

HOW TO REGISTER FOR SECTIONS

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

The screenshot shows a web form titled "Search/Register for Sections". It includes a "Term" dropdown menu, "Starting On/After Date" and "Ending By Date" text boxes, a table with columns for "Subject", "Course Level", "Course Number", and "Section" (each with a dropdown menu), "Sections Meeting After" and "Sections Ending Before" dropdowns, a row of radio buttons for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), a "Course Title Keyword(s)" text box, "Location" and "Academic Level" dropdowns, and an "Instructor's Last Name" text box.

5. **Select a term** from the drop-down box **OR** **Enter the Starting On/After Date and Ending By Date.**
Example: SUMMER2008
Example:
Starting on/After Date: 05/14/08
Ending By Date: 07/10/08
NOTE: You must enter one of these Options NOT BOTH
6. Select at least one of the other options to search for Section. You **must select at least one.**
Example: Click on the drop down menu for **Subjects** and select a subject
7. Then click **SUBMIT**

The **Section Selection Results** menu will appear with a listing of sections based on the criteria you entered.

Section Selection Results

Narrow my search

Re-sort my results: **8**

| Select | Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits | CEUs |
|-------------------------------------|-------------|--------|--|-------------|---|-----------------|---------------------|---------|------|
| <input checked="" type="checkbox"/> | Summer 2008 | Open | ACC-111-1001 (2962) 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 | |
| <input type="checkbox"/> | Summer 2008 | Open | ACC-111-1801 (2963) Financial Accounting | Main Campus | 05/14/2008-07/10/2008 Classroom Hours Days to be Announced, Times to be Announced Distance Education Virtual Rm., Room NET | To be Announced | 14 / 25 | 3.00 | |
| <input checked="" type="checkbox"/> | Summer 2008 | Open | ACC-120-1003 (2020) Prin of Financial Accounting | Main Campus | 05/14/2008-07/10/2008 Classroom Hours Monday, Wednesday, Friday 10:00AM - 11:50AM, Cumberland Hall, Room 351 (more)... | To be Announced | 19 / 25 | 4.00 | |

- You can **click on any Section Name and Title** to get additional information about the course. After reviewing course information **click on the Select Section** block for the course that you want to register for. **Note: This does not register you for the class it only adds the section to your Preferred Sections List.**

Click **SUBMIT**

- The **Register and Drop Sections** Screen will appear.

Register and Drop Sections

Name: Tiffany S. Lathen

Action for ALL Pref. Sections (or choose below)

Preferred Sections

| Action | Term | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity | Credits | CEUs |
|-------------------------------------|-------------|--|-------------|---|-----------------|---------------------|---------|------|
| <input checked="" type="checkbox"/> | Summer 2008 | ACC-111-1001 (2962) 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 checked="" type="checkbox"/> | | | You are not currently registered for any sections. | | | | | |

If one of my choices is not available

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