

**Online Registration Process:** The key elements of the new online registration process are:

- Receiving an email at your washcoll.edu address with your scheduled registration day and time. Registration days and times are randomly selected based on your current class level.
- Meeting with your faculty advisor before your scheduled registration day and time.
- Logging in to WebAdvisor at your scheduled registration day and time to register for your courses. Your username and password for WebAdvisor are the same as for your Washington College email account.

**Here's what you need to do:**

1. Review your progress towards your degree requirements by checking your Program Evaluation on WebAdvisor.
2. Make sure there are no restrictions on your record by checking "Registration Status" on WebAdvisor. If there are restrictions on your record contact the office indicated.
3. Review the Schedule of Classes.
4. Meet with your advisor. **You MUST meet with your advisor prior to registering for classes.** After your meeting your faculty advisor will give electronic approval for you to register online at your scheduled registration day and time. You can check whether your advisor has given you approval by checking "Registration Status" on WebAdvisor.
5. Log in to WebAdvisor and register for your classes.

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY so that you will have the best opportunity to enroll in the courses of your choice.

**To Register for classes:**

1. Go to WebAdvisor
2. Select "Log In"
3. Select "Student Menu"
4. Select "Register for Sections"
5. After you have made your selections "Submit"

Registration options available:

1. Search and Register for Sections
2. Express Registration
3. Register for Previously Selected Sections

***Search and Register for Sections*** allows you to view all of the classes available for a given term by choosing only that term and submitting. You may "shop" and choose the classes you are considering for that given term. You may register for these classes if you are using this option at your scheduled registration time.

If you wish to enroll in only one course and know the correct subject (department), course number, and section number, do the following:

- Select the appropriate subject (department) from the drop down menu in the "Subject" box
- Enter the "Course Number"
- Enter the "Section Number"
- Submit

You may also search on this screen using specific criteria like subject (department), instructor, meeting time, day, or title.

This process may also be done before your scheduled registration time and your chosen classes will be held in a "Previously Selected Sections" shopping basket. There is no guarantee these classes will be open or available at your scheduled registration time.

***Express Registration*** can be used if you know the exact classes and sections you want to select. This option requires that you know the subject (department), course number, and section number. One or multiple classes may be selected using Express Registration.

***Register for Previously Selected Sections*** allows you to register for classes that you selected in the Search and Register for Classes process before your scheduled registration time. The classes you selected will be held in a "shopping basket" with no guarantee that they will be open or available at your scheduled registration time.

***To drop a course you previously selected but did not yet register for*** choose the course and the "remove from list" option from the drop down box.

***To drop a course you are currently registered for*** check the drop box from your current schedule.

Where designated, you may **waitlist** yourself for a course. Waitlisting is an option for selected courses. If you desire to take a course that is closed, where a waitlist option is available, you may add your name by choosing "Waitlist" in the course drop down box. If a spot opens in a class you have waitlisted and you have the prerequisites, it does not conflict with your other courses, and does not take you over the semester credit limit of 22, you will automatically be placed in the course. You will receive an email informing you of this, **but as always it is your responsibility to check your schedule.**

If you added your name to a course waitlist, and have not yet been registered for it, but would like to remove yourself from that waitlist:

- Select – Manage My Waitlist
- Select – “Remove” from the drop down box and submit.

Once you have completed your registration print your schedule in case there are questions about your registration.

When using any of the above options please read and follow the directions. If you need help please click on the “HELP” button for additional information. Please be patient with the system and do not click submit multiple times. This will only cause the system to slow down and eventually abort the registration process.

**If you are unable to register during your initial window of opportunity, you may login at ANYTIME AFTER your scheduled day and time, on open web registration days.**

**If you are idle for 15 minutes, you will be logged off. You will need to log back into WebAdvisor to resubmit your registration.**

**The following registrations CANNOT be made online and will need to be completed in the Registrar's Office.**

Pass/Fail – restricted to one per semester for those students with Junior or Senior class standing. PLEASE NOTE: Classes required for majors, minors, concentrations/specializations, or distribution may NOT be taken Pass/Fail.

Courses needing Instructor Permission

Independent Studies and Internships

SCE, CRS, Washington Center, EDU Field Experiences, MUS Vocal Consorts, Music Technology, and DRA 200

**FULL-TIME ENROLLMENT IS AT LEAST 12 CREDITS PER SEMESTER.**

Registering for less than 12 credit hours may jeopardize your financial aid, athletic eligibility, room and board privileges, and insurance coverage under a parent's policy.

**STUDENTS MAY REGISTER FOR A MAXIMUM OF 22 CREDITS PER SEMESTER.**

PLEASE REMEMBER YOU WILL FACILITATE THE REGISTRATION PROCESS IF YOU HAVE DONE THE FOLLOWING:

- Met with your Advisor prior to your registration day and time.
- Made sure that you have been approved to register and have no restrictions on your record by checking your Registration Status.
- Met all course prerequisites.
- Selected alternate course sections.

**Prerequisites:** You will not be able to register for any course if you do not have the prerequisites unless you have the instructor's permission. If you are taking a course this semester that is a prerequisite for a course you wish to take next semester, you may register for that course. If however, you do not satisfy the prerequisite (you drop the course, you fail the course, or you get an incomplete in the course), it is your responsibility to drop the course for which you've registered. You may also be dropped from a course, at the instructor's request, if a prerequisite has not met.

**Cross-listed courses:** Selected courses are cross-listed between two or three departments. (ex. ENG 213/BLS 213). Each course is the same so you should register under only ONE department. If you note that the course is open on admin but the department you selected is closed on WebAdvisor, register through the other department listed.

**Repeated Courses:** You may repeat a course if a grade lower than a C- is earned. You will earn the quality points for the second grade awarded. The first grade will not be used in the determination of your cumulative grade point average.

### **Other Information Available on WebAdvisor**

#### 1. Course Descriptions

Clicking on a course section name and title will allow you see the course description as well as any prerequisites.

#### 2. Program Evaluations

Program Evaluation allows you and your advisor to see an evaluation of your progress in satisfying your degree requirements.

You can select either of the following:

- \* Select current active programs by clicking on the appropriate check box.

\* Do a “what-if” evaluation by selecting another program offered that you are considering. With this evaluation, you can determine to what extent you have already satisfied the requirements needed.

3. Link to distribution requirements and department website.