How to Search and Register for Courses in WebAdvisor

1. Log in to WebAdvisor.

2. Click on STUDENTS.

3. At the Student Menu, under Registration click Register for Sections.

4. Click on Search and Register for Sections.

5. On the Search/Register for Sections page, you must select the term you wish to search within. Click on the drop-down arrow beside Term and select the term for which you wish to register.

6. Enter the subject for the course that you would like to search for sections.

7. Leave Course Level blank.

8. Enter Course Number and Section if you know it.

9. Leave all other fields blank and click on SUBMIT.
10. A list of sections based on the search parameters you entered will be returned.

11. If the status of the class is Open, that means that seats are still available and that you are able to select this section by clicking in the box under the column Select. Click on **SUBMIT**
This will take you to the Register and Drop Sections screen.
12. You can proceed with registration. In the **Action** block beside the course(s) you wish to register, use the drop-down arrow to select **RG-Register**, or choose **RM Remove from List** for courses that you don’t want. When finished, click **SUBMIT**.

If you want to audit a course, select **AU Audit** in the drop down box. Audit students will receive an “**AU**” grade, and must pay tuition and fees.

13. WebAdvisor will return a **Registration Results** page. The top portion of the screen shows courses just registered for in this section. The bottom portion shows the same courses and other courses for which the student is currently registered. Click **SUBMIT**.

14. Immediately go to **My Class Schedule** to view and/or print your schedule. These are on the **Main Student Menu** screen.