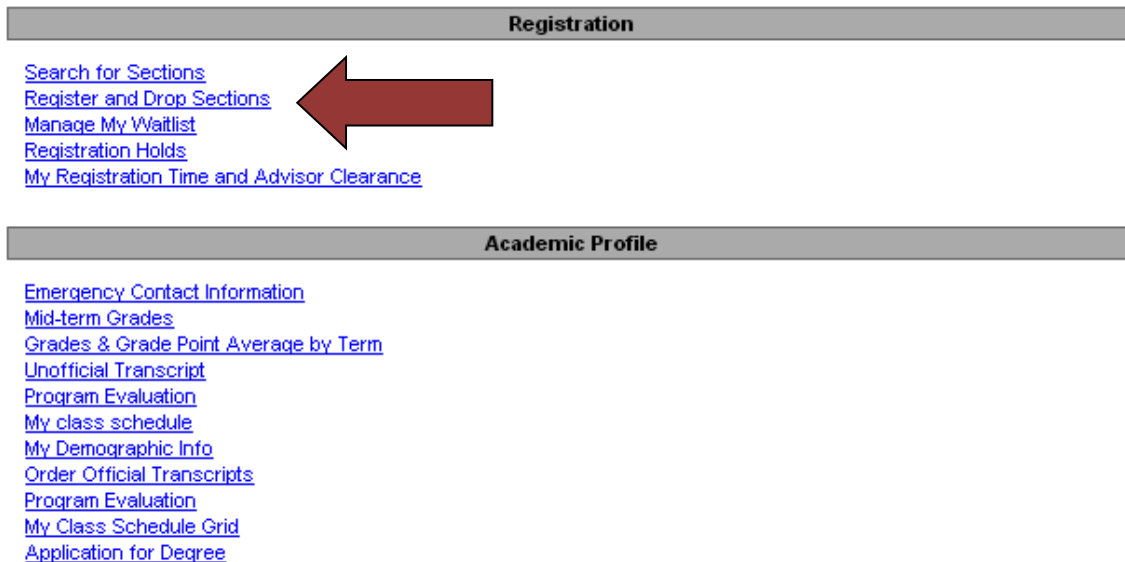


Using WebAdvisor to Select and Register for Classes

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
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
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input checked="" type="checkbox"/>	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	
<input type="checkbox"/>	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
<input type="button" value="v"/>	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
<input type="button" value="v"/>	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	
<input checked="" type="button" value="v"/>	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	

At your appointed time you can also choose an action for all courses. Be sure to select waitlist for your remaining courses that have closed. Hit “Submit”.

Action for ALL Pref. Sections (or choose below) ✓

- RG Register
- RM Remove from List
- WL Waitlist

Preferred Sections

Action	Term	Section name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	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	

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.

Express Registration

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	History <input type="text"/>	10 <input type="text"/>	2 <input type="text"/>	21/FA Fall Semester 2021 <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"/>	<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"/>

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 "Student menu" and select "My class schedule."

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 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. We cannot add you to classes that you *thought* you registered for but accidentally didn’t without assessing a \$40 late fee.

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"/>	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
<input checked="" type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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	
<input type="checkbox"/>	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