WebAdvisor
Step by Step
Registration Instructions
for Students
Login First
Login ID & Password

To view your personal records, you must enter a login ID and password.

**Login ID:**
Your login ID is in this format: firstname.lastname (no capital letters).
Example: john.smith

**Password:**
- The first time you log in to WebAdvisor, your password will be your 6-digit birth date. (January 1, 1993 = 010193)
- You will be asked to set a new password.
- Be sure to write it down.
Log In Takes You Here

Fill in your User ID and Password
Forgot your password click on “Show Hint”
Remember your Password

- If you forgot your password and selected hint as seen on previous slide you will come to this page.

We encourage you to use the password “hint” in case you lose or forget your password in the future. You decide what the password hint is.

- Do not give your login ID or password to anyone. Keep your login ID and password in a safe place.
The Student Menu

- From the Student Menu you can access your academic and financial information.
- You can also register for classes and pay your bill online.
Registration: Important Features

- To check the schedule go to Search for Sections.
- To register go to Register for Sections.
- Register and Drop Sections allows you to drop sections you have already registered for and add new ones.
- My Restrictions lists any registration holds.
  - You may have a financial hold, admissions hold, health hold, judicial hold or advisor hold.
Your Academic Profile

- **Grades** shows your midterm and final grades for each term.
- **Transcript** shows your final grades for all courses you have taken and your cumulative GPA.
- **Program Evaluation** shows your progress in fulfilling your degree requirements.
- **Test Summary** shows your SAT/ACT scores and Accuplacer placement scores.
- Go to **My Class Schedule** to view and print your class schedule.
- **My Profile** shows your advisor and major.
Are you eligible to register? Check **My Restrictions**.

Normally you should see **Cannot Register : You must see your advisor prior to registration**. This just means that you must see your advisor before you can register.

Don’t forget to pay your bills. You will not be able to register if you are not up to date on your payments.

**Step 1:**
Go to **Register for Sections**
Go to **Search and Register for Sections** if you need to look up class sections to add to your **Preferred Sections**.

Go to **Express Registration** if you already know what sections you want to add to your **Preferred Sections**.

Go to **Register for Previously Selected Sections** to see what is currently in your **Preferred Sections**.
Registration: Step 3a
Search /Register for Sections

• Select the Term
• Select the Subject for each course you want to add.
• Type in the course number if you know it.
• Or you can select the level. This will bring up all 100 level biology courses.
• If you select only the subject, you will see all the courses for that subject.
When your list is done, click Submit one time only.
Registration: Step 3b

Express Registration:

- Enter **Synonym** / (Course Number, Section Number) and **Term** for each course you want to add
- When your list is done, click **Submit** one time only

*Click here to continue...*
Registration Step 4

- All the sections for the courses you selected will come up showing the days and times for each section.
- Click in the box on the left-hand side to select the sections you want.
- Click once you have selected your sections. You can go back and select other courses later if needed.
- BIO 101 is the course number. There are four sections – 01, 02, 03 & 04. BIO 101L is the optional lab for this course.
- Human Biology is the course title. Click on the blue number & title to access the course description, prerequisites etc.
Registration: Step 5

- **Preferred Sections** -- this is your registration request area
- Indicate an Action for all sections or for individual sections in preferred sections list (not both)
- You can also DROP a class that you are currently enrolled in.
- Courses will stay in your Preferred Sections folder until you are ready to register.
- Be sure to **Submit** only when you are done.

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### Register and Drop Sections

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register</td>
<td>Fall Term</td>
<td>ENO 101-02 (0630) Human Biology</td>
<td>Main Campus</td>
<td>08/26/2013 - 12/12/2013 Lecture Monday - Thursday 9:00 - 11:40</td>
<td>P. Raley</td>
<td>41/30/0</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Register</td>
<td>Fall Term</td>
<td>HN 101-20 (0160) Human Biology Lab</td>
<td>Main Campus</td>
<td>08/26/2013 - 12/12/2013 Lab Tuesday - Thursday 11:45 - 1:10</td>
<td>N. Smith</td>
<td>11/15/0</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Register</td>
<td>Fall Term</td>
<td>CSC 124A-20 (0974) Data Structures</td>
<td>Main Campus</td>
<td>08/26/2013 - 12/12/2013 Lecture Monday, Wednesday, Friday 01:30 - 03:45, Science Bldg, Room 206</td>
<td>R. Murty</td>
<td>20/0</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Registrations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
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<tr>
<td>Yes</td>
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</tbody>
</table>
WebAdvisor will indicate any problems with your registration request.

Read each message carefully and respond with the appropriate ACTION for each class.

Leave the action box blank for any section that cannot be registered.

Be sure to submit when you are done (one time only)
Registration: Step 6

This is your receipt. You may want to print a copy for your records. Please note that there are three sections in this screen.

- The first part shows what just occurred.
- The middle part lists all the classes you are currently registered for.
- The last part lists waitlisted classes; however, we are not currently using Waitlisting.
What’s Next?

You decide where to go from here:

- Go to Student Menu to:
  - Select and Register for more classes
  - Drop classes
  - View and print your schedule
View Other Information

From WebAdvisor
Students Menu:

- View and pay your bill.
- View your financial aid statement.

Click here to continue...
We hope you find WebAdvisor a convenient and useful way to register for classes.

For assistance, call the I.T. Department help line at (484) 365-8134.

To exit this presentation, close your browser by clicking on the X box in upper right corner.

www.webadvisor.lincoln.edu