

Instructions and Tips for Registering Online with WebAdvisor

Your Lewis & Clark Email user name and password = your WebAdvisor login and password

1. Prepare yourself by reading these instructions carefully!! You may select your courses online BEFORE your registration appointment day, listing them as your "Preferred Sections". The "Preferred Sections" List functions like a "shopping cart" with an online vendor. At your appointment day, you can choose to Register for, Waitlist for, or Remove a class from your Preferred List.
2. Plan your schedule. Course schedule information is always available from the Graduate School of Education and Counseling Registrar's homepage. The online course schedule has current information. Some classes may have time changes, and courses or sections may be added or deleted since the last time that you looked. Do not assume a class that was open two days ago will still be open. Similarly, a class that was closed may reopen.
3. It is always a good idea to consult with your advisor prior to registering for courses.
4. You should be able to register from any computer that has web access. (The computer must be set to accept cookies.) Macintosh users may have difficulty using internet explorer. You may wish to use a different browser.

CHOOSE YOUR COURSES/SECTIONS – NOW, BEFORE YOUR REGISTRATION APPOINTMENT DAY

Go to **WebAdvisor** and log in with your LC email login and password (do not include the @lclark.edu).

To set up your WebAdvisor account or if you have forgotten your login or password, visit our Information Technology web site at http://www.lclark.edu/information_technology/ or if you have forgotten your user name or password or need to reset your account visit the following web page: http://www.lclark.edu/information_technology/information_systems/accounts/reset/

Please note: It may take 24 hours for your WebAdvisor account to reset, then allowing you to register on or after your designated registration appointment day.

Go to **Register for Sections** - Most of the options on this menu will eventually lead to a "Register and Drop Sections" page. You may select your courses at any time and place them on your "Preferred Sections" list. Then, on your registration appointment day, you can register for these sections without searching for them.

Search and register for sections

Use this option if you would like to look for sections and add them to your preferred list of sections. You will be able to register for these courses on your appointment day.

Express registration

Use this option if you know the exact subject, course and section numbers (or synonym) of the sections you wish to add to your preferred list. (Example: CPSY 506-01 or Synonym 42005). You will be able to register for these courses on your appointment day.

Register for previously selected sections

Use this option if you have already placed sections in your "Preferred Sections" list and it is day to register.

Drop sections

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

Manage my waitlist

Use this option if you would like to register for or remove yourself from waitlists for sections for which you are currently waitlisted.

Important notes:

1. When using web registration, if the screens are left on the computer monitor for a long time without input from you, they will internally logout without your knowledge and you will have to login again from scratch. It is best to determine and make a list of courses you will register for before you start this process so there is a minimum of pauses for the registration program.
2. Be sure to click on the Submit button only once and then wait for the next page to come up. If you click multiple times, you will get a "multiple submit" warning and have to start again. Click the Menu at the top right of the screen to start over.

Search and Register

1. Choose the term (10/GU=Grad Summer or 10/GF=Grad Fall) at the top of the screen. This is mandatory for every search that you enter.
2. Do not enter the Start and End Dates – this will only slow down your search.
3. WebAdvisor is shared with the Undergraduate college. To narrow and assist with your search and registration, it is always a good idea to select "Graduate School" in the Academic Level box at the bottom of the page.
4. Enter up to 5 subjects. You can enter course levels, course numbers and even section numbers if you know the specific courses you want. If you know all the specifics for all of your courses, "Express Registration" will be faster for you.
5. The other search criteria do work, but will SLOW DOWN your search.
6. Submit your search by clicking "Submit" at the bottom of the page.
7. Choose your courses; the next screen lists all courses meeting your search parameters. Check the box next to each course section that you want to put on your "Preferred Sections" list.
8. At the top of the next page, there are two buttons: "Narrow My Search" and "Re-sort my results". We have found neither of these two refinements to be very helpful.
 - a. If you want to add additional criteria, click 'Narrow my search' and then Submit at the bottom of the page. This will take you to a blank 'Search and Register' page (it remembers your original search criteria, so don't enter them again). If you want your courses listed alphabetically by faculty name instead of by section name, you can re-sort your results by choosing "FACULTY" from the "Re-sort my results" list and then click "Submit" at the bottom of the page. The other re-sort options will list your courses by section name.

- Submit your choices by clicking 'Submit' at the bottom of the page.
- Now you will be on the "Register and Drop Sections" page. If it is not yet your appointment day, you should logout. The sections you chose will still be listed when you come back at the appropriate time. If it is your appointment day, follow the instructions for "Register and Drop Sections" below.

Express Registration

- This is the quickest way to add courses to your "Preferred Sections" list. You need to know the exact subject, course and section number (or synonym) of the sections (example: CPSY 506-01 or Synonym 42005). It is not necessary to know the synonym if you know the subject, course number and section number. You must choose the term (10/GU=Grad Summer or 10/GF=Grad Fall) for each of your courses. Click "Submit" on the bottom of the page.
- Now you will be on the "Register and Drop Sections" page. If it is not yet your appointment time, you should logout. The sections you chose will still be listed when you come back at the appropriate day. If it is your appointment time, follow the instructions for "Register and Drop Sections" below.

Register and Drop Sections/Register for Previously Selected Sections

- When it is your day to register, be sure to check the availability of the courses on your "Preferred Sections" list. If any of your classes are closed, you may add yourself to the waitlist or remove that course from your list. We recommend choosing the actions for each course (Register, Remove from List, or Waitlist) rather than using the "Action for all Preferred Sections" feature at the top of the page. Do not choose courses that have time conflicts or courses for which you do not have the required pre-requisites or Instructor/Advisor consent; if you do, the process will fail and you will be returned to the "Register and Drop Sections" page.
- If you are adding a class with a co-requisite (like a lab), you are required to add both at the same time. The next page is "Registration Results". It has 3 parts. The first part shows the actions that were just completed (10/GU=Grad Summer or 10/GF=Grad Fall), the second part shows everything that you are currently registered for (10/GF), and the third part shows courses that you are currently waitlisted for.
- You may continue to add and drop courses online or make changes until the beginning of the late add/drop period. After this date, you must submit a completed Late Add/Drop Form in person, by fax (503)768-6035, by mail or by email to the Registrar's Office.

MANAGE MY WAITLISTS

You may add yourself to the waitlist for a course that is closed, and you:

- can put yourself on the waitlist for multiple sections of a course (e.g. CPSY 520-01 and CPSY 520-11)).
- can put yourself on the waitlist for a course that conflicts with a course for which you are already registered.
- will be notified via LC email if a seat opens up in a section for which you are waitlisted.
- can register yourself into your waitlisted course once you have been notified that a seat is available (you have 4 days to register).
- can drop other courses at the same time as you register for your waitlisted until the beginning of the late add/drop period. After the add/drop period students must submit a Late Add/Drop Form. You may submit the Late Add/Drop Form in person, fax (503)768-6035, mail or by email to the Graduate Registrar's Office. This form is available on our website at http://www.lclark.edu/graduate/offices/registrar/forms_resources/

CHECK YOUR SCHEDULE before logging off. Choose **My Class Schedule** to verify that you registered for your courses correctly. It is a good idea to print your schedule at this time. If you have any questions later, contact the Registrar's Office.

LOG OUT – For your security, be sure to log out of WebAdvisor and close your browser.

IMPORTANT NOTES

After your appointment time has passed, you will continue to have access to registration through the end of the registration and add/drop period (ADP) until the beginning of the late add/drop period. After this date, you may submit in person, fax (503)768-6035, mail, or email in a completed Late Add/Drop form to the Registrar's Office.

- You will be able to register or waitlist only for courses for which you have met the prerequisites. Check prerequisites in the current online Course Schedule.
- Consult your instructor/advisor for consent if you wish to take a class (or add yourself to a waitlist) and have not met the pre-requisites or if the class requires instructor consent. Submit a signed Prerequisite Substitute/Waiver/Consent Form (http://www.lclark.edu/graduate/offices/registrar/forms_resources/prerequisite/) to the appropriate academic department before your registration appointment. If the course is already closed on your appointment day, you will be added to the waitlist unless consent is given to register over the course limit.
- If you are next on the waitlist and a seat becomes available, you will receive an email (to your LC email) notifying you that you have been given permission to register yourself in the course (online). This permission is not transferable (the seat is reserved for you).
- If you no longer want to take the course, please go to "Manage My Waitlist" and remove yourself from the list.
- MOST IMPORTANT:** The email that you will receive notifying you that you have permission to register in waitlisted course will give you a deadline of 4 days by which you must add the course if you want it. If you do not add this course by the deadline, your permission will expire and the seat will be offered to the next person on the waitlist. **MAKE SURE TO CHECK YOUR EMAIL AT LEAST EVERY THREE DAYS, EVEN DURING BREAKS.**
- If you want to take two courses that have a time conflict, no matter how small the conflict, you will not be permitted to register for both online.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONSULT THE GRADUATE REGISTRAR'S OFFICE (gradreg@lclark.edu).