

Online WebAdvisor Student Instructions

Fall 2019 Preregistration

Step #1: Check your hold status

- Prior to entering courses for preregistration you need to determine if you will be permitted to register due to Financial Aid or Student Account holds
- Log into your WebAdvisor account
- Under Academic Profile select My Holds
- Follow directions to resolve any holds prior to proceeding to next step. Until your hold is resolved you will not be permitted to preregister.

Step #2: Preregistering from your Preregistration Form

Note: Before beginning step #2, please make sure that your course schedule is written out and accurate on the attached preregistration form!

- Log into your WebAdvisor account
- Select Express Register
- At this point, from your preregistration form enter ONLY the course synonyms for all courses in which you would like to preregister; this will place your course preregistration in the system so that it will be accessible by your advisor for approval. If you select submit you will receive a red error message indicating that your advisor must process the schedule from this point on.
- Double-check to make sure the course synonyms that you entered match the correct courses in which you want to preregister
- Schedule modifications – prior to advisor approval additional courses can be added through Express Registration and removed through Drop Sections
- Course alternatives – please list on your preregistration form only and utilize when working with advisor during the approval process

Step #3: Advisor Approval

During your assigned preregistration time (based on credit hours earned), schedule an appointment with your advisor so that he/she may complete the approval process and complete your preregistration. Students who do not preregister at the assigned time will register during the designated late preregistration time and incur a \$50 late fee.

Step #4: Confirm that you are preregistered***

It is your responsibility to verify that your advisor has submitted and approved your schedule by viewing your schedule through the My Class Schedule option in WebAdvisor for the 2019FA term. It is your responsibility to contact your advisor in the event that your schedule does not appear in WebAdvisor. Failure to do so will result in having to preregister during the designate late preregistration period and will be subject to the \$50 late preregistration fee. In fairness to all student **no exceptions** will be made!

Step #5: Submit signed hard copy schedule to the Registrar's Office drop box.

Adding/changing courses

If you are still within your preregistration time period, you may add or change courses via WebAdvisor with the approval of your advisor. Utilize the Express Register option to add additional courses and contact your advisor to request approval through WebAdvisor.