Student Instructions for WebAdvisor and registration

General Information:
- NO PACKETS WILL BE DISTRIBUTED
- Log onto the Arch to view the screens listed below
- Students will not have access to register on-line at this time
- You will have access to your schedule, transcript and Program Evaluation (or also called a Degree Audit)

Dates:
- November 1-9 Senior/Junior Preregistration
- November 11-19 Sophomore/Freshmen Preregistration

Suggested flow for advising:

I. Pull a Program Evaluation to see what you have completed and what you need to do. This may take a few minutes, so be patient. We also have included for the first time the Career Goal you indicated to Enrollment when you were a prospective student. We will make updates in March 2005.

II. Look at your Spring 2005 schedule, if you have one, under MY CLASS SCHEDULE.

   PLEASE NOTE: New synonym number for each course needs to be placed on the registration form. See example in red below. (The zero must be included)

   AR 110 01  Survey of Western Art--(03872)

   1. If there are no problems with your schedule at this time, you need not do anything else.

   2. If you are making changes and/or are waitlisted or below fulltime, please do one of the following:
      - Option 1 - Complete electronically, 1st saving to your “U” drive, print and have your advisors review and sign.
      - Option 2 – Print, complete and have your advisors review and sign.

   3. If you are waitlisted for a course and you must have it, prepare a Course Exception Approval Form for the instructor to approve and sign.

III. MEET with your advisors during the stated times above.

   PLEASE NOTE: Most advisors have been introduced to registration on the web and some have volunteered to test pilot. If they are not willing, paper registration will be accepted. Even if enrolling on-line the registration form must be returned to us.

   1. Advisors will review your schedule. The first advisor approves & signs the schedule, then see the second advisor for approval & signature. If the schedule has been entered on-line with the advisor, please check the approval box on the form.

   REMINDER - ALL FORMS MUST BE DROPPED OFF at the REGISTRAR’S OFFICE