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 a section that is not listed on 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: MATH10001 or Synonym 12786)
- **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.

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**Search/Register for Sections**

Term: Fall Semester 2020

Subject | Course Level | Course Number | Section
--- | --- | --- | ---
|  |  |  | 

Sections Meeting After | Sections Ending Before

Mon | Tue | Wed | Thu | Fri | Sat | Sun

Course Title Keywords:

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.

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.

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.

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:
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: MATH100:01 or Synonym 42765).

- **Remove 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.

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.
### Express Registration

<table>
<thead>
<tr>
<th>Synonym</th>
<th>Subject</th>
<th>Course Number</th>
<th>Section Number</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>History</td>
<td>10</td>
<td>2</td>
<td>20/FA Fall Semester 2020</td>
</tr>
</tbody>
</table>

[Submit Button]
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: MATH100‘01 or Synonym 42766).
- **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.

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.
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.