STEP-BY-STEP INSTRUCTIONS FOR COURSE REGISTRATION

ACCESSING WEBADVISOR TOOLS


2. Enter User ID and Password and select Log On. Note: This information was provided in the Welcome Packet mailed to you. If you cannot find it or receive error messages, please contact the Help Desk at 610-282-1100 x4357.

3. This brings you to a screen where you can access several DeSales web tools and accounts. One of these tools is WebAdvisor, which you can see in the box on the right side of your screen. It students with access to various functions such as:
   - User Account – Update password and address
   - Financial Information – View account summary and make a payment
   - Financial Aid – View financial aid information
   - Communication – View the status of required information and advisor’s email
   - Registration – Search and register for classes, drop classes and view registration status
   - Academic Planning – Apply for graduation and review academic evaluation
   - Academic Profile – View course grades, grade point average, transcript and other important information.
PRIOR TO REGISTRATION

1. Check the Academic Calendar (located online or in the Undergraduate Catalog) to identify which week is designated for registration of the following semester’s courses and which week is designated for Advisor Consultation Week.

2. Approximately two weeks before registration, begin preparing a tentative schedule of courses, by reviewing the course offerings in WebAdvisor (you will learn more about WebAdvisor below).

3. One to two weeks prior to the start of registration (during Advisor Consultation Week, as published in the Academic Calendar), you should meet with your academic advisor to discuss the courses that you plan to take, review mid-term grades, and ensure that you are on track for graduation. Your advisor must clear you in his/her Web Advisor account before you will be able to register.

4. One to two weeks prior to the start of registration, log-in to MyDSU and, from the WebAdvisor box, select Registration.
5. Then select **Registration Status and Time**

6. Make a note of the time at which you may begin to register and make sure that there are no holds. Students with a financial hold will not be permitted to register until the matter is resolved with the Business Office.

7. Once you have completed the preceding six steps, you may register for the following semester at your designated time (or later).
REGISTERING FOR COURSES

1. In the WebAdvisor box on the right side of the screen, select Registration.

2. Select Search/Register for Classes.

3. Select the Term from the drop down list and a Subject from the drop down list. If you know the Course Number, you can enter that information. However, for best results, you should leave all other items blank.
4. Scroll down and select **Submit**.

5. A list of course sections matching your search criteria will appear. Select the check box next to the specific section(s) that you prefer.
6. Scroll down and select **Submit**.

7. The Register and Drop Sections page will appear and show a list of your preferred sections. Each course section shown requires an action. If you wish to register for all preferred sections, select **Register** in the drop down box for all preferred sections.

Alternately, you can select different actions for each course section listed. Sections with no action selected will simply stay in the preferred section list.
8. Scroll down and select **Submit**.

9. If there is a scheduling conflict or other problem that prevents your registration(s) from being processed, you will be notified at the top of the screen.

If a time conflict occurs, correct the time conflict by altering one or more of your course sections. For example, you may decide to choose a different section of the same course, one that is being offered at a different time and no longer conflicts with any other courses.

*Information about how to drop courses from your schedule follows below.*

10. After you submit all desired actions for the course sections listed in your preferred sections on the Register and Drop Sections page, the Registration Results page will appear. This page lists the status of any new courses that you have registered for. Review these results for accuracy and select OK.

**REGISTERING FOR GENERAL EDUCATION COURSES**

For general education requirements outside of your major, you often have the opportunity to choose one course from among several options. For example, if your Course Selection Guide directs you to register for a Social Science MOT course, you have a variety of options. Each of these will be listed for you on your Course Selection Guide as needed. However, it can be time-consuming to look them up one-by-one in WebAdvisor. The following steps will save you time.

1. Follow steps 1 and 2 given under the heading, “Registering for Courses,” found above.

2. On the Search and Register for Classes menu, choose the **Term**. However, instead of choosing specific subjects and course numbers, leave everything blank except for the term and scroll to **General Education Core Requirement Code** at the bottom of the screen. In the drop-down menu, select the general education requirement for which you plan to register.

3. A list of course sections that fulfill the requirement will appear.

**VERIFYING YOUR SCHEDULE**

It is crucial for you to be sure that you have registered properly by taking the following steps. If you complete these steps and do not see one or more of your intended courses listed on the screen, then you are not registered for those courses.
1. From the WebAdvisor box, select Academic Profile and then My Class Schedule.

![WebAdvisor Menu](image)

2. Select the term and select submit.

![Select Term](image)

MAKING CHANGES TO YOUR SCHEDULE

After registering for your classes, you may later decide that you wish to make a change by replacing one course with another.

1. From the WebAdvisor box, select Registration and then Register and Drop Sections, and you will be guided to a page showing your preferred sections.
2. Scroll to the bottom and you will see each of the courses for which you are already registered. Identify the course(s) that you wish to drop and put a checkmark in the box next to each.
3. Scroll down and select **Submit**.

4. You may replace this course with another one by following the registration instructions provided above. It is also possible to simultaneously drop one course and add a preferred course section on the Register and Drop Sections page.

**TECHNICAL ISSUES**

1. If you have questions about issues related to computers, WebAdvisor, or ANGEL, and these questions cannot be resolved using the suggestions that follow, please contact the Help Desk. All necessary contact information is provided on the back of your Course Selection Guide.

2. If you have a **scroll wheel** on your mouse, be careful. With a scroll wheel, it is very easy to accidentally modify your selections before clicking submit.

3. WebAdvisor automatically **logs out after 10 minutes** unless you remain active.

4. After clicking on “Register for Classes” under “Registration” in the WebAdvisor box, you can find additional **registration help**. Just above the “OK” button, click on “Search and Register Steps.”

5. If there is an error message at log-in regarding the maximum number of sessions having been reached, students should wait between two and five minutes before trying again. If students attempt to log-in over and over, this will flood the system and it will take longer for everyone to register.