WebAdvisor Preregistration Quick Guide

- Course schedules & preregistration dates released by the Registrar’s Office
- Plan courses by using the Course Planning Worksheet in WebAdvisor (refer to course schedules for what courses are offered for which semesters)
- Seek course approval from Academic Advisor
- Preregister for sections from approved courses

Planning
1. Students menu
2. Under Academic Planning, select Plan Courses
3. Create/Add to Worksheet
4. Program Confirmation
5. Catalog Search and Add – 3 courses at a time
6. Select Course and Term
7. Repeat Catalog Search and Add for additional courses

Seek Approval
1. Email advisor for an appointment to meet once you have selected all of your courses
2. Print out a copy of your Course Planning Worksheet to take to your appointment
3. During the appointment with your advisor, make any necessary course changes on WebAdvisor
4. Once your advisor approves your courses, you may select your preferred sections

Register for Sections
1. Students Menu
2. Under Registration, select Register for Sections
3. Select Register from my Worksheet
4. Program Confirmation
5. Find sections for advisor approved courses
6. Choose your preferred sections
7. Your preferred sections will be listed at the top, and your current registrations will be listed at the bottom
8. From the drop down box, choose your action (Register, Remove from List, Waitlist, or Audit)
9. After you have made your selections, press Submit to register.
10. **ERROR MESSAGES** – Please pay attention to any error message that may appear in red at the top of your screen. If you get an error message, you will not be registered for ANY of the selected sections. You must correct the error and press Submit again.