How to Register for Part-Time Courses on your Webadvisor Account

- After logging in to your Webadvisor account, choose ‘Student’ to register for courses.

- If you already know the course code and section number, go to Express Registration and fill in the information like the example below. Please be sure to use the correct section number to continue to the next step. For most part-time programs, the 01PT section is available. If 01PT is not available, please try 02PT or 03PT.

- Do not use the Continuing Education registration process. Continuing Education courses will have different financial and withdrawal implications.
• **Don’t know the course code?** Visit [here](#), find your program, and see the completion plan mapped out for you. You will find both course codes and section numbers there.

• We encourage you to take courses according to the completion plan. However, some courses may not be available when trying to register as seats fill up quickly. **As long as there is no prerequisite, you can take courses in any order.** If the course you wish to take is unavailable, please try other courses offered in the same term.

• You can take a maximum of three courses per term as a part-time student.

• **Can’t seem to find the correct section number?** Try the **Search and Register for Courses** function on your Webadvisor account.

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**Registration**

- Manage My Waitlist
- Search & Register for Continuing Education Courses
- Express Registration
- Register and Drop Sections
- Search and Register for Courses
- Continuing Education Program Declare

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• Choose a term, fill in the information you already know, and click **Continue**. See the example below.
• Available courses will appear on your screen based on the information you provided. Choose a course (most part-time online students need to take a section that ends with PT) and continue.

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>2022 Summer</td>
<td>Closed</td>
<td>FILM-1009-80 Film Genres: Comedy</td>
<td>London Campus</td>
<td>Online, Room ONLINE</td>
</tr>
<tr>
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<td>2022 Summer</td>
<td>Closed</td>
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</tbody>
</table>

• Still having difficulties? Please contact 519-452-4277 or ptreg@fanshawec.ca for further assistance.