

WebAdvisor Student Preregistration Instructions

Fall 2022

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. Notify your advisor that you have completed this step and that your courses are ready for approval.
- 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 in the event one or more of your courses are full.

Step #3: Advising Appointment/Advisor Approval

Contact your academic advisor 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 and some will have advising office hours posted for sign-ups). 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 will incur a \$50 late fee.***

Step #4: Check to see that you are preregistered as a full-time student***

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 2022FA term. It is your responsibility to contact your advisor in the event that your schedule does not appear in WebAdvisor or if you below a full-time load of 12 hours.

Failure to preregister during your assigned time will result in having to preregister during the designated late preregistration period and may be subject to the \$50 late preregistration fee. Failure to enroll in a full-time course load will impact billing and Financial Aid.

HELPFUL HINTS

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.

Searching for Sections

WebAdvisor gives you the option to search for courses by certain filters such as course day/time, department, course level (100, 200, 300, 400) , instructor, etc. under the Search for Sections option. This option also indicates current enrollment information as well as prerequisites.

*****ALL students are required to officially register via RegAssist for the fall term on August 21, 2022 which is the official registration date for the term as noted on the official academic calendar.**