

Who to contact if you encounter a problem with Web Registration

Login/WebAdvisor Access
Unable to log in to WebAdvisor
WebAdvisor page won't load

Contact
Student Records x6060 or registrar@westmont.edu
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Holds	Error Message	Contact
Business Office	"Please call the Business Office at 805-565-6021"	Business Office x6021 or studentaccounts@westmont.edu
Chapel	"You have exceeded 12 chapel absences for the semester"	Campus Pastor's Office x6170
Going on Off-Campus Program	"You may not register for on campus classes."	You will be registered by the Office of the Registrar
Major Declaration	"You must submit a major declaration form in order to register."	Have Major Declaration form signed by your advisor and return to the Student Records Office
Application for Degree	"You must submit an application for degree before you can register."	Student Records x6060 or registrar@westmont.edu

Registration Restrictions	Error Message	Contact
Advisor Clearance	"This student has not been cleared by the advisor."	Your Advisor
Audit a course	"Taking this course for Audit is not allowed."	Instructor of the course
First Year Students restricted from taking upper-division courses	"You are restricted from taking upper division courses"	Instructor of the course
Honors Courses -- must have a 3.5 GPA	"Student is not eligible for honors courses."	Instructor of the course
Instructor's Consent	"Student requires instructor's consent to register."	Instructor of the course
Overload -- must have a 3.0 GPA to take more that 18 units	"You are not eligible for more than 18 units. Petition required."	Submit petition to Student Records Office. If your petition is approved, you will need to add the course in the Student Records Office
2 PE Courses	"You may not register for two PEA courses for credit in a semester."	Only students with a declared Kinesiology major are allowed to take more than one PEA course in a semester without petitioning for an exception.
Prerequisites	"Prerequisites have not been started" or "Prerequisites are not fully met"	Instructor of the course
Take course Pass/No Credit	"Taking this course for Pass/No Pass is not allowed."	Instructor of the course