ONLINE COURSE REGISTRATION: A VISUAL GUIDE

General Overview
Midway through each semester, students will have their first opportunity to register for their next semester courses. Online registration takes place using the WebAdvisor student portal, which is available at http://webadvisor.washcoll.edu ...

... or by scrolling to the bottom of any WC web page and clicking on “Current Students” under the Logins heading.

Registration is divided into a priority registration period followed by a general drop/add period. The actual dates are posted at http://registrar.washcoll.edu/registration-instructions.php.

The priority registration period allows students in the senior class, then junior class (and so on) to enroll in courses for the upcoming semester. Each Monday, the Registrar’s Office will automatically generate emails for each student in a given class with that student’s randomly selected registration time on Friday afternoon. Before being able to register, each student must schedule an appointment and meet with their faculty advisor during the week to be “cleared” to register. Beginning at their appointed time on Friday, students may begin to enroll in or waitlist for courses. Students may make enrollment changes on WebAdvisor throughout the weekend, but all registration activity must be completed by Monday at 4:30 PM when the system closes.

The general drop/add period will begin one week after the freshman registration weekend ends. During this period, all students may drop, add, or waitlist for any courses they wish to take. In the fall and winter, there is one drop/add period that runs until the start of the spring semester. During the spring, there are two periods: one that runs until Commencement weekend, and a second that begins after summer advising for incoming first-year students and runs through the months of July and August.
Student Responsibilities Prior to Registration

The Registrar’s Office website has several helpful links (including this Visual Guide) to assist students prior to and during the registration period. The Registration Instructions page includes all important dates and helpful documentation about the registration process. The To-Do List page indicates the responsibilities that each student must address. All students should:

- Review the **Academic Calendar** for the current or upcoming academic year by visiting [http://calendar.washcoll.edu/](http://calendar.washcoll.edu/) and clicking on the “Academic Calendar” link

![Academic Calendar Image]

- Check their **@washcoll.edu email address** regularly for updates or notifications

![Email Image]

- Ensure they have no outstanding **holds or restrictions** on their account
• Access their **Degree Completion Audit** to confirm the status of degree requirements

![Degree Completion Audit](image)

• Verify their current **faculty advisor** and **declare a major** if they are ready to do so

![Faculty Advisor and Major Declaration](image)

• Submit the **Graduation Application** if they intend to complete all degree requirements within the current academic year – *applications are only accepted during fall semester*

![Graduation Application](image)

• Check the **Schedule of Courses** and plan their semester course load

![Schedule of Courses](image)
How to Register Online

Students should read the following instructions carefully to have the best opportunity to enroll in the courses of their choice.

1. Log into WebAdvisor and select the Students menu.

2. Select the “Register for Sections” link beneath the Registration heading.

3. a) Students planning to search for open sections or who haven’t decided on all the courses they will take should use the “Search and register for sections” option.

   b) Students who know the exact subject, course number, and section number for all courses should use the “Express Registration” option. Skip to Step 7.
The other three links on this page can be accessed directly from the main Students Menu. All of these links are used later in the registration process, but take note of them now:

4. If using the “Search and register for sections” option, the next page may look very complex. Do not be alarmed! The ONLY drop-down menu that MUST be selected is the one marked “Term.” Choose the upcoming semester and click [SUBMIT]. WebAdvisor will return a list of ALL courses offered in that upcoming semester, listed A to Z by subject.

The other fields will filter the results. Simply complete as many or as few of the following fields: subject, course level, number or section, days of the week, title keywords, or instructors’ names:
5. After clicking [SUBMIT], the results page will include a wealth of relevant information about the upcoming semester’s course offerings, such as the class date and time, name of instructor(s), and number of credits for all courses.

Click the blue link under the “Section Name and Title” heading to view the course’s full title, description, and any prerequisites. Note each section’s “Status” and its connection to the three numbers under the “Available / Capacity / Waitlist” heading; the status is usually Open at the beginning of registration, but will change to Closed after the section reaches 0 available seats, and Waitlisted after students begin to add themselves to the section’s waitlist (if waitlisting for that particular course section is enabled).

![Course Listing Table]

Use the “Narrow my search” and “Re-sort my results” options to refine/adjust the list of results:

6. Click the “Select” checkbox in the leftmost column for any course section, and then click [SUBMIT]. This moves the course section onto what is called the “Preferred Sections” list, which functions much like a shopping cart. Students will “check out” their courses on the next and final step.

7. For students who used the “Express registration” option from Step 3b, simply entering information about the course subject, catalog number, and section number for each course will move those course sections to the “Preferred Sections” shopping cart.

![Express Registration Form]
8. Whether using the “Search and register for sections” option or the “Express registration” option, the next step is critical. It also happens to be the step that many students forget to complete. Just like an e-commerce website, simply moving selected course sections to the shopping cart is NOT the final step; the courses must still be “ordered.”

After clicking [SUBMIT] to move selected sections to the “Preferred Sections” list, WebAdvisor will arrive on the “Register and Drop Sections” page. This page is divided into two areas: the “Preferred Sections” list, and the list of “Current Registrations.” The latter will include all of the courses in which the student is enrolled during the current semester, and all new registrations.

The simplest way to use this page is to select a specific Action for each selected section using the drop-down options in the left column.

The drop-down options are as follows:
- **Register** for the section
- **Audit** the section (no academic credit will be awarded)
- **Remove** the section from the Preferred Sections list
- **Waitlist** for the section (if waitlisting is enabled)

Students may also perform a single action on ALL listed Preferred Sections by using this option:

9. Students who have already placed courses on their “Preferred Sections” list may click directly to the shopping cart by clicking on the “Register and Drop Sections” link. In fact, many students add their desired sections BEFORE their registration appointment on Friday and then simply return to WebAdvisor on their registration day to act upon their courses.
Furthermore, not all courses must be added to the “Preferred Sections” list at one time. Returning to the “Students Menu” using the link at the top right will allow students to start over and repeat Steps 2 through 7 to find additional courses in which to register.

Occasionally, students will find old courses from past semesters still appearing on the “Preferred Sections” list. These can simply be removed using the Remove from List option.

10. When a course section is listed as Closed or Waitlisted, students have the option of adding themselves to the waitlist for this course using the Waitlist registration action. The numbers below the “Available / Capacity / Waitlist” heading throughout the registration steps will indicate how many available seats exist and how many students have already joined the waitlist. (Note that some departments do not permit waitlists in all courses, but generally all departments do participate in waitlisting to some degree.)

A student’s waitlisted courses will appear on the “Preferred Sections” page beneath the Preferred Sections and Current Registrations sections. Additionally, students may access their waitlist information by clicking on the “Manage My Waitlist” link directly from the Students Menu:

<table>
<thead>
<tr>
<th>Search for Sections</th>
<th>Register for Sections</th>
<th>Register and Drop Sections</th>
<th>Manage My Waitlist</th>
<th>My class Schedule</th>
<th>Registration Status &amp; Time</th>
<th>Registration Distribution Requirements</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Among other things, this link is where a student can verify their position on the waitlist:

<table>
<thead>
<tr>
<th>Rank / Waitlist</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 / 1</td>
</tr>
</tbody>
</table>

More information about waitlist functionality, procedures, and policies is available on the Registrar’s Office website at http://registrar.washcoll.edu/registration-instructions.php#WL.

11. The final step in registration ALWAYS ends with a confirmation note explaining which registration activities have been processed. Another way to ensure that all steps are complete is to scroll to the bottom of the final page. If the button at the bottom of the final page is marked [OK], rather than marked [SUBMIT], the registration process is complete. Click the [OK] button to return to the main Students Menu. Use the “My class schedule” link from the main Students Menu to review the upcoming semester’s schedule for accuracy.
Reminders and Advice from Fellow Students

- Error messages during the registration process will always appear in red text at the top of the final results page. These errors may include warnings about missing prerequisites, a day/time conflict in the requested schedule, unavailable seats for registration, or a student attempting to register outside of his or her appointed registration period. Review these error results and make all corrections on the “Register and Drop Sections” page.

- Students cannot use WebAdvisor to enroll themselves in the following courses:
  - Independent study and on- or off-campus research courses
  - Internships (including the Washington Center, business or psychology internships, or education field experiences)
  - Vocal consorts and other music ensembles requiring an audition
  - Chesapeake Semester courses
  - Drama or dance production/practicum courses
  - Senior Capstone Experience courses

  More information about the registration pathway for each of these items is available on the Registrar’s Office website at http://registrar.washcoll.edu/registration-instructions.php#IS.

- The following other registration activities also cannot be made via WebAdvisor and must be completed using a paper form in the Registrar’s Office:
  - Pass/Fail option – restricted to one P/F course per semester for juniors/seniors; courses that are graded P/F for every student do not count toward this limit. NOTE: Major, minor, and distribution requirements cannot be satisfied by courses taken on a Pass/Fail grading basis.
  - Switching from an Audit registration to taking it for credit, or vice versa.
  - Adding a second-half course midway through the semester (e.g. a PED course that begins after the 7th week, if not already enrolled in the course).

- The maximum number of hours a student can take in each semester is 22 credits, or 5 ½ units of coursework. For first-semester incoming students as well as those on academic probation or warning, the maximum is 18 credits.

- Students unable to register during their initial registration time may log onto WebAdvisor during open Drop/Add periods to add courses. However, failure to register for at least a full-time credit load during the priority registration period may jeopardize the accuracy of the tuition bill, housing assignment and board privileges, financial aid (scholarships and loans), athletic eligibility, and insurance coverage under a parent’s policy.

- For courses with both a lecture and a laboratory component, register for the lab section first. The WebAdvisor system will automatically add the correct lecture section.

- WebAdvisor logins will automatically time out after 15 minutes of inactivity.

- Students should always pre-select alternate course sections and discuss these options with their advisor, in case courses are not available during the initial registration period.

- Prerequisites: Students will not be able to register for any course if they do not have the prerequisite(s) met. If the instructor permits the student to enroll in the course without a prerequisite, he or she must sign a Drop/Add slip to notify the Registrar’s Office of this permission. Additionally, students taking a course in the current semester that is a prerequisite for a course in the next semester MAY register for that course. However, if the student does not satisfy the prerequisite (by dropping, withdrawing from, failing, or
earning an incomplete in the course), it is the student’s responsibility to drop the course in which they’ve enrolled in the upcoming semester.

- Cross-listed courses: Selected courses are cross-listed between two or three departments. (e.g. ENG 213/BLS 213). Each course is the same, but students can only enroll in ONE of the courses and have ONE subject prefix listed on their official transcript. If a student notices that only one section is open on the schedule but wishes to enroll in the other department, they may contact the Registrar’s Office and ask to have an available seat moved to the other subject area.

- Repeated Courses: Students may repeat a course only if a grade lower than a “C-” was earned in the earlier attempt. The repeat attempt will earn the quality points for the second grade awarded. The first grade will not be used in the determination of the student’s cumulative grade point average, but the original grade will never be removed from the official transcript.

If students get unexpected errors or need help with registration, they may always email the Registrar’s Office for assistance at registrar@washcoll.edu or submit a help request on the Office’s website at http://registrar.washcoll.edu/registration-help-request.php.

For more information about other links available to students on WebAdvisor, review the Using WebAdvisor Student page at http://registrar.washcoll.edu/using-webadvisor-student.php.