

# Using WebAdvisor –

## 1. Plan your schedule

Go to WebAdvisor from your university homepage. Choose WebAdvisor for Students and then Search for Sections. Three fields must be filled in for a valid search. The Term or Start Date plus University or Location are required. The third field can be anything not already selected. Once the selection criteria have been entered, click Submit to see a listing of classes based upon your search parameters.

Section Selection Results									
Term	Status	Section Name and Title	Loc/Univ	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	Academic Level	
1 2005 Fall	Open	<a href="#">A&amp;S-100-U012 (00011) FYSem:Academic Orientation</a>	The University of South Dakota - Vermillion Main Campus	08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced	To be Announced	25 / 25 / 0	1.00	Undergraduate	

Click on the subject, number and title of the section to display more specific information about a section, such as the following

Section Information	
Title	FYSem:Academic Orientation
Section Number	A&S-100-U012
Description	Designed to engage students in their college experience, both academically and personally. The course aids students as they acquire and develop the skills necessary to reach their educational objectives. Through readings, discussions, reflective writing, and class activities, all of which illuminate a specific topic, students will practice skills that will enable them to succeed in their college courses. In addition, the class will help students acclimate to the culture of The University of South Dakota.
University	The University of South Dakota
Location	Vermillion Main Campus
Credits	1.00
Start Date	29 August 2005
End Date	20 December 2005
Academic Level	UG - Undergraduate

### Meeting Information

08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced

### Faculty Contact

Faculty name	Phone	Extension	E-mail address	Instructional Method
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No Information Available

Prerequisites

None

Supplies

None

## 2. Log in to WebAdvisor

To register during the time of your registration appointment or to create a shopping list prior to your appointment, log in to WebAdvisor. You will use the same username and password that you've used in the past to view your grades and schedule. If you have lost or forgotten your username or password, follow the directions on menu for 'What's my UserName?' or 'What's my Password?'

## 3. Register for Sections

All registrations are now first filtered through a course 'shopping list' referred to by WebAdvisor as your 'preferred list of sections'. *Please note that the preferred list of sections is ONLY a wishlist. It does not guarantee you spaces in any of the sections listed. You must take further action in order to be registered for the sections you place on the preferred list.*

Choose 'Register for Sections' from the main menu screen. You will be given a choice between 'Search and Register for Sections', 'Express Registration', or 'Register for Previously Selected Sections', as well as choices for dropping sections and managing waitlists. Both Express Registration and Search & Register will place sections on your preferred list; you then register from the preferred list. The options look like the following:

### Express Registration:

If you know the section number or the synonym of the sections you wish to register for, Express Registration may be the quickest and most efficient way to place sections on your wishlist. You will either need to have the course subject/number/section number or the section synonym.

Enter the synonym (e.g. 42765) or subject, course number and section number (e.g. MATH 100 01) for one or more sections.

## Express Registration

Synonym	Subject	Course Number	Section Number	Term
12345	ENGL - English	101	S01	2010FA - 2010 Fall

After entering your section information, click Submit at the bottom of the screen.

The sections you've selected will be placed on your Preferred Sections list; you will be automatically taken to a registration management screen where you can view this list and complete your registration for your preferred sections.

Search & Register for Sections:

If you are unsure of the section number or synonym information, use Search & Register for Sections rather than Express Registration. You only need to know which sections you would like to take. The Search & Register for Sections allows you to search for sections as you did in Planning your Schedule above. Three fields must be filled in for a valid search. The Term or Start Date, plus University or Location, are required. The third field can be anything not already selected. Once the selection criteria have been entered, click Submit to see a listing of classes based upon your search parameters.

To choose a section, click the checkbox in the 'Select Sections' column.

Co-requisite classes that do not meet your selection criteria may be displayed.

Section Selection Results									
Select Section(s)	Term	Status	Section Name and Title	Univ/Loc	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	
1 <input type="checkbox"/>	2005 Fall	Open	<a href="#">A&amp;S-100-U012 (00011)</a> <a href="#">FYSem: Academic Orientation</a>	The University of South Dakota - Vermillion Main Campus	08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced	To be Announced	24 / 25 / 0	1.00	

Once all the selected sections have been chosen, click Submit at the bottom of the screen. The sections you've selected will be placed on your Preferred Sections list; you will automatically be taken to a registration management screen where you can view this list and complete your registration for your preferred sections.

Registering from the Preferred List

Although you may place any number of sections on our preferred list at any time, the ultimate purpose of it is to make your actual registration appointment smooth and easy. Once you place sections on this list, you may register for all of them with one action, or

you may perform various registration activities on your preferred sections on an individual basis. You may place any section that you'd like on your preferred list regardless of your eligibility to enroll in the section, however, once you attempt to register for the class, your eligibility will be checked. If you do not meet the course criteria (i.e. prerequisites, faculty permission, seat availability, etc.), you will not be permitted to enroll in the section. *In other words, the presence of a section on your preferred list does not indicate in any way that you will be able to register for that section.*

Once you complete Express Registration or Search and Register, you will automatically be re-directed to the screen that contains your preferred list. At this time, you can attempt to enroll immediately (if it is during your registration appointment), or you can log out and return to your preferred list at a later date. You can access a previously created preferred list by choosing 'Register for sections' on the main menu page, and 'Register for previously selected sections' from the subsequent page.

On the preferred list, you can perform the following functions:

1. To register, remove, or waitlist for sections on your preferred list all at once choose from the drop down box by 'Action for ALL Pref. Sections'.
2. If all are selected and any registrations fail, none are processed.
3. To register, remove, or waitlist for sections on your preferred list individually, choose from the drop down box beside each section.
  - a. To change a variable credit section, enter the credits for that section in the Credits column.

This confirms your selected courses - click Submit to register.

**Register and Drop Sections**

Name

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Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Univ/Loc	Meeting Information	Faculty	Available / Capacity / Waitlist	Credits
1	2005 Fall	<a href="#">A&amp;S-499-U011 (34083) Job Search in the 21st Century</a>	The University of South Dakota - Vermillion Main Campus	08/29/2005-10/21/2005 Lecture Monday, Wednesday 02:00PM - 02:50PM, Room to be Announced Above section meets 1st 8 weeks 08/29/0	K. Smith-Keller	10 / 10 / 0	1.00

After making your choices, click Submit at the bottom of the page. If your registration was successful, you will be taken to a results screen that confirms your actions and provides a list of current registrations. You can print this screen for your records. You will also receive a confirmation e-mail.

#### Registration Results

The following registration request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Univ/Loc	Meeting Information	Faculty
2005 Fall	Registered for this section		<a href="#">A&amp;S-100-U012 (00011) FYSem: Academic Orientation</a>	The University of South Dakota - Vermillion Main Campus	08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced	To be Announced

Here are all of the sections for which you are currently registered:

	Term	Pass/Audit	Section Name and Title	Univ/Loc	Meeting Information
1	2005 Fall		<a href="#">A&amp;S-100-U012 (00011) FYSem: Academic Orientation</a>	The University of South Dakota - Vermillion Main Campus	08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced

If your registration was not successful, you will be taken to a results screen that provides an explanation of the error. Some examples of common errors that will stop registration include:

## WebAdvisor Message

Pre-gen ed requirements not met; Contact Assessment or Advisor

Restriction	Severity	Start Date	End Date
CAR Contact an Accounts Receivable Cashier	This restriction holds registration and transcripts	10/22/01	

The student will not be allowed to register until the restriction is removed. The student should visit with the appropriate office/person to end the restriction.

**Note:** If the student has not met the pre-requisites for the section, you will receive a failed status message similar to the following:

#### Registration Results

	Course Name and Title	Status	Meeting Information	Take For	Creds	CEUs	Start Date	Term
1	ENGL - 101 - S01	Failed	Course ENGL - 101 prerequisites					

Composition I have not been started.

The student will not be allowed to register through WebAdvisor unless the pre-requisites are met.

**Note:** If the section requires a course to be taken with it, you will receive a failed status message similar to the following:

Registration Results								
	Course Name and Title	Status	Meeting Information	Take For	Creds	CEUs	Start Date	Term
1	BIOL-151-B001 General Biology I	Failed	BIOL-151-B001 has a corequisite of Course BIOL-151L.					

Click on the back button on your browser and enter the information for all the corequisite courses and re-submit the page.

**Note:** If the student does not have an active program at the same level as the course, you will receive a failed status message similar to the following:

Registration Results								
	Course Name and Title	Status	Meeting Information	Take For	Creds	CEUs	Start Date	Term
1	EDER-761-N01 Graduate Research & Design	Failed	Student has no program at this level. Contact Registrar/Enrollment Serv.					

The student will not be allowed to register through WebAdvisor unless the program level matches the course level. The student should fill out an application at the appropriate level OR register for a course in the appropriate level. For example, if the student has an active undergraduate Engl program and is trying to register for a course number above 499, they will need to be admitted as a graduate student before taking the graduate level course.

**Note:** If the student does not meet a section requirement, you will receive a failed status message similar to the following:

Registration Results								
	Course Name and Title	Status	Meeting Information	Take For	Creds	CEUs	Start Date	Term
1	ACCT-210-S01 Principles of Accounting I	Failed	The student needs to be a Sophomore to take this course. ACCT-210-S01: Failed Section registration restriction rules.					

The student will not be allowed to register through WebAdvisor with a failed section requirement.

#### 4. Save your results

Once you've completed registration from your preferred list using either Express Registration or Search and Register for Sections, the Records Office advises that you print a copy of your confirmation page, your confirmation e-mail, or your new schedule from the 'My Schedule' page. This will serve as your receipt of registration.

#### 5. Making changes to your schedule

Now that you've completed registration, you may have re-considered some of your choices. To remove sections from your schedule, choose 'Drop Sections' from the main menu, or from the 'Register for Sections' menu. You will be taken once again to the screen that contains your preferred list at the top; scroll down to the bottom of the page and you will see *all* of the currently enrolled sections (present and future semesters). Drop sections by placing a check in the box in the 'Drop' column next to the course you wish to remove from your schedule. After checking the appropriate sections, click the Submit button.

##### Current Registrations

	Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
1	<input type="checkbox"/>	2005 Fall		<a href="#">A&amp;S-100-U012 (00011)</a> <a href="#">FYSem: Academic Orientation</a>	The University of South Dakota	08/29/2005-12/20/2005 Special Topics Wednesday 10:00AM - 10:50AM, Room to be Announced	To be Announced	1.00	

After submitting your choices, you will be taken to a Registration Results screen. Check the messages on this screen to be sure you've dropped the correct classes. As with registration, it is also advisable to print this screen or a copy of your updated class schedule.

##### The following registration request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2005 Fall	Dropped from this		<a href="#">A&amp;S-100-U012 (00011)</a> <a href="#">FYSem: Academic</a>	The University of South	08/29/2005-12/20/2005 Special Topics	To be Announced	1.00	

	section		<a href="#">Orientation</a>	Dakota	Wednesday 10:00AM - 10:50AM, Room to be Announced			
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**IMPORTANT TIP!!**

You can add & drop in one transaction by first placing the sections you wish to add on your preferred list, then by doing both of the following: select the wishlist actions you wish to perform, and check the sections you wish to drop (in the 'current registrations' section) before clicking submit. WebAdvisor will attempt to perform both of these requests at once. That way, if you are unable to enroll in the class you were attempting to add (for any reason), you will not be dropped from the section you were attempting to drop either. (Of course, if you wished to drop the section regardless of whether or not you got into the other section, you will need to go back and do so.)