

# HOW TO Search/Register for Classes using WebAdvisor

WebAdvisor has the very latest course offerings for the semester.

If the classes you want are filled, please return to WebAdvisor frequently to see if another section has been added.

## STEP 1: Search for Sections

### MOST SIMPLE SEARCH

- Make sure the right semester is **SELECTED**
- **ENTER** the course names in the subject area
- **ENTER** the corresponding course numbers
- Indicate by **CHECKING** the box which days you want to attend class
- **INDICATE** your preferred location
- **CLICK** submit

Term **Spring 2016**

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
Accounting		101	

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location  Academic Level

## STEP 2: Section Selection Results

Columns:

1	2	3	4	5	6	7	8	9
Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
<input type="checkbox"/>	Spring 2016	Open	<a href="#">BIO*105*070 (0175) General Biology I</a>	Main Campus	09/01/2015-12/21/2015 Lecture Monday 06:00PM - 09:00PM, Academic I, Room 1228 (more)...	B. Malin	21 / 24	4.00
<input type="checkbox"/>	Spring 2016	Open	<a href="#">ENG*101*020 (2182) College Writing I</a>	Main Campus	09/02/2015-12/21/2015 Lecture Monday, Wednesday 03:00PM - 04:15PM, Academic I, Room 1116	M. Schlanger	22 / 25	3.00

Key:

Column 1: Selection box to be CHECKED if you want that section

Column 2: Semester

Column 3: Course and Section availability. If open, you can still register for this section of the course

Column 4: Course abbreviation and number, section number and course name (*Disregard the information in the parentheses*).  
CLICK this hyperlink for pre-requisites, book(s) and supply requirements.

Column 5: Location of the course

Column 6: Date range for the course offering; Type of delivery (i.e. Lecture); Day(s) & Time(s) of course; Building & Room

Column 7: Faculty Member

Column 8: Course availability/Course capacity (*how many seats are available in the section*)

Column 9: Number of credits earned for successful completion

### COMPLETE YOUR SELECTION PROCESS

- **CLICK** on the section you wish to attend
- After you have made your choice(s), **CLICK** Submit

## STEP 3: Registering for your Classes

- CLICK on the drop down menu under Action
- SELECT Register
- CLICK submit

### Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits
<input type="button" value="▼"/>	Spring 2016	<a href="#">ACC*101*001H (1774) Princ of Accounting I Honors</a>	Main Campus	09/01/2015-12/17/2015 Lecture Tuesday, Thursday 09:00AM - 10:40AM, Academic II, Room 2129	J. Coleman	17 / 25	4.00
<input type="button" value="▼"/>	Spring 2016	<a href="#">ACC*101*003 (0004) Princ of Accounting I</a>	Main Campus	09/02/2015-12/21/2015 Lecture Monday, Wednesday 03:00PM - 04:40PM, Academic II, Room 2129	To be Announced	20 / 25	4.00

## STEP 4: Registration Results/Schedule Review

- CHECK to be sure that you are registered for all of the courses that you selected.
- CLICK OK
- SELECT Student Menu
- SELECT "My Class Schedule" under "Academic Profile" heading
- ENTER Term – **Spring 2016**
- SEE/PRINT your schedule

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CE
Spring 2016	Registered for this section		<a href="#">ACC*101*003 (0004) Princ of Accounting I</a>	Main Campus	09/02/2015-12/21/2015 Lecture Monday, Wednesday 03:00PM - 04:40PM, Academic II, Room 2129	To be Announced	4.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2016		<a href="#">ACC*101*003 (0004) Princ of Accounting I</a>	Main Campus	09/02/2015-12/21/2015 Lecture Monday, Wednesday 03:00PM - 04:40PM, Academic II, Room 2129	To be Announced	4.00	