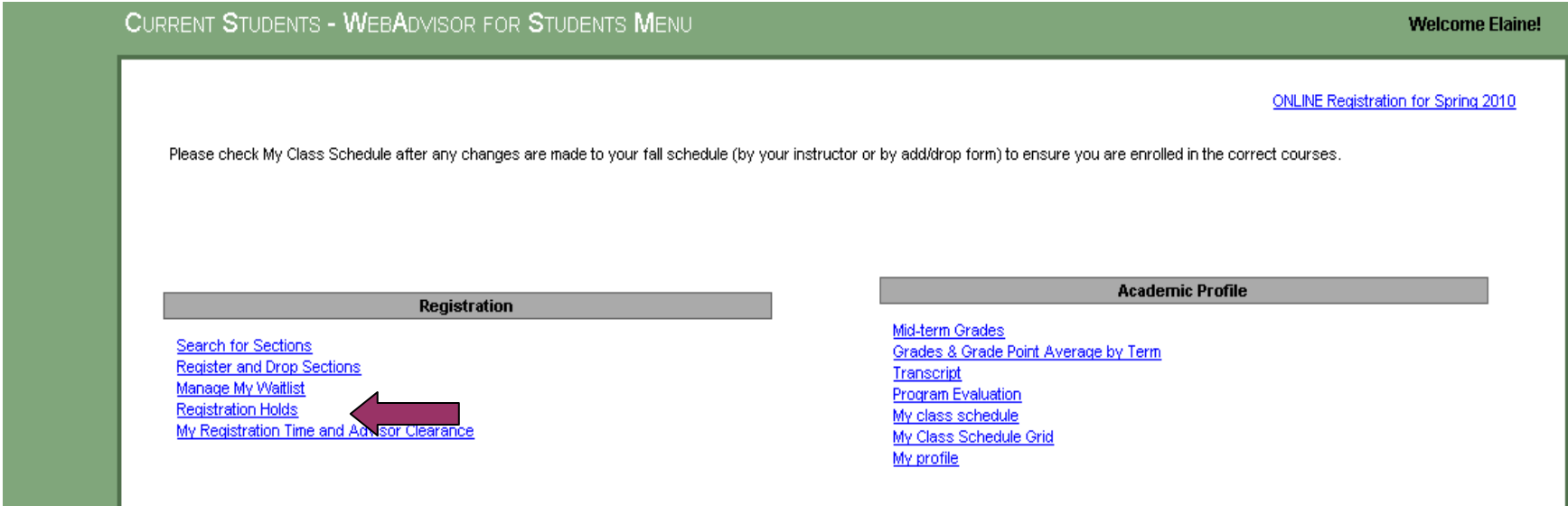
1. Test your WebAdvisor login



Your User ID and password are the same as your email User ID and password

If you are unable to log in see <https://eureka.westmont.edu/mod/wiki/view.php?id=2848&page=WebAdvisor> for most common problems and then contact Lara at 565-6060 if you are still unable to log in.

2. Check Holds



Any hold listed will block you from registration. You must clear your hold before you will be allowed to register.

3. Check Registration Time

WESTMONT

LOG OUT MAIN MENU STUDENTS MENU

CURRENT STUDENTS - WebAdvisor FOR STUDENTS MENU Welcome Elaine!

[ONLINE Registration for Spring 2010](#)

Please check My Class Schedule after any changes are made to your fall schedule (by your instructor or by add/drop form) to ensure you are enrolled in the correct courses.

Registration

- [Search for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)
- [Registration Holds](#)
- [My Registration Time and Advisor Clearance](#)

Academic Profile

- [Mid-term Grades](#)
- [Grades & Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [My class schedule](#)
- [My Class Schedule Grid](#)
- [My profile](#)

LOG OUT MAIN MENU STUDENTS MENU

Select the Semester to view your assigned day and time.

4. Pre-Select Courses Before Your Registration Time

Go to “Register and Drop Sections”

WESTMONT

LOG OUT MAIN MENU STUDENTS MENU

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU **Welcome Elaine!**

[ONLINE Registration for Spring 2010](#)

Please check My Class Schedule after any changes are made to your fall schedule (by your instructor or by add/drop form) to ensure you are enrolled in the correct courses.

Registration

- [Search for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)
- [Registration Holds](#)
- [My Registration Time and Advisor Clearance](#)

Academic Profile

- [Mid-term Grades](#)
- [Grades & Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [My class schedule](#)
- [My Class Schedule Grid](#)
- [My profile](#)

LOG OUT MAIN MENU STUDENTS MENU

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)

Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

At this point you have several options. If you do not know the exact courses that you want you will need to use “Search and register for sections.” If you know the exact courses and sections numbers then “Express registration” is the quickest method. “Register for previously selected sections” can be used when you’ve already added courses to your preferred sections list and you are ready to register.

(Continue to pages 6, 7 and 8 for more detailed instructions on each of these options.)


Search and register for sections

You must select the **Term** and at least one other search criteria.


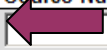
In addition to selecting the **Term** and **Subjects**, first-year students should also select **Course Level** Lower Division and **Location** Main Campus.

Click **SUBMIT** at the bottom of the page when you have entered your search criteria

Search/Register for Sections

Term 


Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Communication Studies"/> 	<input type="text" value="Lower Division"/>	<input type="text"/> 	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location  Level

Instructor's Last Name

From the list of course sections that appear on the **Section Selection Results** screen, you may check the boxes next to **all** of the courses that interest you.

Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Fall Semester 2009	Open	COM-006-1 (4878) Messages, Meaning and Culture	Main Campus	08/31/2009-12/18/2009 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Carroll Observatory, Room 1	G. Spencer	12 / 35 / 0	4.00	
<input type="checkbox"/>	Fall Semester 2009	Open	COM-006-2 (5049) Messages, Meaning and Culture	Main Campus	08/31/2009-12/18/2009 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Voskuyl Library, Room 108	R. Ochieng	28 / 35 / 0	4.00	
<input type="checkbox"/>	Fall Semester 2009	Open	COM-015-1 (4879) Public Speaking	Main Campus	08/31/2009-12/14/2009 Lecture Monday 06:00PM - 09:00PM, Temporary Classroom, Room 4	C. Sublett	7 / 18 / 0	4.00	
<input type="checkbox"/>	Fall Semester 2009	Open	COM-015-2 (4880) Public Speaking	Main Campus	08/31/2009-12/16/2009 Lecture Monday, Wednesday 03:15PM -	R. Ochieng	13 / 18 / 0	4.00	

After you have finished with your selection, click on the SUBMIT button at the bottom of the page. **This will not register you** but takes you to the next screen: **Register and Drop Sections**.

Express Registration

You must enter the Subject, Course Number, Section Number and Term. You do not need to enter the Synonym. After you have entered all desired courses, click on the SUBMIT button. [This will not register you](#) but takes you to the next screen: **Register and Drop Sections**.

Express Registration

Synonym	Subject	Course Number	Section Number	Term
	Anthropology	001	1	09/FA Fall Semester 2009
	Chemistry	005	1	09/FA Fall Semester 2009
	Chemistry	005L	2	09/FA Fall Semester 2009
	History	010	4	09/FA Fall Semester 2009


SUBMIT

Register and Drop Sections

Register and Drop Sections

Name _____

Action for ALL Pref. Sections (or choose below)



Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value=""/> <ul style="list-style-type: none"> RG Register RP Register Pass/Fail AU Audit RM Remove from List WL Waitlist 	Spring Semester 2009	COM-006-1 (4079) Messages, Meaning and Culture	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Carroll Observatory, Room 1	G. Spencer	31 / 35 / 0	<input type="text" value="4.00"/>	
	Spring Semester 2009	COM-015-1 (4080) Public Speaking	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Murchison Gymnasium, Room 2	R. Ochieng	18 / 18 / 0	<input type="text" value="4.00"/>	

The “Preferred Sections” are the courses that you are planning to take. We recommend that you add all desired courses to your “Preferred Sections” before your registration time.

Once you have added courses to your “Preferred Sections” list they will be saved until you either Register in the courses or Remove them from your list. You may log out and return later and the courses will be saved.

The drop-down menu on the left of each course will allow to you select your desired action. Prior to registration you may only remove courses from your list.

5. Register At Your Registration Time

Beginning with your assigned registration time, you may register any time until August 30.

If you have already pre-selected courses (and we recommend that you do) you can go to “Register for Sections” and then “Register for previously selected sections”.

Register and Drop Sections

Name

Action for ALL Pref. Sections (or choose below)

Either ALL or course by course, not both

Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
Spring Semester 2009	COM-006-1 (4079) Messages, Meaning and Culture	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Carroll	G. Spencer	32 / 35 / 0	4.00	


From the **Register and Drop Sections** screen, use the pull-down menus in the Action column to select Register for each class; you can also select Remove from List for courses that you are no longer interested in; then click SUBMIT button at bottom of page. If a class is closed, you may select Waitlist from the Action pull-down menu. You may not select Audit or Register Pass/Fail. These options require instructor’s consent.

Note: Select either “Action for ALL Pref Sections” or an individual action course section by course section. If you receive an error message stating “Please choose an action for ALL or an individual action; not both,” you must clear one of the action boxes by selecting the top blank line from the pull-down menu.

If you try to register for a course section for which you are not eligible, you will receive a message letting you know the source of the problem. For example, this could happen if the section is full, if there is a time conflict with another registered section, or if you have not met the prerequisite for the course.

If your registration is successful you will be taken to the **Registration Results** screen. That screen displays all course sections in which you are registered.

Registration Results

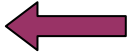
EB-132-1 - Course EB-132 prerequisites are not fully met. 

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2009	Registered for this section		COM-006-1 (4079) Messages, Meaning and Culture	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Carroll Observatory, Room 1	G. Spencer	4.00	
2009	UNSUCCESSFUL registration		EB-132-1 (4109) Investments & Portfolio Mgmt	Main Campus	01/12/2009-05/04/2009 Lecture Monday 03:15PM - 06:15PM, Voskuyl Library, Room 104	D. Newton		

After submitting your requests review the status of each course. “Registered for this section” means you have successfully registered. “UNSUCCESSFUL registration” means that you are not registered in the course. The reason is given above. In this example “Course EB-132 prerequisites are not fully met.”

6. View Class Schedule

Registration	Academic Profile
Search for Sections Register for Sections Registration Holds My Registration Time and Advisor Clearance	Mid-term Grades Grades & Grade Point Average by Term Transcript Program Evaluation My class schedule ← 

Westmont College Class Schedule

Term

Total Registered Credits 17.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
TA-125-1 (05082) Directing for The Theatre	New	08/31/2009-12/18/2009 Lecture Monday, Wednesday, Friday 12:45PM - 01:50PM, Porter Hall, Room 1	4.00			08/31/09
PHS-007-1 (05001) Astronomy: Discov The Universe	New	09/01/2009-12/17/2009 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Temporary Classroom, Room 1	4.00			08/31/09
PEA-057-1 (04972) Archery, Beg/Int	New	08/31/2009-12/16/2009 Lecture Monday, Wednesday 09:15AM - 10:05AM, Russ Carr Field, Room 1	1.00			08/31/09
CS-050-1 (05336) Info & Computat: Hist & Eth	New	08/31/2009-12/18/2009 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Temporary Classroom, Room 4	4.00			08/31/09
TA-136-1 (05087) Design for The Theatre	New	09/03/2009-12/17/2009 Lecture Thursday 03:15PM - 06:15PM, Porter Hall, Room 1	4.00			08/31/09

If your classes are here then you are registered. If your classes do not appear then you are not registered.

7. Faculty overrides

If the class is closed, a course requires instructor's consent or you haven't met the pre-requisite but would like to add the class, you must go to the instructor to be added to the class.

8. Purchase Textbooks Online

<http://www.westmontbookstore.com> under TEXTBOOKS click "Buy Books"

The screenshot shows the Westmont College Bookstore website. At the top, there is a navigation bar with the text "WESTMONT COLLEGE BOOKSTORE" and the slogan "Serving with Integrity". Below this is a horizontal row of six small images: the Westmont College Bookstore logo, a house in a field, a person reading, a building, a person playing guitar, and a fountain. On the left side, there is a vertical menu with categories like Home, Merchandise, Faculty Authors, Textbook Information, Faculty Resources, Calendar, and a search section. The main content area is divided into several sections, each with a representative image and a list of sub-categories. A purple arrow points to the "Buy Books" link under the "TEXTBOOKS" section.

WESTMONT COLLEGE BOOKSTORE *Serving with Integrity*

Home
Merchandise
Faculty Authors

Textbook Information
Textbook Purchase
Textbook Buyback MBS
Textbook Returns

Faculty Resources
Faculty Adoptions

Calendar
About the Store
Store Hours
Contact Us

Merchandise/General Book search by
Merchandise Desc

Enter search criteria:
Wildcard=*
Search

Shopping Cart
SubTotal: \$0.00
Item Count: 0
Log In

TEXTBOOKS
Buy Books
Returns
Buyback
Information
Supplies

APPAREL
Toddler
Youth
Juniors
Women
Men

APPAREL
Sports
Hats
Alumni
Parents & Grandparents

GIFTS
Insignia
Classic Gifts
Diploma Frames
Auto Accessories
Expressions of Faith

BOOKS, CD's, DVD's
Bibles & Bible Covers
Faculty Authored Books
Music CD's
Spring Sing

RESOURCES
Alumni
College Archives
Chapel Archives
Westmont Magazine
Athletics
Academics
Admissions
Map

SERVICES
Graduation Announcements
Class Rings
Design Your Diploma Frame
Balloon Bouquets