Registration Quick Guide - Undergrad
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/current-students](http://www.champlain.edu/current-students) and log in to WebAdvisor – Students Menu
   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 WebAdvisor
   1. Seniors
      1. Select the “BS, AS, and Certificate Curriculum (Catalog Years 2005 to 2011)” link at top of screen.
      2. Select the catalog year of your program (this was listed at the top of your Program Evaluation)
      3. Select program type (most often Bachelors)
      4. 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. First year students - Juniors
      1. Select the “College Catalog” link at the top of the main Students Menu in WebAdvisor
      2. Check to make sure top right hand pull down contains correct catalog year for your program.
      3. Select the “Programs of Study” link from the list at the left of the catalog screen.
      4. 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 WebAdvisor, Students Menu, then “My Profile”

Add preferred sections to your registration cart:

1. Log into WebAdvisor 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 to select your courses. You can only do 5 at a time, so you may need to do this step again if you need more than 5. 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 once your window opens!!
How to find out when you can actually register:

1. Still on the Students Menu of WebAdvisor, 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 WebAdvisor, 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 WebAdvisor – 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 sections here, you are NOT registered. Go back through the steps above.

For more information and complete instructions including screenshots go to:  
http://www.champlain.edu/advising-and-registration-center/registration-information.html