

Registering for Classes with WebAdvisor & Printing Your Schedule

IMPORTANT: Students who are on academic probation and students with outstanding account balances are not able to register with WebAdvisor.

1. Log in to WebAdvisor, go to the Student Menu and click the “Register for Sections” link. (See previous instructions)

The following links may display confidential information.

Address Change	Registration
User Account	Search for Sections
I'm New to WebAdvisor	Register for Sections
What's my User ID?	Register and Drop Sections
What's my password	Register and Pay for Community Education Classes
Change Password	Program Confirmation
Financial Information	Academic Planning
Make a Payment	Plan Courses
Account Summary	Program Evaluation
Account Summary by Term	
View My Payment Plan Schedule	Academic Profile
T2202A Information	Grades (View current term only)
Account History	Grade Point Average by Term
Bank Information (U.S.)	Transcript (View prior terms here)
Bank Information (Canadian)	Program Evaluation
Financial Aid	Test Summary
Financial aid status by year	Enrollment verification request
Financial aid status by term	Enrollment verification request status
Financial aid award letter	My class schedule
Accept or reject my financial aid awards	My profile
	Advisor Office Hours

2. Click the link that says “Search and Register for Sections”. If you have already selected courses for your preferred list you can use the “Register for previously selected sections”. If you’ve built a worksheet you can use “Register from my worksheet”.

Register for Sections

Please choose which type of registration you would like to use:

- [Register from my worksheet](#)
Use this if you want to register for sections from your Course Planning Worksheet.
- [Register using course planning wizard](#)
This wizard uses your program of study to help you plan courses you need. Then, continue into registration to pick the section(s) you want.
- [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.

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

WebAdvisor
POWERED BY DATASOL 3.1.2

- On the search screen, fill in the term, subject and course number for the courses you want to take. You can also use the other search options if you would like. After you have entered your courses click “submit” at the bottom of the page.

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Communications"/>	<input type="text"/>	<input type="text" value="061"/>	<input type="text"/>
<input type="text" value="Orientation"/>	<input type="text"/>	<input type="text" value="102"/>	<input type="text"/>
<input type="text" value="Mathematics"/>	<input type="text"/>	<input type="text" value="020"/>	<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 Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

- After you click “submit” a list of available courses will appear. Next to each course is information about the time it is offered, as well as a note telling you if the course is closed or open. Click the box next to courses you would like to take. Make sure you choose open courses, and be sure the times for your courses don’t overlap! Then, click the “Submit” button at the bottom of the screen.

	Term	Status	Course	Campus	Time	Notes	Section	Credits	
<input checked="" type="checkbox"/>	Fall 2008-09	Open	COM-061-1421 (15747) Advanced Reading	Main Campus	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 06:00PM - 07:15PM, Room to be Announced	To be Announced	18 / 00024	3.00	
<input type="checkbox"/>	Fall 2008-09	Open	COM-061-1431 (15749) Advanced Reading	Main Campus	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 07:30PM - 08:45PM, Room to be Announced	To be Announced	24 / 00024	3.00	
<input checked="" type="checkbox"/>	Fall 2008-09	Open	MAT-020-1111 (16531) Basics of College Math	Main Campus	08/25/2008-12/12/2008 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Room to be Announced	To be Announced	11 / 20	3.00	
<input type="checkbox"/>	Fall 2008-09	Open	MAT-020-1112 (16532)	Main Campus	08/25/2008-12/12/2008 Lecture	To be Announced	15 / 20	3.00	

5. The courses you have chosen will now appear on your “preferred list”. **WARNING: simply having courses on your preferred list doesn’t mean you are registered!** Choose the register option from the drop down menu next to the courses you are ready to register for and click the “Submit” button on the bottom of the screen.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
RG Register	2008-09	COM-121-1152 (15757) English Composition	Main Campus	08/25/2008-12/12/2008 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM, Yocum Library, Room Y116	K. Jacobson	1 / 20	3.00
	Fall 2008-09	MAT-150-1711 (16682) Foundations of Math	Main Campus	09/06/2008-12/13/2008 Lecture Saturday 09:00AM - 11:45AM, Berks Hall, Room B405	T. Paules	4 / 00033	3.00

6. Your registration results will be displayed!

Registration Results

The following request(s) have been processed:

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2008-09	Registered for this section		COM-061-1421 (15747) Advanced Reading	Main Campus	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 06:00PM - 07:15PM, Room to be Announced	To be Announced	3.00	
Fall 2008-09	Registered for this section		MAT-020-1222 (16607) Basics of College Math	Main Campus	08/25/2008-12/12/2008 Lecture Tuesday, Thursday 09:30AM - 10:45AM,	To be Announced	3.00	

- Now you are ready to print your schedule. Click “Students Menu” at the top of the page and then click the “My Class Schedule” link.

The screenshot shows the WebAdvisor navigation menu with several categories and their respective links:

- Address Change**
- User Account**
 - [I'm New to WebAdvisor](#)
 - [What's my User ID?](#)
 - [What's my password](#)
 - [Change Password](#)
- Financial Information**
 - [Make a Payment](#)
 - [Account Summary](#)
 - [Account Summary by Term](#)
 - [View My Payment Plan Schedule](#)
 - [T2202A Information](#)
 - [Account History](#)
 - [Bank Information \(U.S.\)](#)
 - [Bank Information \(Canadian\)](#)
- Financial Aid**
 - [Financial aid status by year](#)
 - [Financial aid status by term](#)
 - [Financial aid award letter](#)
 - [Accept or reject my financial aid awards](#)
 - [Financial aid loan application](#)
 - [Change my requested loan amount](#)
- Communication**
- Registration**
 - [Search for Sections](#)
 - [Register for Sections](#)
 - [Register and Drop Sections](#)
 - [Register and Pay for Community Education Classes](#)
 - [Program Confirmation](#)
- Academic Planning**
 - [Plan Courses](#)
 - [Program Evaluation](#)
- Academic Profile**
 - [Grades \(View current term only\)](#)
 - [Grade Point Average by Term](#)
 - [Transcript \(View prior terms here\)](#)
 - [Program Evaluation](#)
 - [Test Summary](#)
 - [Enrollment verification request](#)
 - [Enrollment verification](#)
 - [My class schedule](#)
 - [My profile](#)
 - [Advisor Office Hours](#)
 - [Transcript Request](#)
 - [Transcript Request Status](#)
 - [My educational plan](#)

A red arrow points to the "My class schedule" link in the Academic Profile section.

- Enter the term you want to see your schedule for and click “submit”.

The screenshot shows the "My class schedule" form. The "Term" dropdown menu is set to "Fall 2008-09". A red arrow points to the dropdown menu. Below the dropdown is a "SUBMIT" button. At the bottom of the page, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, CONTACT US. The WebAdvisor logo is also visible.

- You will then see your schedule! Go to File-Print to print out a copy.

The screenshot shows the "Schedule" page for Mr. Matthew Hauger. The page displays the following information:

Term: Fall 2008-09

Total Registered Credits: 6.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
MAT-020-1222 (16607) Basics of College Math	New	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Room to be Announced	3.00			08/25/08
COM-061-1421 (15747) Advanced Reading	New	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 06:00PM - 07:15PM, Room to be Announced	3.00			08/26/08

An "OK" button is located below the table. At the bottom of the page, there is a navigation bar with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, CONTACT US.

Dropping Courses on WebAdvisor

IMPORTANT: Students who are on academic probation or have an outstanding account balance are not able to use WebAdvisor to drop courses.

Guidelines for Dropping Courses

- Courses dropped before the beginning of the term will result in a full refund
- Courses dropped during the 1-10% period will result in a refund of 95% of tuition and fees (no W on transcript)
- Courses dropped during the 11-20% period will result in a refund of 50% of tuition and fees (no W on transcript)
- Courses dropped during the 20-60% period will result in a W on your transcript, and no refund is given.
- Courses may only be dropped after the 60% mark for extenuating circumstances – must be approved by your instructor.
- Keep in mind that reducing your credit hours may impact your financial aid status. It is recommended that you check with financial aid before dropping courses.
- If you are struggling in a course, we recommend talking to the instructor before making a decision to drop the course.

1. Log in to WebAdvisor, go to the Student Menu and click the “Register and Drop Sections” link.

The following links may display confidential information.

<p>Address Change</p> <p>User Account</p> <p>I'm New to WebAdvisor What's my User ID? What's my password Change Password</p> <p>Financial Information</p> <p>Make a Payment Account Summary Account Summary by Term View My Payment Plan Schedule T2202A Information Account History Bank Information (U.S.) Bank Information (Canadian)</p> <p>Financial Aid</p> <p>Financial aid status by year Financial aid status by term Financial aid award letter Accept or reject my financial aid awards</p>	<p>Registration</p> <p>Search for Sections Register for Sections Register and Drop Sections Register and Pay for Community Education Classes Program Confirmation</p> <p>Academic Planning</p> <p>Plan Courses Program Evaluation</p> <p>Academic Profile</p> <p>Grades (View current term only) Grade Point Average by Term Transcript (View prior terms here) Program Evaluation Test Summary Enrollment verification request Enrollment verification request status My class schedule My profile Advisor Office Hours</p>
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2. Towards the bottom of the page you will see the courses you are currently registered for. Click the little box in the column labeled “Drop” and then click submit. As long as it is still early enough in the semester your course will then be dropped.

preferred sections.

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CE
<input checked="" type="checkbox"/>	Fall 2008-09		ART-111-1121 (15678) Intro to Drawing	Main Campus	08/25/2008-12/12/2008 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Berks Hall, Room B608	T. DeSantis	3.00	
<input type="checkbox"/>	Fall 2008-09		COM-151-1141 (15842) Fund of Speech	Main Campus	08/25/2008-12/12/2008 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Berks Hall, Room B612	D. DeLong	3.00	
<input type="checkbox"/>	Fall 2008-09		SOC-225-1221 (17315) Drugs/Alcohol in America	Main Campus	08/26/2008-12/11/2008 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Berks Hall, Room B415	L. Williams	3.00	

If one of my choices is not available

SUBMIT