Guide to Online Registration

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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

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 classes.

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Select semester to view your assigned day and time.
4. Pre-Select Courses

Go to “Register and Drop Sections”

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 5, 6, and 7 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. Click SUBMIT at the bottom of the page when you have entered your search criteria.

**Search/Register for Sections**

You must select the Term and at least one other search criteria. Click SUBMIT at the bottom of the page when you have entered your search criteria.

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

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.**
Register and Drop Sections

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 you meet with your advisor. This way you can easily review with your advisor the courses that you are intending to take.

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 you to select your desired action. Prior to registration you may only remove courses from your list.
5. **Meet with your Advisor**
   Your advisor must use WebAdvisor to clear you for registration.

6. **Register**
   Beginning with your assigned registration time, you may register any time until April 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”.

[Image: Register and Drop Sections]

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.
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 case “Course EB-132 prerequisites are not fully met.”
7. View Class Schedule

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

8. 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.