

INSTRUCTIONS FOR WEBADVISOR COURSE SELECTION

Getting Ready!

General Arts and Science students - [Click here for information about the courses being offered in your program by consulting the Program/Course site.](#)

General Education Electives - [Click here for information about General Education Elective course selection.](#)

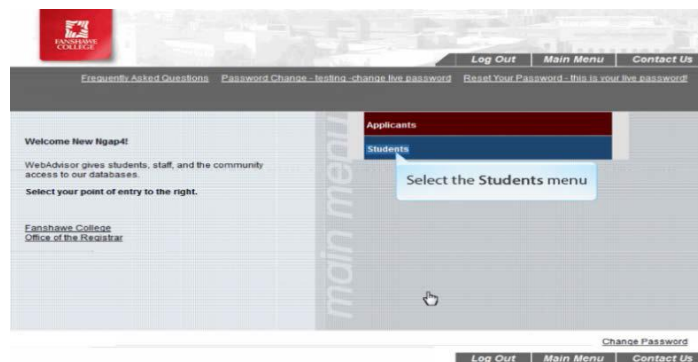
Select either "Full-time Students" or "Out-of-sequence students."

STEP ONE

Log onto [Web Advisor](#).



Select the Students link on the right side of the page.



STEP TWO

Review your Program Evaluation Summary (EVAL) to confirm your required courses for your program prior to registration and to determine if you are required to select a General Education Elective. The EVAL will compare your academic record to the courses you require to graduate.

Student Academic Info

[Class Schedule List](#)
[Class Schedule Grid Layout](#)
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[My Profile](#)
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[Course Schedule Planner - Sample Schedules](#)

Select Program Evaluation Summary (EVAL)

Next, select the program you want to review and click Submit. Completed courses will show with the term complete and the grade. Courses that are still required will show as “1 course needed”. Look for the Level you are currently enrolled in to see the list of courses you will need for your course selection. Note: If you have courses needed from previous levels, this may affect the courses you are allowed to select for the next term.

STEP THREE (Students who only require a General Education Elective please go directly to Step Four)

Use the **Course Schedule Planner – Sample Schedules** to select or build a conflict free schedule

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Select Course Schedule Planner – Sample Schedule

Course Schedule Planning – Sample Schedules

This function will allow you to view sample schedules to plan your online course selection. For General Arts and Science, General Education Elective, and Co-op Education and Employment Prep (COOP-1020), use the Add a Course button. For all other programs that use the online course selection process, use the Schedule Lookup button.



NOTE: These are sample schedules. For programs with online course selection, you must complete your course selection (e.g. Express Registration) to finalize your registration and your personal schedule.

Term: defaults to the current term available for online course selection

Schedule Lookup: A window will display providing you with a list of program levels and sample schedules. In the Schedule Look Up box, click on the green add button () for the desired schedule. The schedules displayed default to your active program.

Clear Schedule: Removes the sample schedule and all courses.

Switching Sample Schedules: To switch a schedule, click the clear schedule button, then Schedule Lookup to add the desired schedule.

Add Course: To add an individual course and section. A window will display providing you with a list of all course section for the term selected. Under each of the headers there is a filter option. These will narrow down the number of course sections. For example, if you type in “ACCT” in the Course Section Name field followed by Enter, only the sections that start with “ACCT” will display. Once you find the course and section you wish to add to the schedule, click the green add button (). Courses with a yellow caution symbol () will conflict with courses you have already added to your schedule

NOTE: The Course Section Name also shows the number of seats currently available in brackets e.g. ACCT-1024-01 (24) is 24 seats available.







Remove Course: Click the red remove button () beside the course you wish to remove.

Just Current Courses: This option removes the sample schedule and any courses you added and reloads your existing schedule based on your previous registrations (updated daily). Once your registrations are complete, your official schedule will be available using the Class Schedule List or the Class Schedule Grid Layout functions on WebAdvisor.

Print Schedule: This option allows you to print this sample or proposed schedule. This is not an official schedule and does not constitute registration in the course(s). This sample schedule can be used as a guide to complete your online course selection (e.g. Express Registration) using the courses and sections listed on the schedule.

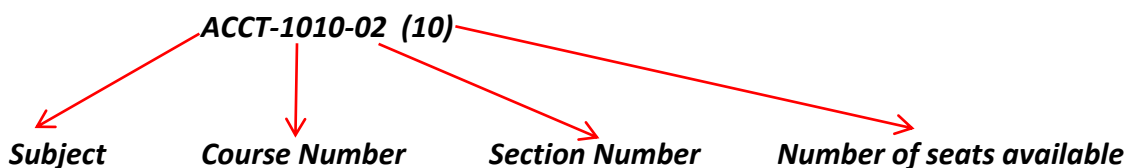
Note: Ensure you check your Program Evaluation Summary (EVAL) to confirm your required courses for your program prior to registration. The sample schedule is a guide to be used with your EVAL to complete the process.

Once you have selected a schedule that works best for you, the information you need to complete your registration is in the Courses box on the right hand side of the screen.

| Courses | | |
|---|-------------------|--------------------------------|
| | Course Name ▲ | Description |
|  | ACCT-1010-02 (10) | Applied Comp Applica for Acctg |
|  | ACCT-1011-02 (8) | Principles of Accounting 2 |
|  | COMM-3020-02 (7) | Professional Communication |
|  | COMP-1449-02 (11) | Applied QuickBooks & Excel |
|  | ECON-1002-02 (17) | Economics 1 |
|  | MATH-1175-02 (4) | Financial Math |

Important Information about Subject, Course Number and Section Number

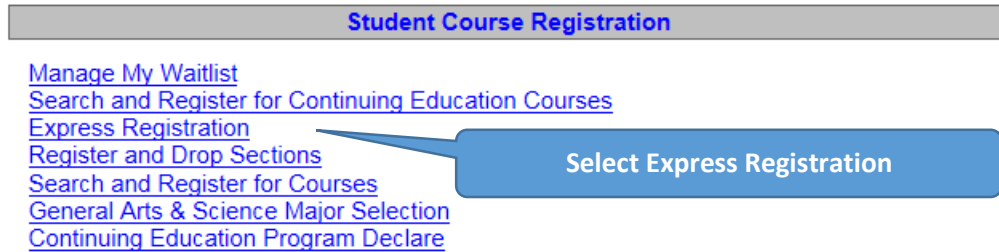
For the course selection functions, the Subject is the first four alpha characters. E.g. COMM. The Course Number is the next four numeric characters e.g. 1000. The Section number is the final two numeric characters e.g. 02. The number in brackets is the number of seats currently available for registration and is not required for the registration process.



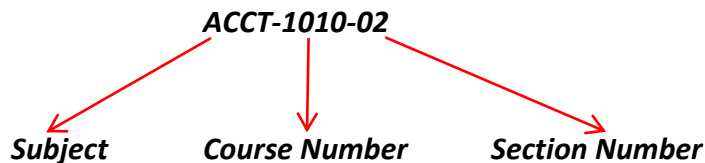
Completing your course selection!

STEP FOUR

In the Student Course Registration menu, select Express Registration



In **Express Registration**, enter the subject, course number, section number and term. If you have used the Sample Schedules function, this information is available from Step Three. You may enter one or many course selections on this screen.



- **COURSE SUBJECT** – select the subject of the course from the drop down menu.
- **COURSE NUMBER** – enter the 4-digit course number.
- **SECTION NUMBER** – enter the 2-digit section number.
- **TERM** – select the upcoming term from the drop down box.

Select **CONTINUE** at the bottom of the page when you have selected your course(s).

Note: A common error message is that your course section – is not available for this registration period. The information may have been entered incorrectly. Review the information you entered to ensure it is accurate.

| Course Subject | Course Number | Section Number | Term |
|----------------------------------|---------------|----------------|-----------------|
| INDS - Interdisciplinary Studies | 1008 | 40 | 13S 2013 Summer |
| | | | |
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[Continue](#)

Select the Continue button to proceed.

STEP FIVE

You will be taken to the Register and Drop Sections page. Locate the course or courses you want to register for and select **RG – Register** in the Action Drop Down box.

Select **CONTINUE** at the bottom of the page.

If there was a problem with your registration, an error message will be displayed at the top of the page. This may be due to missing a pre-requisite, registration restriction rules or the section is full. If this is the case, select continue to return to the main menu and select another course. You may need to change the action from Register to either blank or Remove from list for the courses you do not want to register in.

Name: Abin Chappmunk

Action for All Previously Viewed Sections (or choose below):

Previously Viewed Sections

| Action | Term | Section Name and Title | Location | Meeting Information | Comments | Available/ Capacity | Credits |
|--|-------------|--|------------------|--|----------------------------------|---------------------|---------|
| <input type="button" value="RG - Register"/> <input type="button" value="RM - Remove from List"/> | 2013 Summer | FACS-1008-40 History of Rock and Roll Fad | London Campus | 0500/2013-25 09/2013: Lecture Days to be Announced, Times to be Announced OL, INE, Room- ONLINE | General Education Elective | 9 / 10 | 3.00 |

Current Registrations

| Drop | Term | Section Name and Title | Location | Meeting Information | Credits |
|--------------------------|------|--|----------|---------------------|---------|
| <input type="checkbox"/> | | You are not currently registered for any sections. | | | |

If one of my choices is not available
 ALL Allow me to adjust all

[Continue](#)

STEP SIX

If your registration was successful, you will be taken to the Registration Results page.

- Your registration is now complete. At the top of the page you should see the course you have just registered for. In the middle of the page you should see all the courses you are registered for. At the bottom of the page there is a link to view your Schedule.

| Term | Status | Pass/ Fail/ Audit | Section Name and Title | Location | Meeting Information | Credits |
|---|-----------------------------|--|--|---|--|---------|
| 2013 Summer | Registered for this section | | BUIS-1008-40 History of Rock and Roll Part | London Campus | 05/05/2013-25/08/2013 Lecture Days to be Announced, Times to be Announced ONLINE, Room ONLINE. | 3.00 |
| Here are all of the sections for which you are currently registered: | | | | | | |
| Term | Pass/ Fail/ Audit | Section Name and Title | Location | Meeting Information | Credits | |
| 2013 Summer | | ACCT-1004-01 Principles of Accounting 1 | London Campus | 05/05/2013-21/08/2013 Lecture Thursday 04:00PM - 05:00PM, T Building, Room T2002 (more) | 4.00 | |
| 2013 Summer | | BUIS-1005-01 Intro to Business Processes | London Campus | 05/05/2013-21/08/2013 Lecture Monday 02:00PM - 04:00PM, G Building, Room G1001 (more) | 3.00 | |
| 2013 Summer | | BUIS-1050-01 Strategies for Success | London Campus | 09/05/2013-15/08/2013 Lecture Thursday 11:00AM - 12:00PM, B Building, Room B1042 | 1.00 | |
| 2013 Summer | | CTRI-BAC2-1-LC BaC2 Level 1 | London Campus | 05/05/2013-25/08/2013 | 0.00 | |
| 2013 Summer | | BUIS-1008-40 History of Rock and Roll Part | London Campus | 05/05/2013-25/08/2013 Lecture Days to be Announced, Times to be Announced ONLINE, Room ONLINE | 3.00 | |
| 2013 Summer | | MATH-1052-01 Business Math | London Campus | 05/05/2013-21/08/2013 Lecture Friday 08:00AM - 09:00AM, D Building, Room D2037 (more) | 3.00 | |
| 2013 Summer | | MKTG-1012-01 Principles of Marketing I | London Campus | 05/05/2013-21/08/2013 Lecture Tuesday 10:00AM - 12:00PM, M Building, Room M3017 (more) | 3.00 | |
| Here are all of the sections for which you are waitlisted (not registered): | | | | | | |

How do I know my registration is complete?

STEP SEVEN

In addition to the Registration Results screen there are 3 ways to confirm your course selection is complete:

Check your Class Schedule

Under the Student Academic Info menu, select either **Class Schedule List** or **Class Schedule Grid Layout**

Student Academic Info

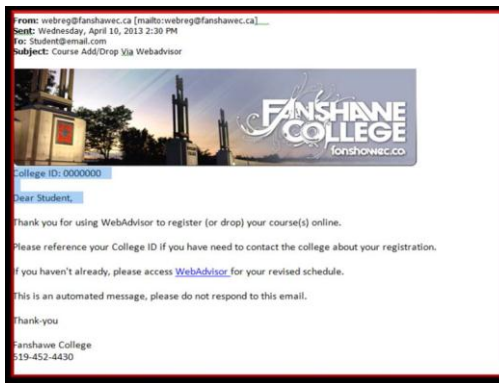
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Select the correct Term from the drop down list. This is the same term you selected during the course selection process.

Review your Class Schedule and the list at the bottom of the schedule to ensure all classes appear. Note: Online courses do not appear in the grid but are listed at the bottom of the screen or on the Class Schedule List function

Re-run your Program Evaluation Summary (EVAL), Step 2 above, to ensure you have registered in all your required courses for your program level. Don't forget to check the General Education Elective (GE) requirement to see if you are required to take a GE in this program level.

An email is sent to the email address we have on file to confirm your registration. Unfortunately this is not always reliable because some internet service providers block automatic emails. If you have checked your schedule and your EVAL, you should not worry if you do not receive an email.



Didn't receive your confirmation email?

If you have checked your schedule and your EVAL, you should not worry if you do not receive an email. There are many reasons an email is not delivered. For more information about this, please refer to the [Course Selection FAQs](#) (see Process Confirmation Email Troubleshooting).