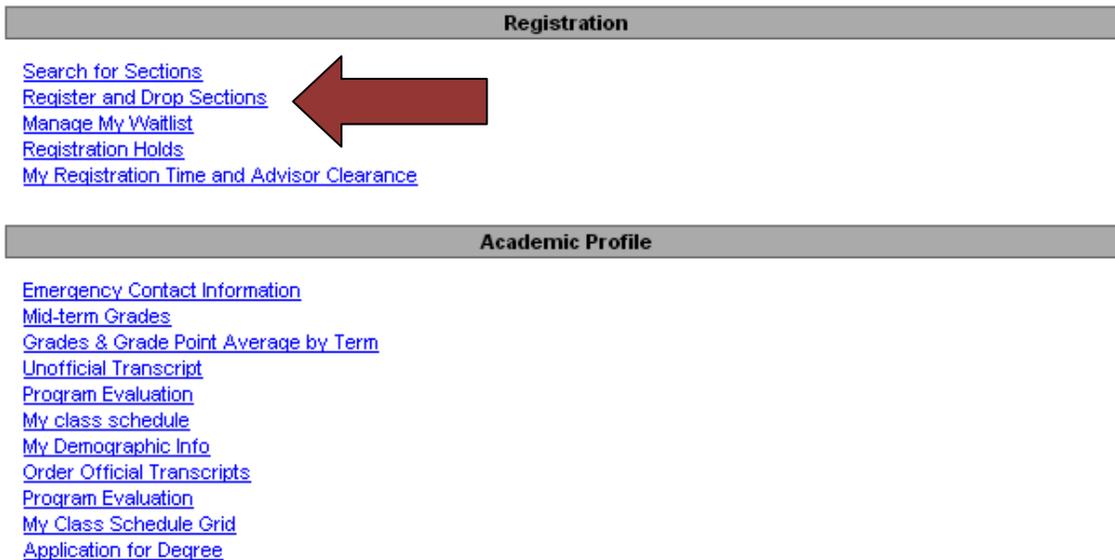


## Using WebAdvisor to Select and Register for Classes

Log in to the Student Menu on [WebAdvisor](#). After reviewing previous tutorials, you should be well-versed at this.

There are a number of ways to register for classes. We recommend selecting classes well in advance of your registration time and putting them in your **preferred sections list**. The preferred sections list is similar to an online shopping cart and will hold your classes until you're ready to take action.

You can start by selecting **Register and Drop Sections** on the Student menu



This will bring you to the main registration menu:

We will first look at **Search and register for sections** so that we can view the course schedule to enter courses into your preferred sections list.

## 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 to add 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

## Search/Register for Sections

Term

Starting On/After Date

Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="English"/>	<input type="text"/>	<input type="text" value="002"/>	<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"/>

Sections Meeting After

Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location

Academic Level

Instructor's Last Name

SUBMIT

You can then select the sections you want. Be sure you select the section with a time that corresponds with your schedule.

### Section Selection Results

Narrow my search

Re-sort my results

Section	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Ca Waitlist
<input type="checkbox"/>	Fall Semester 2013	Open	<a href="#">ENG-002-1 (10356) Composition</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Reynolds Hall, Room 209	K. Artuso	20 / 20 / 0
<input type="checkbox"/>	Fall Semester 2013	Open	<a href="#">ENG-002-2 (10357) Composition</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 02:00PM - 03:05PM, Voskuyl Library, Room 104	R. VanderMey	11 / 20 / 0
<input type="checkbox"/>	Fall Semester 2013	Waitlisted	<a href="#">ENG-002-3 (10358) Composition</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Reynolds Hall, Room 109	S. Skripsky	4 / 20 / 3
<input checked="" type="checkbox"/>	Fall Semester 2013	Open	<a href="#">ENG-002-4 (10359) Composition</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Voskuyl Library, Room 203	S. Tang-Guan	19 / 20 / 0
<input type="checkbox"/>	Fall Semester 2013	Open	<a href="#">ENG-002-5 (10360) Composition</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Reynolds Hall, Room 109	P. Willis	14 / 20 / 0

**SUBMIT**

Once you hit submit, you will be directed to your preferred sections list and will be able to view the course you selected in there.

### 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
<input type="text" value="▼"/>	Fall Semester 2013	<a href="#">ENG-002-4 (10359) Composition</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Voskuyl Library, Room 203	S. Tang-Guan	19 / 20 / 0
<input type="text" value="▼"/>	Fall Semester 2013	<a href="#">ENG-004-1 (10365) Studies in World</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 03:45PM - 05:05PM, Reynolds Hall, Room 109	K. Artuso	22 / 30 / 0

Add in all of your preferred courses to this list now. At your appointed time, you can use the drop down menu to register or waitlist for each course or you can remove it from your list. Then hit submit.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist
<input type="text"/>	Fall Semester 2013	<a href="#">ENG-044-4 (10359) Composition</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 08:00AM - 09:05AM, Voskuyl Library, Room 203	S. Tang-Quan	19 / 20 / 0
Register Remove from List Waitlist	Fall Semester 2013	<a href="#">ENG-044-1 (10365) Studies in World Literature</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 03:15PM - 05:05PM, Reynolds Hall, Room 109	K. Artuso	22 / 32 / 0
	Fall Semester 2013	<a href="#">HIS-010-1 (10025) Perspectives on World History</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Voskuyl Library, Room 204	M. Robins	30 / 40 / 0

At your appointed time you can also choose an action for all courses. "If one of my choices is not available" defaults to PART so that you can still register for open sections. Be sure to waitlist for your remaining courses that have closed. Hit Submit:

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avai Wai
<input type="text"/>	Fall Semester 2013	<a href="#">ENG-044-1 (10365) Studies in World Literature</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 03:15PM - 05:05PM, Reynolds Hall, Room 109	K. Artuso	22 / 32
<input type="text"/>	Fall Semester 2013	<a href="#">HIS-010-1 (10025) Perspectives on World History</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Voskuyl Library, Room 204	M. Robins	30 / 40
<input type="text"/>	Fall Semester 2013	<a href="#">PEA-032-3 (10076) Fitness for Life</a>	Main Campus	08/26/2013-12/13/2013 Lecture Tuesday, Thursday 10:00AM - 10:50AM, Murchison Gymnasium, Room 4	C. Ecklund	19 / 40
<input type="text"/>	Fall Semester 2013	<a href="#">RS-001-1 (10311) Introduction to Old Testament</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Winter Hall, Room 210	W. Nelson	35 / 50
<input type="text"/>	Fall Semester 2013	<a href="#">RS-142-1 (10323) World Religions</a>	Main Campus	08/26/2013-12/13/2013 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Adams Center, Room 216	C. Farhadian	6 / 25

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

SUBMIT

Another option for adding courses to your preferred sections list is the **Express registration** option. Express registration is useful if you've finished registering for your first choice courses and find that you still need one or two more classes.

## 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 previously selected sections](#)

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

[Drop section](#)

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 waitlist](#)

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

OK

If you know the department, course number and section (i.e. HIS-010-2), you can enter that information directly. Leave the "Synonym" column blank.

Synonym	Subject	Course Number	Section Number	Term
	History	010	2	13/FA Fall Semester 2013

SUBMIT

You can also go directly to your preferred sections list by selecting **Register for previously selected sections** on the Register for Sections 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

Once you've registered for all of your selected courses, **double check your class schedule!!** Go back to the Students menu and select "My class schedule." We cannot add you to classes that you *thought* you registered for but accidentally didn't without assessing a \$40 late fee.

### 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](#)

If, later, you decide to drop courses prior to the first day of class, select the **Drop Sections** or **Register and drop sections** options on the Register for Sections menu. Beginning on the first day of class, you will need to use an Add/Drop Form from the Student Records Office bearing instructor signatures to add or drop a course.

Action for ALL Pref. Sections (or choose below) RG Register

RG Register  
 RM Remove from List  
 WL Waitlist

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avai Wai
<input type="checkbox"/>	Fall Semester 2013	<a href="#">ENG-044-1 (10365) Studies in World Literature</a>	Main Campus	08/27/2013-12/12/2013 Lecture Tuesday, Thursday 03:15PM - 05:05PM, Reynolds Hall, Room 109	K. Artuso	22 / 3
<input type="checkbox"/>	Fall Semester 2013	<a href="#">HIS-010-1 (10025) Perspectives on World History</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Voskuyl Library, Room 204	M. Robins	30 / 4
<input type="checkbox"/>	Fall Semester 2013	<a href="#">PEA-032-3 (10076) Fitness for Life</a>	Main Campus	08/26/2013-12/13/2013 Lecture Tuesday, Thursday 10:00AM - 10:50AM, Murchison Gymnasium, Room 4	C. Ecklund	19 / 4
<input type="checkbox"/>	Fall Semester 2013	<a href="#">RS-001-1 (10311) Introduction to Old Testament</a>	Main Campus	08/26/2013-12/13/2013 Lecture Monday, Wednesday, Friday 09:15AM - 10:20AM, Winter Hall, Room 210	W. Nelson	35 / 5
<input type="checkbox"/>	Fall Semester 2013	<a href="#">RS-142-1 (10323) World Religions</a>	Main Campus	08/26/2013-12/13/2013 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Adams Center, Room 216	C. Farhadian	6 / 25

Current Registrations

Drop	Term	Pass	Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>				not currently registered for any sections.					

If one of my choices is not available PART Complete only available

SUBMIT