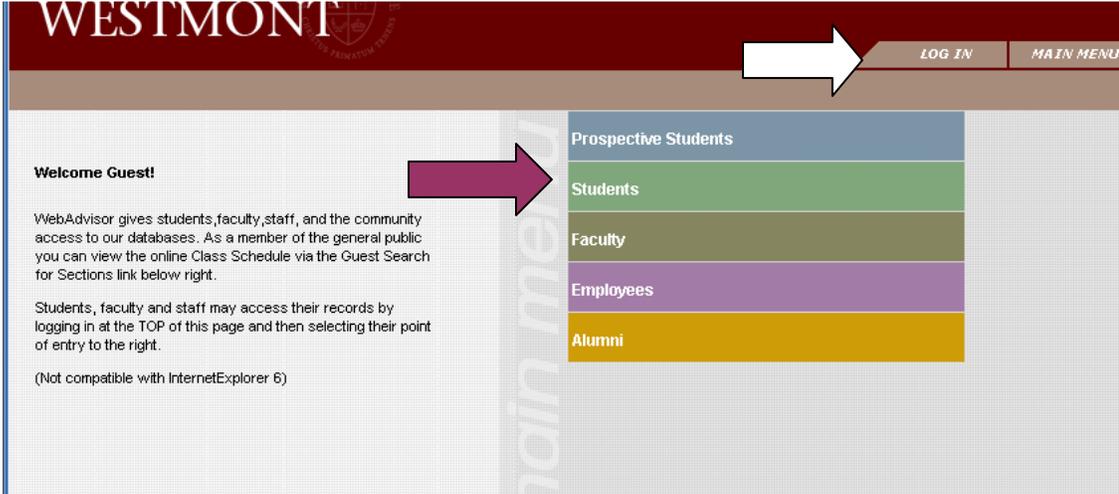


Guide to Online Registration

- 1. Test your WebAdvisor login**
- 2. Check Holds**
- 3. Check Registration Time**
- 4. Pre-Select Courses**
- 5. Meet with your Advisor**
- 6. Register**
- 7. View Class Schedule**
- 8. Faculty overrides**

1. Test your WebAdvisor login

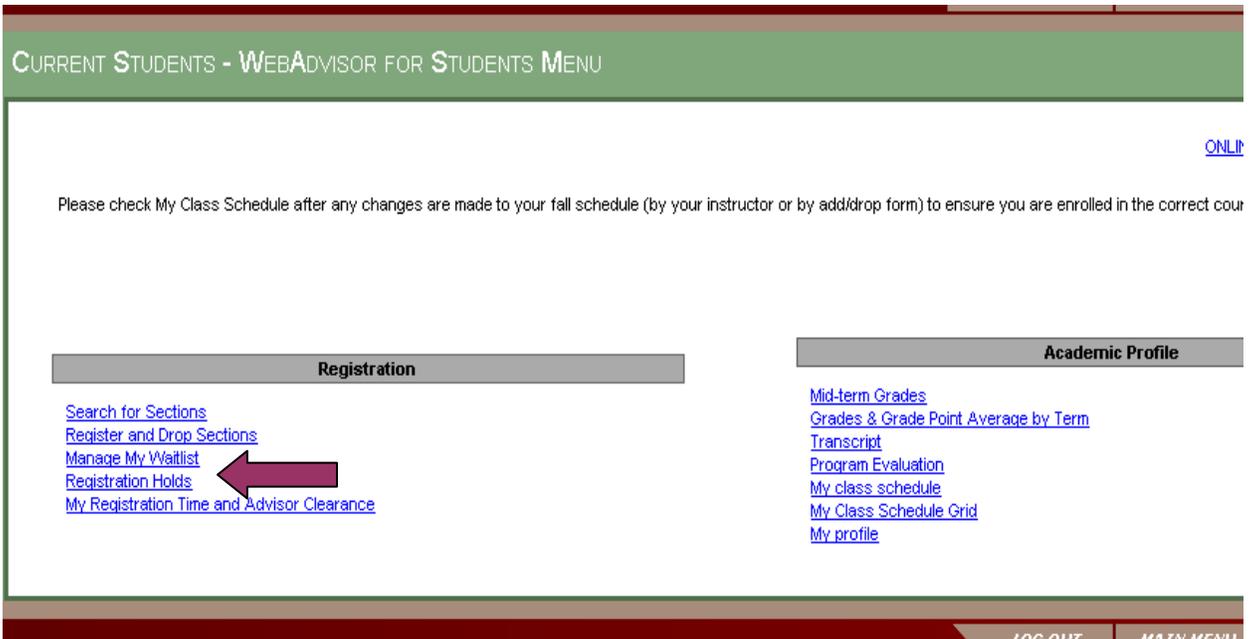


Your User ID and password are the same as your email User ID and password

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

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

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

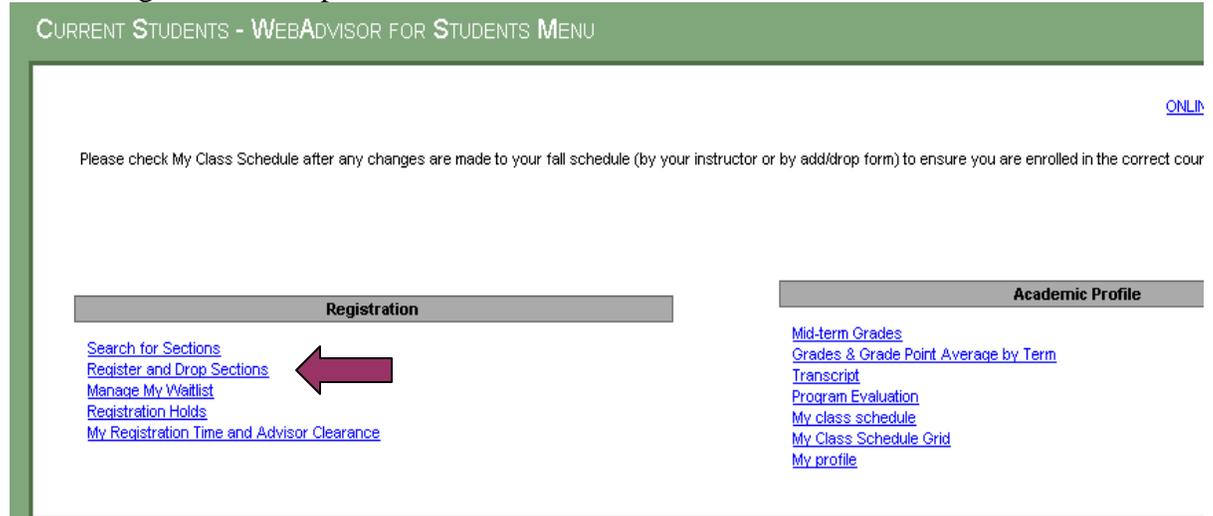
Registration	Academic Profile
<ul style="list-style-type: none">Search for SectionsRegister and Drop SectionsManage My WaitlistRegistration HoldsMy Registration Time and Advisor Clearance	<ul style="list-style-type: none">Mid-term GradesGrades & Grade Point Average by TermTranscriptProgram EvaluationMy class scheduleMy Class Schedule GridMy profile



Select semester to view your assigned day and time.

4. Pre-Select Courses

Go to “Register and Drop Sections”



CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

[ONLINE](#)

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 cour

Registration	Academic Profile
Search for Sections Register and Drop Sections Manage My Waitlist Registration Holds My Registration Time and Advisor Clearance	Mid-term Grades Grades & Grade Point Average by Term Transcript Program Evaluation My class schedule My Class Schedule Grid My profile

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 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

Term 

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



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.

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"/>	Spring Semester 2009	Open	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	32 / 35 / 0	<input type="text" value="4.00"/>	
<input type="checkbox"/>	Spring Semester 2009	Open	COM-015-1 (4080) Public Speaking	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM,	R. Ochieng	18 / 18 / 0	<input type="text" value="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
<input type="text"/>	<input type="text" value="Anthropology"/>	<input type="text" value="001"/>	<input type="text" value="1"/>	<input type="text" value="09/SP Spring Semester 2009"/>
<input type="text"/>	<input type="text" value="Biology"/>	<input type="text" value="005"/>	<input type="text" value="1"/>	<input type="text" value="09/SP Spring Semester 2009"/>
<input type="text"/>	<input type="text" value="Biology"/>	<input type="text" value="005L"/>	<input type="text" value="2"/>	<input type="text" value="09/SP Spring Semester 2009"/>
<input type="text"/>	<input type="text" value="History"/>	<input type="text" value="010"/>	<input type="text" value="4"/>	<input type="text" value="09/SP Spring Semester 2009"/>
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Register and Drop Sections

Register and Drop Sections

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<div style="border: 1px solid gray; padding: 2px;"> <input style="width: 100%; height: 15px;" type="text"/> <ul style="list-style-type: none"> RG Register RP Register Pass/Fail AU Audit RM Remove from List WL Waitlist </div>	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	32 / 35 / 0	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 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 to you 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”.

Register and Drop Sections

Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	CEUs
<input type="text"/> 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	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
Spring	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	
Spring	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 case “Course EB-132 prerequisites are not fully met.”

7. View Class Schedule



[ONLINE](#)

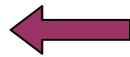
Please check My Class Schedule after any changes are made to your fall schedule (by your instructor or by add/drop form) to ensure you are enrolled in the correct course.

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](#)



Westmont College Class Schedule

Term

Spring Semester 2009

Total Registered Credits 20.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
PSY-131-1 (04334) Abnormal Psychology	Add	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Clark Hall, Room A	4.00			01/12/09
PSY-013L-2 (04329) Experimental Psych Lab	Add	01/15/2009-05/07/2009 Lab Thursday 03:15PM - 05:05PM, Psychology/Neuroscience Lab, Room 103	0.00			01/12/09
PSY-013-1 (04327) Experimental Psych w/ Lab	Add	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Voskuyl Library, Room 204	4.00			01/12/09
PHI-006-2 (04238) Philosophical Perspectives	Add	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Porter Hall, Room 4	4.00			01/12/09
CHM-004-1 (04061) Chemistry, Culture & Society	Add	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Porter Hall, Room 4	4.00			01/12/09
COM-006-1 (04079) Messages, Meaning and Culture	Add	01/12/2009-05/06/2009 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Carroll Observatory, Room 1	4.00			01/12/09

OK

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.