

# Registration Directions for Students Not Needing an Ed Plan

Updated: February 14, 2008

## PART I: PREPARING FOR REGISTRATION

We STRONGLY encourage students to complete this first part of the process at any time. You do not need to wait for your registration window to open to prepare for registration!

1. Log into <http://my.champlain.edu> and launch WebAdvisor.
2. At the Main Menu, select “Students.”
3. Select “Student Registration.”

The screenshot shows the Champlain College WebAdvisor interface. At the top, the Champlain College logo is on the left, and navigation links for 'MAIN MENU', 'STUDENTS MENU', and 'CONTACT US' are on the right. Below the header, the page title is 'CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU' and a personalized greeting 'Welcome Katherine!' is on the right. A warning message states: 'The following links may display confidential information.' Below this, there is a link for 'BS, AS, and Certificate Curriculum (Catalog Years 2005, 2006 and 2007)'. The main content area is organized into several sections, each with a blue header bar: 'Financial Aid' (with links for 'Financial aid status by year' and 'Financial aid status by term'), 'Communications' (with links for 'My Documents', 'E-mail My Advisor(s)', and 'Change my Address'), 'Registration' (with links for 'Student Registration', 'Registration Information', and 'Search for Sections'), 'Academic Profile' (with links for 'Grades', 'Program Evaluation', 'My class schedule', 'My profile', and 'Transcript'), 'Student Accounts' (with links for 'Full Time Student - Pay my bill', 'Part Time Student - Pay my bill', and 'Grad Student - Pay my bill'), and 'Additional Resources' (with links for 'FERPA Information', 'Enrollment Verification', 'Champlain College Bookstore', 'Room Assignment Inquiry', 'Roommate Inquiry', 'Final Exams - Subject', and 'Final Exams - Instructor'). A red arrow points to the 'Registration' section.

4. Select "Search and Register for Sections." You will be brought to the following screen:

The screenshot shows the Champlain College website interface. At the top, the college name is displayed. Below it is a navigation bar with links for 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'. A dark blue banner contains the text 'CURRENT STUDENTS' on the left and 'Welcome Katherine' on the right. The main content area is titled 'Search/Register for Sections'. It features a 'Term' dropdown menu, two date input fields labeled 'Starting On/After Date' and 'Ending By Date', and a table with four columns: 'Subject', 'Course Level', 'Course Number', and 'Section'. Each column contains five dropdown menus. At the bottom of the form, there are two more dropdown menus labeled 'Sections Meeting After' and 'Sections Ending Before'.

5. Select a TERM (2008FA for the Fall 2008 semester) and **at least** one other piece of selection criteria. The choices are:

- a) Subject (example: ACC)
- b) Course level (example: 100, 200, 300)
- c) Course Number (example: 101 or 410)
- d) Meeting times (example: classes that start after 10:00 am)
- e) Days of the week (classes that meet on Tuesdays)
- f) Instructor last name (example: Luchini)
- g) Course title keywords (example: American History I)
- h) Academic level (Graduate or Undergraduate)
- i) Location (Blank for on-campus or On Line for all online courses)

6. Once you have entered a TERM and at least one other piece of criteria, hit SUBMIT. You should now be looking at a page that lists all course sections that meet your selection criteria. See sample below:

## Section Selection Results


Narrow my search

Re-sort my results Term, Section Name

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	2006 Fall Semester	Open	<a href="#">ENG-111-01H (1954) Critical Read/Expos. Wrtg I</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 08:00AM - 09:15AM, Wlck Hall, Room 101	J. Webster	3 / 20	3.00	
<input type="checkbox"/>	2006 Fall Semester	Open	<a href="#">ENG-111-02H (1955) Critical Reading/Expos. Wrtg I</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 09:30AM - 10:45AM, Wlck Hall, Room 101	J. Webster	2 / 20	3.00	
<input type="checkbox"/>	2006 Fall Semester	Open	<a href="#">ENG-111-03H (1956) Critical Reading/Expos. Wrtg I</a>		08/29/2006-12/08/2006 Standard Tuesday, Friday 09:30AM - 10:45AM, Joyce Hall, Room 304	N. Nahra	7 / 20	3.00	
<input type="checkbox"/>	2006 Fall Semester	Closed	<a href="#">ENG-111-04 (1972) Critical Reading/Expos. Wrtg I</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 09:30AM - 10:45AM, Joyce Hall, Room 203	C. Burghdurf	0 / 20	3.00	

7. Once you identify course sections of interest to you, check them off in the box in the left-hand column. Once you've made all your selections, click submit.

8. You should now see a screen confirming your Preferred Sections (top portion of the screen). Below this, you will also see any course sections in which you are currently enrolled:

 **Please note, at this point you are not registered!** If you think about this process like shopping online, you've simple put the sections you prefer into your shopping cart. You have not yet checked out/registered for these sections. That comes next.

## Register and Drop Sections

Name John Q. Public

Action for ALL Pref. Sections (or choose below) [ ]

### Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	2006 Fall Semester	<a href="#">ENG-111-01H (1954) Critical Read/Expos. Wrtg I</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 08:00AM - 09:15AM, Wlck Hall, Room 101	J. Webster	7 / 20	3.00	
<input type="checkbox"/>	2006 Fall Semester	<a href="#">ENG-111-11 (1979) Critical Reading/Expos. Wrtg I</a>		08/29/2006-12/08/2006 Standard Tuesday, Friday 08:00AM - 09:15AM, Wlck Hall, Room 101	C. Webster	0 / 20	3.00	
<input type="checkbox"/>	2006 Fall Semester	<a href="#">ENG-111-13 (1981) Critical Reading/Expos. Wrtg I</a>		08/30/2006-12/08/2006 Standard Wednesday, Friday 03:30PM - 04:45PM, Global Business Center, Room 206	D. Webb	3 / 20	3.00	

### Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2006 Fall Semester		<a href="#">ADM-100-01 (3406) Sample Course, Intro</a>		08/28/2006-12/15/2006	J. Faculty	3.00	

If one of my choices is not available Allow me to adjust all

**SUBMIT**

## PART 2: REGISTERING FOR COURSE SECTIONS

Assuming you have completed Part 1: Preparing to Register ahead of time AND your registration window has opened follow the directions below to register for your sections.

1. Launch WebAdvisor
2. Select “Students”
3. Select “Student Registration.”
4. Select “Register for Previously Selected Sections.”

You should now be looking at a screen titled “Register and Drop Sections.” See sample below:

### Register and Drop Sections

Name: John Q. Public

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Action for ALL Pref. Sections (or choose below):

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**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>	2006 Fall Semester	<a href="#">ENG-111-01H (1954) Critical Read/Expos. Wrtg I</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 08:00AM - 09:15AM, Wick Hall, Room 101	J. Webster	7 / 20	3.00	
<input type="text"/>	2006 Fall Semester	<a href="#">ENG-111-11 (1979) Critical Reading/Expos. Wrtg I</a>		08/29/2006-12/08/2006 Standard Tuesday, Friday 08:00AM - 09:15AM, Wick Hall, Room 101	C. Webster	0 / 20	3.00	
<input type="text"/>	2006 Fall Semester	<a href="#">ENG-111-13 (1981) Critical Reading/Expos. Wrtg I</a>		09/30/2006-12/09/2006 Standard Wednesday, Friday 03:30PM - 04:45PM, Global Business Center, Room 206	D. Webb	3 / 20	3.00	

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**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	2006 Fall Semester		<a href="#">ADM-100-01 (3406) Sample Course, Intro</a>		08/28/2006-12/15/2006	J. Faculty	3.00	

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If one of my choices is not available:  Allow me to adjust all:

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**SUBMIT**

5. At this point you need to take some **action**. If you want to do the same things for all of your preferred sections, use the drop down box at the top to do so efficiently. You can also use the action column on the left hand side to select the appropriate action for each section.

6. BEFORE you click submit, you'll want to answer the question at the very bottom of the screen. “If one of my choices is not available...” You have two ways to answer this either

a.) PART- Complete only available -- This is the most common choice. Selecting this option means you will be registered into all sections for which you are eligible. If you do not get into one of your choices for any reason, you will be brought back to your preferred sections list and an explanation of why you did not get into the class will be displayed at the top of the screen.

b.) ALL – allow me to adjust all -- Most students do not choose this option. Selecting this option means if you can't get into one of your sections, you will not be put into any of them.

7. Click Submit.

8. You will now be brought to the “Registration Results” screen. Review this screen to determine if the actions you desired took place. Are you registered for all sections you wanted? Are there messages at the top of the screen explaining why you could not be placed into a section of your choice? Take your time to review this screen to ensure you have completed the registration process as you desired.

### Registration Results

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The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2006 Fall Semester	Registered for this section		<a href="#">ENG-242-01 (1953) Brit Lit I, Mid Ages to 18th C</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 11:00AM - 12:15PM, Hauke Center, Room 204	N. Nabra	3.00	

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

Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
2006 Fall Semester		<a href="#">ENG-242-01 (1953) Brit Lit I, Mid Ages to 18th C</a>		08/28/2006-12/07/2006 Standard Monday, Thursday 11:00AM - 12:15PM, Hauke Center, Room 204	N. Nabra	3.00	

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Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

9. Once you register for a course, a generic email will be sent to your my.champlain email account confirming that your registration was successful.

10. Since the confirmation message does NOT confirm your specific course choices, we strongly encourage students to go back into WebAdvisor and check “my schedule.” This allows you the opportunity to review your work and ensure that you are registered for the sections you desire.