

# Online WebAdvisor Student Instructions

## Preregistration for Fall 2021

### **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 using the online Preregistration Form**

***Note: Before beginning step #2, please make sure that your course schedule is written out and accurate on the course 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: Advising Appointment/Advisor Approval**

Contact your academic advisor via email and inquire about the process for signing up for an advising appointment (some will choose to use Google Meet or Zoom to conduct video meetings). During your assigned preregistration time (based on credit hours earned), your advisor will complete the approval process and complete your preregistration if you have entered your preferred schedule via Express Register.

***Students who do not preregister at the assigned time will register during the designated late preregistration time and may 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 2021FA term. It is your responsibility to contact your advisor in the event that your schedule does not appear in WebAdvisor. Failure to do so may result in having to preregister during the designate late preregistration period and may be subject to the \$50 late preregistration fee.

ALL students are required to officially register for the fall term on registration date as noted on the official academic calendar.

### **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.