

HOW TO EXPRESS REGISTER

1. Log –in to Web Advisor
2. Click on **Current Students**
3. Under the heading “**REGISTRATION**” click on **Register For Sections.**
4. **Click on Express Registration.** The Express Registration menu will appear on your screen, as displayed below.

Express Registration

Synonym	Subject	Course Number	Section Number	Term

SUBMIT

5. **Enter** the course **Synonym Number**
OR
Enter the Subject, Course Number, Section Number

NOTE: Entering the course Synonym Number will bring up all of the course information.

↓↓ See Sample Below ↓↓

Express Registration

Synonym	Subject	Course Number	Section Number	Term
29852				

SUBMIT

6. Then click **SUBMIT**

The **Register and Drop Sections** menu will be displayed.

Register and Drop Sections

Name: Tiffany S. Lefhen

Action for ALL Pref. Sections (or choose below): 8

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="text" value=""/>	Summer 2008	ACC-111-1001 (2817) College Student Success	Main Campus	05/19/2008-07/07/2008 Classroom Hours Monday 08:00AM - 09:50AM, Horace Sisk Building, Room 630	To be Announced	42 / 45	1.00	
<input type="text" value=""/>	Summer 2008	ACC-111-1001 (2862) Financial Accounting	Main Campus	05/14/2008-07/09/2008 Classroom Hours Monday, Wednesday, Friday 08:00AM - 09:50AM, Cumberland Hall, Room 353	To be Announced	24 / 25	3.00	

Current Registrations

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

7. You can **click on any Section Name and Title** to get additional information about the course.
8. Click on the **Action** arrow and select **RG-Register**
Click **SUBMIT**
9. **Review any error messages. Error messages will appear in red at the top of the screen.**
10. You can Click on the **Action** arrow and select **Remove From List** for any error classes
11. If there are no error messages your **Registration Results** screen will appear.
The **status column** for each section will state: **Registered for this Section**
12. Click **OK to end this registration session.**
You will be returned to the Web Advisor main Menu.