### Navigating the Course Schedule in WebAdvisor

In your first semester, try taking one 4-unit course from each of the first three GE categories, plus a PE activity. For example:

- RS-001-3 Introduction to Old Testament—4 units (Common Context GE)
- LS-012-1 Introduction to Life Sciences—4 units (Common Inquiries GE)
- ENG-002-4 English Composition—4 units (Common Skills GE)
- PEA-032-2 Fitness for Life—1 unit (also a Common Skills GE course)

You can also consider taking a course in your area of possible major interest. Many lower division major courses meet GE requirements AND major requirements. Check the Westmont College Catalog to determine if a class meets a major requirement.

If you are confident you can handle more than 13 units, you are allowed to register for up to 18 units in your first semester. In all future semesters, if you have a GPA of 3.0 or above you will be allowed to register for up to 20 units plus a PE activity. All Westmont students must register in at least 12 units to be considered full-time.

First year students are not allowed to register for any upper-division courses (courses numbered -100 or above) in their first semester without instructor approval.

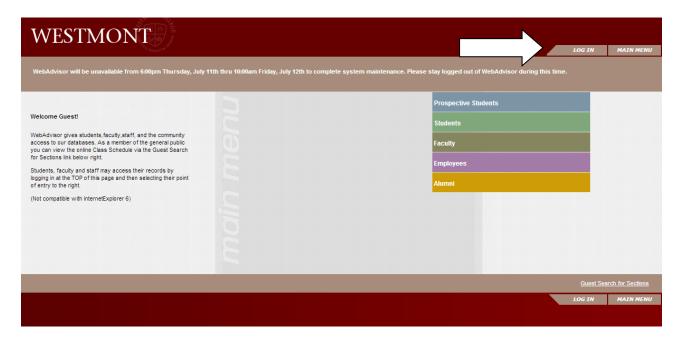
You need at least 124 units to graduate from Westmont College. If, as you progress at Westmont, you find that taking more than 13 units is too challenging for you, consider taking Mayterm courses at Westmont College or a summer course elsewhere.

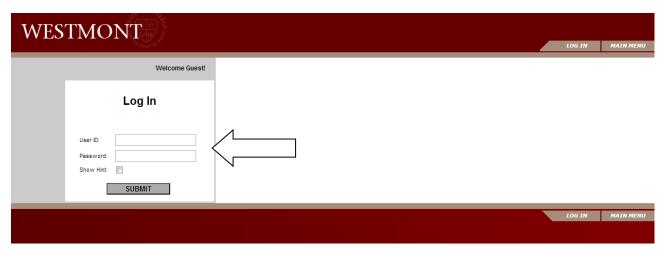
If you choose to take more than 12 units, be sure to assess your work load in the first week of classes and determine if you need to drop a class before the Add/Drop deadline.

Let's break down the course names: "RS-001-3 Introduction to Old Testament"

- **RS**-001-3: You can tell the **course department** by the first letters of the course name. "RS"=Religious Studies
- RS-**001**-3: The next three numbers are the **course's number within the department** and correspond in the catalog. RS-001 will always be an "Introduction to Old Testament" course.
- RS-001-3: The section number is the final number in the sequence and determines what day and time your class will meet. A department will typically offer many sections of a required course like RS-001 to ensure that all students hoping to take the course in a given semester have the opportunity to do so and with a variety of days and times. When you register, pay very close attention to section numbers or you risk registering yourself in the right class, but the wrong section for your schedule!

Now let's look at the Course Schedule in <u>WebAdvisor</u>. There is a link to WebAdvisor on the main page, <u>www.westmont.edu</u>. To begin, log in:







Once you've logged in you and navigated to the Student Menu screen, you can **Search for Sections** under the Registration menu:

### Registration

Search for Sections

Register and Drop Sections

Manage My Waitlist

Registration Holds

My Registration Time and Advisor Clearance

#### Academic Profile

**Emergency Contact Information** 

Mid-term Grades

Grades & Grade Point Average by Term

Unofficial Transcript

Program Evaluation

My class schedule

My Demographic Info

Order Official Transcripts

Program Evaluation

My Class Schedule Grid

Application for Degree

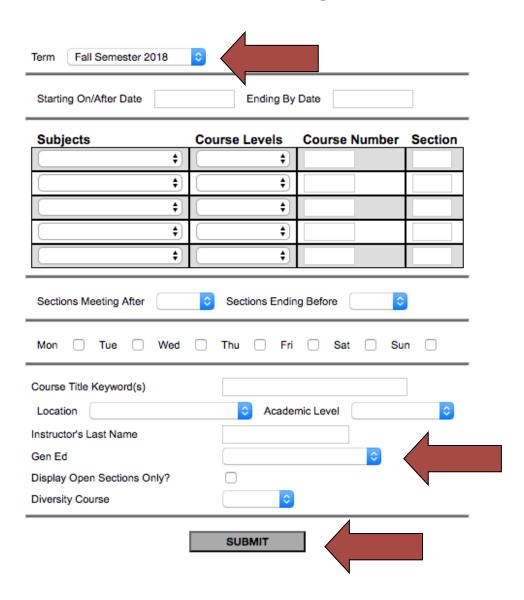
In Search for Sections, you must select at least two criteria,

- ✓ the first being the term you are searching for sections in,
- ✓ the second can be any other field.

Since you've already reviewed your program evaluation, you know which requirements you still have left to fulfill (in most cases, all of them!). For your first search, let's select a **GE requirement** as your second criteria, then hit **Submit**:

# Search for Sections

# View Course Offerings



This search will produce all classes offered in Fall 2018 that meet the "Exploring the Life Sciences" GE requirement. Let's focus on PHS-007-1 Astronomy

Fal 201	Waitlisted	PHS-007-1 (17409) Astronomy: Discov The Universe			H. Sommermann	3/40/25	4.00	Undergraduate
А	В	С	D	E	F	G	Н	J

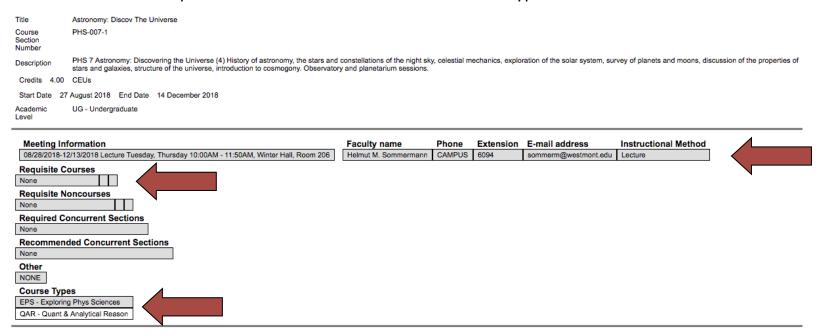
This section search shows you useful information about the course:

- A. Term: Fall semester 2018
- B. Status: Open (other options are closed and waitlisted)
- C. Section Name and Title: PH-007-1 Astronomy. You can click on the name and title to see more information about the course (see next page).
- D. Location: Main Campus (some locations will be hosted by off-campus programs such as Westmont in Mexico, Westmont in San Francisco, England semester, etc).
- E. Meeting information: 08/27/2018-12/14/2018 Lecture Tuesday and Thursday, 10:00-11:50am, Winter Hall, Room 206, This information will change, depending on the section number.
- F. Faculty Instructor: H. Sommermann
- G. Available/Capacity/Waitlist: 3/40/25: this means that there are 3 seats available in the class still, the capacity of the class is 40 and there are 25 students on the wailist. As you register, pay special attention to these numbers as they will change daily.
- H. Credits: 4 (most classes at Westmont College are between 1 and 4 units).
- I. CEUs (this column is always blank)
- J. Academic Level: Undergraduate

Click on the **course section name** and title to view more information about the course:

The section information screen will tell you:

- the course description,
- · meeting information,
- instructor information (including email address. This will be useful to you if you are trying to add or drop a course and need to contact the instructor).
- Course prerequisites
- And what GE requirement the course fulfills under "Course Type."



Use Search for Sections to browse all course offerings for the term. Search for Sections will help you determine which courses to select for your potential class list before you make your final decisions.