

INSTRUCTIONS AND TIPS FOR WEB PRE-REGISTRATION USING JASON

Web Registration works best with Firefox (3.5 or above), Internet Explorer (7.0 or above), or Safari (3.0.4 or above) browsers

Registration Checklist

1. **Set up your Willamette network account and register for College Colloquium.** You will not be able to register for your additional 3 classes without your Willamette login and password, and placement in a Colloquium section.

Session
1
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3

2. **Find your registration time.** Go to JASON and click on the link, "Permit to Register Status." This shows your appointment date and time. Since you will be registering for one class at a time, this will change for each session, so be sure to check before each session.

3. **Plan your schedule.** There is information and advice for planning your schedule at http://www.willamette.edu/cla/dean/firstyear_students/registration_overview/index.php.

The Course Schedule is online at <http://www.willamette.edu/dept/registrar/schedule/fall/index.html>. Always check the 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.

4. **Set up a Preferred Sections list.** After you plan your schedule set up a Preferred Sections list. You can do this ahead of your registration time in order to register for your course more quickly or you can place a course on your preferred list and then register for it at your appointment time all in one session. Use the Search and register for sections menu option under the Register for Sections menu in WebAdvisor. See **Details and Tips** below for detailed instructions on setting up your list.

Session
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5. **Register for 3 courses, one at a time at 3 different sessions.** You will register for one course on July 12 and 13, a second course on July 15 and 16, and a third course on July 19 and 20. At your appointment time for the registration session, log into JASON, then WebAdvisor. Use your Preferred Sections list, and register for one course. Use the Register for previously selected sections menu option under the Register for Sections menu in WebAdvisor. If you don't have a Preferred Sections list then search for the class that you want to register for, place it into the Preferred Sections list and register using the Search and register for sections menu option.

Details and Tips on Web Registration

To Set up a Preferred Sections list—

- 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.
- In JASON, click on Web Registration and select Log In from the top right. Use your Willamette email login but your WebAdvisor password.

Select WebAdvisor for Current Students. If you lose or forget your WebAdvisor password, you can get a new one (see **Important Things** below).

You will see four menu options: Search for Sections, Register for Sections, Drop sections, and Manage my waitlist.

- Click on Register for Sections. Then click on Search and register for sections.
- Begin each search by choosing the term Fall Semester 2010 at the top of the screen.
- Do NOT enter Start and End Dates.
- Enter search criteria. You can enter subject, course level, course number, and even section number if you know the specific course 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. Classes that you put on your Preferred Sections list may close so you should choose several more than the three for which you will eventually register. If a course on your list closes you can remove it.
 - 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.
- LABS. To register for a class with a lab, you **must** register for both the class AND lab at the same time, therefore check the box for the lecture and one for the lab. You will not get into the class without the lab, but the lab will not carry any credit so you can register for it at the same time as the class.
- Submit your choices by clicking Submit at the bottom of the page.
- This will bring you to the Register and Drop Sections page. Notice that this page is divided into two parts titled: Preferred Sections and Current Registrations.
Preferred Sections is simply your personal list—you are NOT registered for those classes yet.
Current Registrations lists classes for which you are officially registered; it has your College Colloquium included.
- If it isn't time for you to register, you can Log Out. Your choices will be saved for you to use at your appointment time. If you are registering for a class, decide which class you want to register for during this session from the preferred list. Under the Action heading in Preferred Sections choose register, then click Submit at the bottom. A Registration Results page will appear. Check the information carefully to make sure the registration is correct. Click OK at the bottom.
- Always check your Current Registrations list to make sure it is correct.
- Note that Search for Sections will search for classes that satisfy selected criteria. You can only look up information from this option and NOT place courses on a Preferred Sections list from here. Use Search and register for sections to search for courses.

To Register from your Preferred Sections List—

- Click on Register and Drop Sections or Register for previously selected sections in WebAdvisor.
- If you are registering for a class, decide which class you want to register for during this session from the preferred list. Under the Action heading in Preferred Sections choose register, then click Submit at the bottom. A Registration Results page will appear. Check the information carefully to make sure the registration is correct. Click OK at the bottom.
- LABS. To add a class with a lab, you must add both the class AND lab at the same time. Check the box for the lecture and one for the lab. You will not get into the class without the lab, but the lab will not carry any credit so you can register for it at the same time as the class.
- 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.
- 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.
- Always check your Current Registrations list to make sure it is correct.

To Drop Registered Classes—

- Click on Register and Drop Sections or Drop Sections in WebAdvisor.
- If you are dropping a section (perhaps in order to add a different section), then check the Drop box next to the registered section you are dropping, and click Submit. A Registration Results page will appear. Check the information carefully to make sure the registration is correct. Click OK at the bottom.
- Always check your Current Registrations list to make sure it is correct.

Important Things To Know About Registration

- If you've forgotten your WebAdvisor password, enter WebAdvisor and click on What's My Password? in the lower right.
- You will register for one course on July 12 and 13, a second course on July 15 and 16, and a third course on July 19 and 20.
- You may log in at any time during the 2-day session window after your appointment time to either register or make changes to your existing registration. Registration for the first two sessions closes at 11:59 PM (PST) on the second day. Registration for the third session closes at 11:59 PM (PST) on August 13.
- In the first registration session, you can register for 1 more credit beyond your College Colloquium making a total of 2 credits. In the second registration session, you can register for a total of 3 credits (2 credits beyond Colloquium). In the third session, you will be allowed to register for a maximum of 4.5 credits, unless you plan to take a 0.25 credit activity class. These classes are marked by an "X" after the course number on the schedule.
Recommendation—if you want to take an activity class, sign up for it in the third registration session.
- The web registration screens will time out if they are left on the computer monitor for a long time without input from you. If that happens, you will have to login again and begin your process from scratch. (If you've clicked Submit the results of the process were saved.) 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.
- 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 Student Menu at the top of the screen.
- The system will automatically block you from registering for a course with a time conflict. Please check dates and times of your courses carefully.
- Students may register for only one EXSA (activity) course.
- Registration for varsity sports credit (EXSV courses) is handled at the completion of that sport's season.
- Registration for Music Lessons and Music Ensembles are handled through the Music Department when you arrive on campus. Students who wish to register for Music Theory or Aural Skills should register for MUSC 130 99 only.
- You will only be able to register for courses for which you have met the prerequisites. Check pre-requisites listed under the course title on the schedule: <http://www.willamette.edu/dept/registrar/schedule/fall/index.html>
- Email 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 they have your student ID. 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.
- WAITLISTS. Faculty may use waitlists in the fall to help determine precedence for any available seats that may open up in a closed section.
- You may only register for courses in the College of Liberal Arts.

If you have any questions or problems, please contact the Dean's office

(PHONE: 503-370-6326, OR EMAIL: advising@willamette.edu).