Using WebAdvisor to Select and Register for Classes
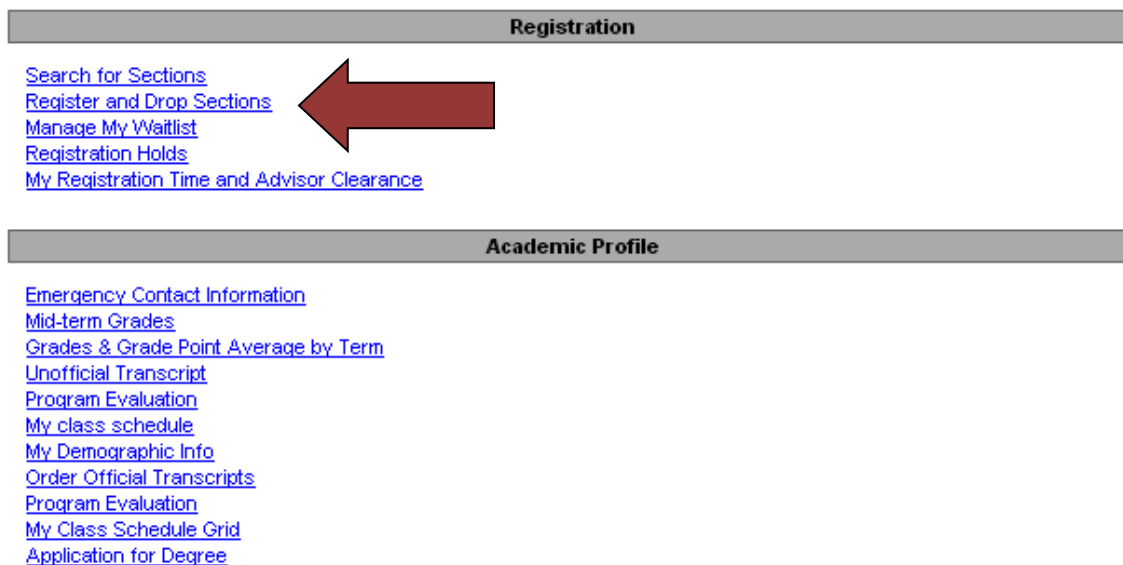
Log in to the Student Menu on WebAdvisor. After reviewing previous tutorials, you should be well-versed at this.

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 up 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 [Fall Semester 2021 ▾]

Starting On/After Date [   ]   Ending By Date [   ]

Subject	Course Level	Course Number	Section
English ▾	▾	002	
▾	▾		
▾	▾		
▾	▾		
▾	▾		

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 [TERM Term, Section Name ▾]

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
☐	Fall Semester 2021	Open	ENG-002-1 (21182) Composition	Main Campus	08/30/2021-12/17/2021 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Winter Hall, Room 212	Staff	20 / 20 / 0	4.00	
☐	Fall Semester 2021	Open	ENG-002-2 (21180) Composition	Main Campus	08/30/2021-12/17/2021 Lecture Monday, Wednesday, Friday 12:45PM - 01:50PM, Winter Hall, Room 212	C. Larsen Hoeckley	20 / 20 / 0	4.00	
☐	Fall Semester 2021	Open	ENG-002-3 (21181) Composition	Main Campus	08/31/2021-12/16/2021 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Voskuyl Library, Room 203	Staff	20 / 20 / 0	4.00	
☑	Fall Semester 2021	Open	ENG-002-4 (21184) Composition	Main Campus	08/31/2021-12/16/2021 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Reynolds Hall, Room 109	Staff	20 / 20 / 0	4.00	
☐	Fall Semester 2021	Open	ENG-002-5 (21183) Composition	Main Campus	08/31/2021-12/16/2021 Lecture Tuesday, Thursday 03:30PM - 05:20PM, Adams Center, Room 217	Staff	20 / 20 / 0	4.00	

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.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
[▾]	Fall Semester 2021	ENG-002-4 (21184) Composition	Main Campus	08/31/2021-12/16/2021 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Reynolds Hall, Room 109	Staff	20 / 20 / 0	4.00	

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	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
[▾]	Fall Semester 2020	EB-198-2 (20499) Research	Main Campus	08/31/2020-12/18/2020 Tutorial/research Days to be Announced, Times to be Announced, Room to be Announced	R. Ifland	1 / 1 / 0	1.00	
	Fall Semester 2020	ENG-002-4 (19463) Composition	Main Campus	09/01/2020-12/17/2020 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Voskuyl Library, Room 203	S. Skripsky	11 / 20 / 0	4.00	

✓
  Register
  Remove from List
  Waitlist

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.

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

Synonym	Subject	Course Number	Section Number	Term
	History ⌄	10	2	21/FA Fall Semester 2021 ⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄
	⌄			⌄

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 <u>prior</u> 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)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
	Fall Semester 2020	EB-198-2 (20499) Research	Main Campus	08/31/2020-12/18/2020 Tutorial/research Days to be Announced, Times to be Announced, Room to be Announced	R. Ifland	1 / 1 / 0	1.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
☑	Fall Semester 2020		EB-115-1 (20210) Game Theory	Main Campus	08/31/2020-12/18/2020 Lecture Monday, Wednesday, Friday 02:00PM - 03:05PM, Voskuyl Library, Room 204	E. Manlapig	4.00	
☐	Fall Semester 2020		EB-130-1 (20468) Financial Analysis & Earnings	Main Campus	09/01/2020-12/17/2020 Lecture Tuesday, Thursday 01:15PM - 03:05PM, Clark Hall, Room T	C. Harmon	4.00	
☐	Fall Semester 2020		HIS-010-2 (19491) Perspectives on World History	Main Campus	08/31/2020-12/18/2020 Lecture Monday, Wednesday, Friday 11:30AM - 12:35PM, Adams Center, Room 219	H. Keaney	4.00	
☐	Fall Semester 2020		PEA-043-1 (19664) Badminton/Pickleball	Main Campus	08/31/2020-12/18/2020 Lecture Tuesday, Thursday 11:00AM - 11:50AM, Murchison Gymnasium, Room GYM	R. McGolpin	1.00	
☐	Spring Semester 2020		EB-080-1 (18480) Principles of Management	Main Campus	01/07/2020-04/30/2020 Lecture Tuesday, Thursday 03:15PM - 05:05PM, Winter Hall, Room 210	B. DeVivo	4.00	
☐	Spring Semester 2020		EB-125-1 (19103) Real Estate Accounting	Main Campus	01/07/2020-04/30/2020 Lecture Tuesday, Thursday 08:00AM - 09:50AM, Reynolds Hall, Room 209	J. Tynan	4.00	
☐	Spring Semester 2020		EB-125-2 (18483) Intermediate Accounting I	Main Campus	01/07/2020-04/30/2020 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Clark Hall, Room T	C. Harmon	4.00	
☐	Spring Semester 2020		RS-020-1 (18750) Intro to Christian Doctrine	Main Campus	01/06/2020-04/29/2020 Lecture Monday, Wednesday, Friday 12:45PM - 01:50PM, Adams Center, Room 216	T. Work	4.00	

Credit

If one of my choices is not available

PART Complete only available