

INSTRUCTIONS AND TIPS FOR WEB PRE-REGISTRATION USING JASON

1. **Make sure that you have set up your Willamette email account.** You will not be able to register without your Willamette email login and password.

2. **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 as it will show if sections have been added, times changed, and the current number of seats available in a section. This information is updated every five minutes.

3. **After you plan your schedule, set up a “Preferred Sections” list, so you can register for your course more quickly at your appointment time.**

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

- Using Mozilla Firefox, or Internet Explorer, log in to JASON within the Students section of the Internal Web page at <http://www.willamette.edu/internal/students/index.html> using your Willamette email login and password.
- Once you are in JASON, click on “Web Registration.”
- Once you are on the Web Registration Menu, choose the term (09/FA). You then will see the following options:

[Search for sections](#)

This option contains a course schedule with links to the course description from the catalog. You can only look up information from this option. You cannot place courses on a “Preferred Sections” list from here. Please use either the “search and register for sections” or “express registration” menu options outlined below.

[Search and register for sections](#)

If you know all of the specifics for all of your courses (course name, number, and section), **Express Registration** will be faster for you. If so, skip the rest of this section and go directly to the next section.

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them. Here are some tips for using this option:

- Begin each search by choosing the term **09/FA** at the top of the screen.
- Do not enter Start and End Dates.
- Enter up to 5 subjects. You can enter course levels, course numbers and even section numbers if you know the specific courses you want.
- Submit your search by clicking **Submit** at the bottom of the page.
- Choose your courses. The next screen that comes up will show all courses that meet your search parameters. Check the box next to each course section that you want to put on your “Preferred Sections” list.
- If you are adding a class with a lab or a co-required course, you are required to add both courses at the same time. Be sure to check a box for the lecture and one for the

lab or other co-required course. The lab will not carry any credit, but you will not get into the class without the lab.

- At the top of the page, there are two buttons: “Narrow my search” and “Re-sort my results”. If you want to add additional selection criteria, click “Narrow my search” and then “Submit” at the bottom of the page. This saves your search. This will take you to a blank “Search and Register” page (it remembers your original search criteria, so don’t enter them again). If you want your courses to be listed alphabetically by section name or faculty name, use “Re-sort my results.”
- Submit your choices by clicking **Submit** at the bottom of the page.
- This will bring you to the “Register and Drop Sections” Page.
- **LOG OUT.** Your choices will be saved for you to use at your appointment time.

Express registration

Use this option only if you know the exact subject, course number and section (for example, MATH 100 01). This is the quickest way to add courses to your “Preferred Sections” list. Here are some tips for using this option:

- You do not need to know the synonym as long as you have the above information, but you must choose the term (**09/FA**) for each of your courses.
- Submit your choices by clicking Submit on the bottom of the page.
- This will bring you to the “Register and Drop Sections” Page.
- **LOG OUT.** Your choices will be saved for you to use at your appointment time.

4. **Go to JASON and click on the link, “Permit to Register Status.”** This shows your appointment date and time and your PIN. Since you will be registering for one class at a time, this will change, so be sure to check this each week. If you lose or forget your PIN, you will need to have it reset.

5. **At your appointment time, you can now log in to JASON, use your “Preferred Sections” list, and register for one course.**

This is how to register using your “Preferred Sections” list:

- Go to [Register for previously selected sections](#)
- Check the availability of the courses on your “Preferred Sections” list. If any of your classes are closed, you may remove that course from your list.
- Choose an action for each course: **Register, Remove From List, Drop Section.**
- Do not choose courses for which you have time conflicts or for which you do not have the prerequisite(s). If you try to do this, your process will fail, and you will have to begin from scratch.

Once you have chosen actions for each course, click **Submit**.

The next page is “Registration Results.” This page shows what you just completed, followed by everything that you are currently registered for, beginning with the current term.

Check your schedule by clicking on [Class Schedule](#). If you see something incorrect, you can make corrections by using **Search and Register, Express Registration, or Drop Sections**.

Log Out by going to Registration Menu, clicking **Log Out of Web Advisor**, and closing your web browser.

IMPORTANT THINGS TO KNOW ABOUT REGISTRATION:

You can log in at any time each week after your appointment time to register or to make changes to your existing registration. Registration closes each Friday at midnight and reopens the following Monday.

- When using web registration, if the screens are left on the computer monitor for a long time without input from you, they will time out. If that happens, you will have to login again and begin your process from scratch. It is best to make a list of courses you will pre-register for before you start this process to prevent this from happening to you.
- Do not use the Back button on your browser while working between Web Registration screens. 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. If you click multiple times, you will get a "multiple submit" warning, and you will have to start again from the beginning. If you need to start over, click on Menu at the top of the screen.
- You may only register for courses in the College of Liberal Arts.
- You will only be able to register for courses for which you have met the prerequisites. Check prerequisites in the current course descriptions online at:
or at: <http://www.willamette.edu/dept/registrar/info/index.html> for new or one-time-only courses.
- Consult the instructor for consent if you wish to take a class but have not met the prerequisites, or if the class requires instructor consent. Instructors can give consent online. If permission is given, you will be able to register online at your appointment time. If you do not have consent, you cannot register for that course. Instructor consent does not guarantee a seat in the class if the class is closed.
- Students may pre-register for only one EXSA (activity) course.

Registration for varsity sports credit (EXSV courses) is handled through the Exercise Science Department at the completion of that sport's season.

- Registration for Music Lessons and Music Ensembles are handled through the Music Department. You will do this when you arrive on campus.
- The system will automatically block you from registering for a course with a time conflict. Please check dates and times of your courses carefully.

IF YOU HAVE ANY QUESTIONS OR PROBLEMS, PLEASE CONTACT THE REGISTRAR'S OFFICE

(PHONE: 503-370-6206, OR EMAIL: registrar@willamette.edu).