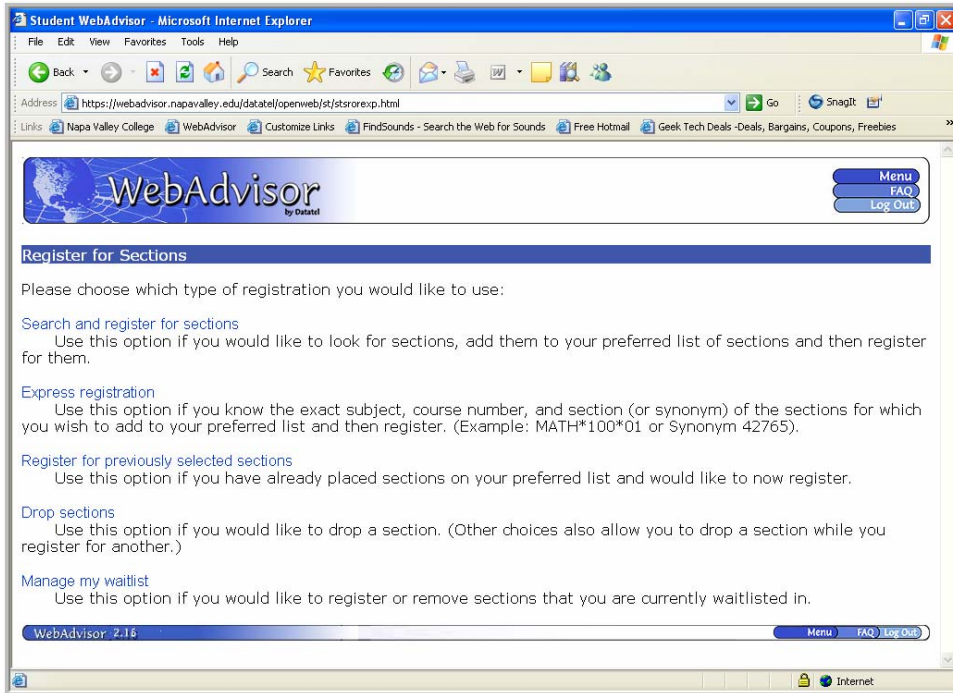


WebAdvisor Registration Instructions

1. Log into WebAdvisor using your User ID and Password.
2. Click on “WebAdvisor for Students” from the main menu.
3. Click on “Search and Register for classes” from the main student menu.



4. If you are not sure what classes you want to take, select the first option “Search and register for sections.” If you have already selected the classes you’re going to take out of the printed schedule, and know the “Synonym” numbers (See next two figures) you should select “Express registration.”

	Select Section (s)	Term	Status	Section Name and Title	Location	Meeting In
1	<input type="checkbox"/>	Fall Semester 2005	Open	CISN-142-548 (548) Op Sys, Windows Xp	Main Campus	08/20/2005-12/17/2005 Laboratory Saturday 02:50PM, Bldg 800
2	<input type="checkbox"/>	Fall Semester 2005	Open	CISN-145-549 (549) Act Direct Architec	Main Campus	08/20/2005-12/17/2005 Laboratory Saturday 11:50AM, Bldg 800
		Fall		CISN-165-547 (547)	Main	08/18/2005-12/15/2005

Example of “synonym” as it appears in WebAdvisor

HUMA 104					3.0 Units
COMPARATIVE RELIGION					
A historical and contemporary study of religion, with emphasis on their impact on the life of mankind. Transfers to: CSU, UC					
Reg#	Days	Time	Instructor	Room	
1046	MW	11:00AM - 12:20PM	GOCKE, S	1033	
1047	TTh	9:30AM - 10:50AM	GOCKE, S	1025	
1048	Th	6:30PM - 9:20PM	GRENN, D	805A	

Example of "Synonyms" as they appear in the printed schedule

Express Registration

Most people will have already chosen the classes they want to take, either through planning with the printed schedule or from looking through WebAdvisor online. If you have done this and have a list of classes, great! Hopefully you made note of the "Synonym" or "Reg #" as it's called in the printed schedule. This will make it very easy for you to register for your classes. Just follow this process:

1. From the "Search and Register for classes" menu select "Express registration."
2. Fill in **ONLY** the synonym number for each class you want to take in the spaces provided. **DO NOT** fill in the rest of the information on the line if you have the synonym (Reg #).

Synonym	Subject	Course Number	Section Number	Term
1	448			
2				
3				
4				
5				
6				
7				
8				
9				
10				

3. Check the classes for accuracy on the next screen, making sure they are the classes you want, the days and times are correct, etc.

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IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions. Help

Name Michael P. Henry, Sr.

Action for ALL Pref. Sections (or choose below)

Make sure these are the classes you wanted, and all information is correct (days, times, etc.)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
1 <input type="text"/>	Fall Semester 2005	BIOL-110L-448 (448) Survey of Biology Laboratory		08/17/2005-12/14/2005 Laboratory/Studio/Activity Wednesday 02:00PM - 04:50PM, 700 Bldg, Room 701	To be Announced	16 / 30	0.00	
2 <input type="text"/>	Fall Semester 2005	MATH-90-445 (445) Beginning Algebra		08/15/2005-12/19/2005 Lecture And/Or Discussion Monday, Tuesday, Wednesday, Thursday 11:00AM - 12:05PM, 600 Bldg, Room 602	To be Announced	9 / 40	5.00	

- For variable unit classes, you will need to enter how many units you are attempting in the “Credits” box. It will only allow you to enter valid amounts, and only for variable unit classes.

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Name Michael P. Henry, Sr.

Action for ALL Pref. Sections (or choose below)

For variable unit classes, you will need to enter a number of units you are attempting in the "Credits" box

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
1 <input type="text"/>	Fall Semester 2005	BIOL-110L-448 (448) Survey of Biology Laboratory		08/17/2005-12/14/2005 Laboratory/Studio/Activity Wednesday 02:00PM - 04:50PM, 700 Bldg, Room 701	To be Announced	16 / 30	0.00	
2 <input type="text"/>	Fall Semester 2005	MATH-90-445 (445) Beginning Algebra		08/15/2005-12/19/2005 Lecture And/Or Discussion Monday, Tuesday, Wednesday, Thursday 11:00AM - 12:05PM, 600 Bldg, Room 602	To be Announced	9 / 40	5.00	

- You will need to enter an action for each class before clicking the “Submit” button—valid options are Register, Register Credit/No-Credit, Remove from List, and Waitlist (if the class is full).

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IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions. Help

You must select an Action for each course before clicking the "Submit" button. Your options are Register, Register Credit/No-Credit, Remove from List, or Waitlist (if the class is full)

Name: Michael P. Henry, Sr.

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
1 RG - Register	Fall Semester 2005	BIOL-10L-448 (10L) Survey of Biology Laboratory		08/17/2005-12/14/2005 Laboratory/Studio/Activity Wednesday 02:00PM - 04:50PM, 700 Bldg, Room 701	To be Announced	16 / 30	2.00	
2 RG - Register	Fall Semester 2005	MATH-90-445 (445) Beginning Algebra		08/15/2005-12/19/2005 Lecture And/Or Discussion Monday, Tuesday, Wednesday, Thursday 11:00AM - 12:05PM, 600 Bldg, Room 602	To be Announced	9 / 40	5.00	

- Click the “Submit” button, and you will receive a screen that shows what courses you were registered in successfully. For one reason or another you may not succeed in registering in a particular class—see the section on “Common Errors” for more information.
- After you have completed registration, you may want to go back to the menu and click on “My Class Schedule.” You may print this out at any time after registration throughout the semester.
- You may also make a payment online through our secure system. Just select “Make A Payment” on the main student menu.

Parking

- You may want to purchase a semester parking permit. There is a link on the main student menu “Purchase Parking Permit” that will open a new browser window and take you to our new, automated parking permit system. We have contracted with an outside company called Credentials Inc. (the same company who now handles our transcript ordering) to make purchasing permits easier for students. You purchase a permit online, and it is sent to you through the mail. If you have multiple cars in your household, you can move the permit from car to car!