

WebAdvisor One Page Instructions

- 1. Prepare to post courses to your Planning Worksheet.** Consult degree requirements in the catalog or at the advising website at: <http://www1.assumption.edu/advising/>
- 2. See what's available next term through "Search for Sections."** Go to the AC Homepage and click on "my.assumption" at bottom right. Type in "students\username" and then your password (it's the same as for email). Be sure to use the backslash above the enter key. Now you are on the portal. In the lower-right hand corner, find WebAdvisor, and click "Registration," then "Search for Sections." The drop-down menu will list all disciplines. You can search for specific courses by entering a course number, or see all courses in the discipline by leaving the course number box empty. You can also search by days and times using the boxes at the bottom.
- 3. Post courses to your Planning Worksheet** Go back to WebAdvisor, click "Academic Planning" and then "Plan Courses." Click "Create/Add to Worksheet." Confirm your BA degree. Add each course, entering the subject from the drop-down menu and the course number. Don't put in a location, and don't put anything in "Course ID." Leave those boxes blank.

Courses approved by your advisor will stay on your Planning Worksheet until you remove them from it, or take the course. Be sure you have plenty of options listed there, in order to give yourself the flexibility you will need when you register. When you've posted your courses, click "email your advisor" to notify him or her that you have posted courses to your planning worksheet. Be sure to put "Planning Worksheet" in the subject line of the email.

- 4. Meet with your advisor, and discuss the plan.** Make sure he or she clicks "Approve" next to the courses both of you agree on. If you are taking a lab science, be sure to enter the lab on your worksheet, and get it approved as well. You'll be registering for it separate from the lecture.
- 5. Get ready for registration.** Make a list of sections of the courses you want to take. Go to WebAdvisor again through the portal. Click "Academic Planning" and "Plan Courses." Then choose "Register From My Worksheet." The worksheet with the list of approved courses should appear. Click "Find Sections" and then check each section you would like to register for.
- 6. Go online to register during your designated time period.** When your window opens, go to WebAdvisor, and click "Registration." Then click "Register for Sections" and then "Register for Previously Selected Sections." The list of sections you made before (see #5) should come up. Pick out your top five sections, making sure there is no time conflict among them, and hit "Submit."

If you've submitted a section that is full, or that conflicts with another section, or for which you do not have the prerequisite(s), the WebAdvisor will not allow you to register for ANY of the courses you picked. Fix the problem (take that section off and add a different one), and then hit "submit" again. When you have successfully registered, you will see a list of all of the courses and sections you for which you are registered: a course schedule. Now all you have to do is study. Good luck!

