

Visiting Students Web Registration Instructions

1. From the **Register/Add/Drop Sections**, three options are available:
 - I. **Search and Register for Sections** – use this option if you need to look up sections to add to your **Preferred Sections** list
 - II. **Express Registration** – use this option if you already know what sections you want to add to your **Preferred Sections** list
 - III. **Register for Previously Selected Sections/Drop Sections** – use this option to see what sections you have placed in your **Preferred Sections** list and to either register for those sections or remove those sections from your **Preferred Sections** list. Additionally this option should be used to **drop sections** for which you previously registered.

The **Preferred Sections** list is equivalent to a **Shopping Cart**, sections (items) can be put in your **Preferred Sections** list (shopping cart), you then **Register** for the sections (buy the items).

It is your responsibility to make sure that you completed your web registration successfully. Make sure to verify that you are registered in the desired sections by using the My Class Schedule link located at the bottom of the Registration Results page or using the My Class Schedule option from the menu.

WebAdvisor will allow you to place any section on you Preferred Sections list. Registration policies/rules remain unchanged and will be verified and enforced when you move sections from your Preferred Sections list to Current Registrations.

I. Search and Register for Sections

- From the search page enter your search parameters and click submit
- All sections which meet your search parameters will be displayed
- Put a check in the box next to each section you want to put on your **Preferred Sections** list
- Click **submit**
- The next page displayed allows you to move sections from your **Preferred Sections** list to your **Current Registrations** and/or **Drop Sections**.

NOTE: Closed course sections can be placed on your Preferred List, or sections may close in between placing it on your Preferred List and Registering for the section. In either case, you will not be able to register for the selected section.

- Select **“RG-Register”** or **“RM-Remove from list”** for each course section (It is strongly recommended that you use **Action** dropdown for each individual section versus the **“Action for all Pref. Sections”**)
- Click **submit**

- The registration results page will be displayed indicating the status of each action you requested to be performed.



Action for ALL Pref. Sections (or choose below)

Preferred Sections							
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail./Cap	Credits
1 RG - Register	Fall 15 2005	AMSL101-001RL (02322) American Sign Language I	Lincroft	10/01/2005-12/17/2005 Lecture Saturday 09:30AM - 12:20PM, Room to be Announced	B. Becerra	21 / 25	3.00
2 RG - Register	Fall 15 2005	ARCH246-001RL (00126) Hist. of Arch. Remais - 19th	Lincroft	09/28/2005-12/21/2005 Lecture Wednesday 01:30PM - 04:20PM, Center for Visual Arts, Room 105	S. Peterson	0 / 5	3.00
3 RG - Register	Fall 15 2005	ARTS111-001RL (00222) Drawing I	Lincroft	09/26/2005-12/19/2005 Studio Monday 01:30PM - 04:20PM, Center for Visual Arts, Room 210	E. Stein	87 / 22	3.00
4 RG - Register	Fall 15 2005	ARTS151-000RL (00269) Ceramics I	Lincroft	09/29/2005-12/15/2005 Studio Thursday 06:00PM - 08:40PM, Center for Visual Arts, Room 118	To be Announced	15 / 24	3.00

Current Registrations							
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	You are not currently registered for any sections.						

- In the example above, one of the sections selected was closed, therefore no processing occurred.
- In the example below, the sections selected for registration were processed successfully.
- Verify your schedule using the **My Class Schedule** link located at the bottom of the page or using **My Class Schedule** located on the Student Menu.

The following registration request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
1 Fall 15 2005	Registered for this section		AMSL101-001RL (04422) American Sign Language I	Lincroft	10/01/2005-12/17/2005 Lecture Saturday 09:30AM - 12:20PM, Room to be Announced	B. Becerra	3.00
2 Fall 15 2005	Registered for this section		ARTS111-000RL (00220) Drawing I	Lincroft	09/27/2005-12/20/2005 Studio Tuesday 01:30PM - 04:20PM, Center for Visual Arts, Room 210	E. Stein	3.00

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

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
1 Fall 15 2005		AMSL101-001RL (02322) American Sign Language I	Lincroft	10/01/2005-12/17/2005 Lecture Saturday 09:30AM - 12:20PM, Room to be Announced	B. Becerra	3.00
2 Fall 15 2005		ARTS111-000RL (00220) Drawing I	Lincroft	09/27/2005-12/20/2005 Studio Tuesday 01:30PM - 04:20PM, Center for Visual Arts, Room 210	E. Stein	3.00

II. Express Registration

- Enter the subject, course number, section number and term for all the course sections to be placed on your **Preferred Sections** list or enter the **synonym** for each section.
- Click **submit**
- The next page displayed allows you to move sections from your **Preferred Sections** list to your **Current Registrations** and/or **Drop Sections**.

NOTE: Closed course sections can be placed on your Preferred List, or sections may close in between placing it on your Preferred List and Registering for the section. In either case, you will not be able to register for the selected section.

- Select **"RG-Register"** or **"RM-Remove from list"** for each section (It is strongly recommended that you use **Action** dropdown for each individual section versus the **"Action for all Pref. Sections"**)
- Click **submit**
- The registration results page will be displayed indicating the status of each action you requested to be performed.
- Verify your schedule using the **My Class Schedule** link located at the bottom of the page or using **My Class Schedule** located on the Student Menu.

III. Register for Previously Selected Sections/Drop Sections

- The page displayed allows you to move sections from your **Preferred Sections** list to your **Current Registrations** and/or **Drop Sections**.

NOTE: Closed course sections can be placed on your Preferred List, or sections may close in between placing it on your Preferred List and Registering for the section. In either case, you will not be able to register for the selected section.

- Select **“RG-Register”** or **“RM-Remove from list”** for each section (It is strongly recommended that you use **Action** dropdown for each individual section versus the **“Action for all Pref. Sections”**)
- Click **submit**
- The registration results page will be displayed indicating the status of each action you requested to be performed.
- Verify your schedule using the **My Class Schedule** link located at the bottom of the page or using **My Class Schedule** located on the Student Menu.

Important Hints

- Your computer must accept cookies.
- Online **Help** is available from almost all **Web Registration Pages** located in the upper right hand section of each page. Simply click on **HELP** for additional information.
- Any section can be placed on your **Preferred Sections** list.
- Remember to include course section co-requisites when selecting sections for your **Preferred Sections** list. (ex: BIOL-101 & BIOL-101LAB)
- Your **Priority Registration** time will be verified at the time of registration.
- A timeout feature is used to automatically log you off of **WebAdvisor** as a result of inactivity.
- Make sure you log off of **WebAdvisor** when you are done.
- You will not be permitted to register for sections for which you have not met the pre-requisites.
- You will not be permitted to register for sections which have time conflicts.
- You will not be permitted to register for sections which have closed.
- You may only register for sections approved by your Student Development Specialist (if applicable).