Registration Quick Guide – Undergrad Ed Plan

Preparing for Registration:

1). Run your Program Evaluation to see what has been completed and what is needed:

   a. To do this go to http://www.champlain.edu/, and under Student Life heading, click on Current Students Information Portal and log in to Web Advisor

   b. In the Academic Profile section there is a “Program Evaluation” link – run that for your program. This will show you what courses you have completed and which are still needed. It also lists your catalog year at the top (for example 2009), use this for the next step.

2). Review your Curriculum to see what is recommended by going to the main Students Menu in Web Advisor

   a. Somestones – Seniors

      (1) Select the “BS, AS, and Certificate Curriculum (Catalog Years 2005 to 2011)” link at top of screen and select the catalog year of your program (this is listed at the top of your Program Evaluation)

         a. Select program type – most often Bachelors

         b. Select your program curriculum to view: this is broken down by year and semester, and will show you the courses recommended for each semester.

      (2) If your catalog year is 2012 or 2013 select the “College Catalog” link at the top of the main Students Menu in Web Advisor. Check to make sure the top right hand pull contains the undergraduate catalog for the correct catalog year.

         a. Select the “Programs of Study” link from the list at the left of the catalog screen.

         b. Click on your major and select your program curriculum to view, this is broken down by year and semester, and will show you the courses recommended for each semester.

   b. First year students

      (1) Select the “College Catalog” link at the top of the main Students Menu in Web Advisor

      (2) Check to make sure top right hand pull down says “2014-2015 Undergraduate Academic Catalog”, and if not, change it to the correct catalog.

      (3) Select the “Programs of Study” link from the list at the left of the catalog screen.

      (4) Click on your major and select your program curriculum to view, this is broken down by year and semester, and will show you the courses recommended for each semester.

3). Still not sure what to take? Meet with your faculty advisor to get further assistance. Not sure who your advisor is? Go to Web Advisor, Students Menu, then “My Profile.”
Creating an Ed Plan:

1. Log into Web Advisor and go to Students Menu:
   a. In the Registration section, click on the “Student Registration” link
   b. Click on “Course Planning”, then “Student Ed Plan Worksheet” - your program will be listed. If correct, click on submit; if incorrect, contact your academic specialist in the Registrar’s Office (Perry Hall, room 322)

2. The Course Planning Worksheet is where you will add classes to your Ed Plan
   a. At the top of the worksheet, select “Catalog Search and Add”, use the drop down boxes to select the courses you need to take (based on the Preparing for Registration step above). You can only enter three at a time, so you may need to do this step twice to get all your courses planned.
   b. After you click on Submit, the Catalog Search Results will appear, you need to click on the “Select Course(s)” check box AND use the Planned Term pull down to select “2015SP 2015 Spring Semester”, once you have done both of these steps, then click Submit and it will take you back to the Course Planning Worksheet, if needed go back into Catalog Search and Add if you need to add more courses to the list.

3. Once all your courses are showing on the Course Planning Worksheet, then you can select the link at the top for “E-mail Advisor(s)”
   a. Click the “Send To” box beside your faculty advisor’s name, and enter text in the Subject line and E-mail Text box letting your advisor know that your Ed Plan is ready to be reviewed. Hit Submit when you are ready to send the E-mail.
   b. You cannot register until your Faculty Advisor has approved your Ed Plan
   c. You now have an Ed Plan, but you still need to Register!!!

Adding preferred sections to your registration cart:

1. Log into Web Advisor and go to Student section
   a. In the Registration section, click on the “Student Registration” link
   b. Click on “Search and Register for Sections”

2. Once the Search/Register for Sections screen appears
   a. Use Term drop down to select 2015SP
   b. Use the drop down boxes (same as with the Ed Plan worksheet) to select your courses, you can only do five at a time, so you may need to do this step again if you need more than five. Hit Submit.
   c. This will bring up a Section Selection Results screen, scroll down and check the “Select” box beside the sections you are interested in, there are often multiple sections offered, so you will need to review Meeting Information and Faculty Teaching each section to decide which you want to take, you may want to start a scheduling sheet to plan out what times and days of the week each section are offered and which you want to take. Hit Submit.
d. The Register and Drop Sections screen will appear, this shows all the sections you have added to your registration shopping cart. Once your registration window opens you will go to this screen to register, make sure everything you want to register is showing here! Before your registration window opens, the Submit button on this screen will generate error messages, so just close window once you’ve confirmed all of your preferred sections are showing.

e. You are still not registered: remember to register when your window opens!!

How to find out when you can actually register:

1. Still on the Students Menu of Web Advisor, under Registration, click on “My Registration Window”. This will show you the date and time when your registration window will open.

How to Register once your Registration Window is open:

1. Still in the Students Menu of Web Advisor, under Registration, click on “Student Registration”

2. Then select “Register for previously selected sections”

3. On the Register and Drop Sections screen, you can select “Register” using the drop down beside each section, or if you want to register for all the sections on the screen, you can use the top pull down beside “Action for ALL Pref. Sections” box and select “Register”

4. Click Submit!

Check your Schedule:

1. Go back into Student section of Web Advisor – under Academic Profile, select “My class schedule”

   a. In drop down select 2015SP and hit Submit

   b. This is what you are registered for: if you do not see your selections here, you are NOT registered. Go back to ADDING PREFERRED SECTIONS TO YOUR REGISTRATION CART and repeat the process for selecting your classes & register.

For further information and complete instructions including screenshots:

http://www.champlain.edu/current-students/academic-information/classes-and-registration/full-time-student-registration

Scroll to the bottom of the page and click on STEP-BY-STEP DIRECTIONS for registering via the Student Ed Plan worksheet in Web Advisor