

## INSTRUCTIONS AND TIPS FOR WEB PRE-REGISTRATION USING JASON

### 1. Plan your schedule!

The Course Schedule is online at

<http://www.willamette.edu/dept/registrar/info/index.html>

Always check the online Course Schedule for the most current information.

Availability often changes quickly, so don't assume that because you saw an open class yesterday that it is still open today (and vice versa).

### 2. Using your planned schedule, consult with your advisor and get permission to pre-register.

Advising dates for Spring 2011 pre-registration are **November 7-19**.

### 3. Create a "Preferred Sections" list before your appointment time.

To search, select, and place courses on a "Preferred Sections" list:

- Using Mozilla Firefox, or Internet Explorer 7 or 8, log in to JASON.
- Once you are in JASON, click on "WebAdvisor," either from the Registration or Financial Aid headings, then "Webadvisor for Current Students."
- To log in, you will need your User ID and password. Your User ID is your Willamette email address without the "@willamette.edu" extension.
- If you're not sure what your password is, click on the What's My Password? link at the bottom of the main page. You will see the following screen:

## What's my password

[I might remember, show my password hint](#)  
[I don't remember, reset my password](#)  
[I'm new to WebAdvisor, setup my password](#)

- follow the appropriate links to either retrieve your password or reset your password.

Once you are logged in, you will see a menu page:

## CURRENT STUDENTS - WEBADVISOR FOR CURRENT STUDENTS MENU

Welcome ~~XXXX~~

The following links may display confidential information.

**Communication**

**Registration**

[Search for Sections](#)  
[Register for Sections](#)  
[Register and Drop Sections](#)  
[Manage My Waitlist](#)

You then will see the following options:

### **Search for sections**

This link allows you only to look up course and section offerings.

### **Register for Sections**

When you click on this link, you see the following page:

## Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now 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 or remove sections that you are currently waitlisted in.

OK

[Search and Register for Sections](#) is used for looking up course sections and adding them to your preferred list of sections. When you click on a subject and course level, the next screen will show you a list of courses and sections that match. Check the box next to each course and section you want to put on your preferred list and click "submit" at the bottom of the page to save your choices.

## Search/Register for Sections

Term

Starting On/After Date

Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After

Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

**SUBMIT**

Use Register for previously selected sections after you have placed sections on your preferred list and are now ready to register at your appointment time.

Drop Sections allows you to drop a section from your preferred list.

Manage My Waitlist allows you to remove a section from your waitlist or to register for a course from your waitlist.

4. Before you begin to register, Check your Permit to Register Status on JASON. This shows you:

- advisor permission to pre-register
- your appointment date and time
- any holds that you may have
- **You will not be allowed to pre-register without your advisor's permission, or if you have any holds.**

5. On your appointment date and time, if you have done steps 1-4, you are now ready to go ahead and register.

Go to Register for previously selected sections.

You can choose the same option for all of your choices from the drop down menu above your list, or you can use the drop down menu next to each course list on the "preferred sections" list to choose different options for each course on your list.

- 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. Instructions for waitlisting can be found on the document "Instructions for Waitlisting" on this web page.
- Choose an action for each course: Register, Remove From List, Waitlist.
- You will only be able to pre-register for up to 4.75 credits online. Waitlisted courses do not count toward this limit.
- **Do not choose courses** where you have time conflicts, where you do not have the prerequisite(s), or if you need the instructor's permission to register and you have not obtained it. You must either obtain the instructor's permission to register or resolve the time conflict in order to proceed.
- **If you want to retake a course from which you have previously withdrawn, or in which you earned a grade of C- or below, contact the Registrar's Office at 503-370-6206. You cannot register online for these courses.**
- Once you have chosen actions for each course, you will **SUBMIT**.

- The next page, **Registration Results**, shows what you just completed, then your current term registration, followed by any waitlisted courses.

6. Check your schedule by clicking on **Class Schedule**. You can make corrections and changes by using Search and Register or Drop Sections.

7. Log Out by going to **Main Menu**, clicking **Log Out**, and closing your web browser.

8. Once you've registered, you can continue to add and drop classes online until January 16 (the day before classes begin).

8. Once classes begin, any changes must be done via a completed and signed Enrollment Change card.

#### MISCELLANEOUS INFORMATION:

- **Do not use the Back button on your browser.** To move from one screen to another, use only the "navigation" buttons found on the top or bottom of the screen you are in.

- **Be sure to click on your choices only once and then wait for the next page to come up.**

- **Consult the instructor for consent before your registration time if you wish to take a class but have not met the prerequisites, or if the class requires instructor consent. You will not be able to register for such a class if you have not received online consent.** Please note that instructor consent will not allow you to register in a class that is already closed.

- **You will generally be able to pre-register only for courses for which you have met the prerequisites.**

- **You may only pre-register for courses in the College of Liberal Arts.**

- **If you want to take two courses that have a time conflict, no matter how small, you will not be permitted to pre-register for both courses online. Consult with the instructors for both classes and, if they approve, have them sign a Time Conflict Consent Form.** You must submit this form to the Registrar's Office at or after your appointment time. This form does not allow you to enroll in a closed class.

- **If a class that you want is already closed, you may add yourself to the online waitlist using the web registration system.** Please refer to the page, "Instructions for Waitlisting," for further information on waitlists.

- **You may only pre-register for only one EXSA (activity) course. Registration for EXSV (varsity sports) courses are handled through the Exercise Science Department at the completion of that sport's season.**

- **Registration for Music Lessons and Music Ensembles for continuing students can now be done online. Music majors and other music students should consult the "Instructions for Music Lessons and Music Ensembles."** This contains all the information you will need, including credits and a table of course names, numbers and sections.

If you have any questions or problems, please contact the Registrar's Office:

Phone: 503-370-6206

Email: registrar@willamette.edu

**Good luck with registration!**

Annie Russell, University Registrar

Marilyn Plenge, Assistant Registrar

Sarah Battin, Academic Records Specialist

Leslie Cutler, Office Specialist