WebAdvisor Registration Help

WebAdvisor Link:
https://secure.willamette.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-WBMAIN&TOKENIDX=8621070477

REGISTRATION TIMELINE

Tues, Nov. 3, 2015. Web registration for 1Ls via WebAdvisor begins at 7 a.m.

Wed, Nov. 4, 2015. Web registration for 3Ls via WebAdvisor begins at 7 a.m.

Thurs, Nov. 5, 2015. Web registration for 2Ls via WebAdvisor begins at 7 a.m.

Fri, Nov. 6-Mon, Nov. 9, 2015 at 12:00 p.m. Web registration remains open for 2Ls & 3Ls.

Mon, Nov. 9, 2015 at 12:00 p.m. Web Registration closes.

• Make sure to submit your registration before this deadline so you can participate in the lotteries.

Mon, Nov. 9 – Fri, Nov. 13, 2015. Lottery Week - WebAdvisor access closed. Also during this week, we'll be assigning 1Ls to their other courses.

Mon, Nov. 16 – Fri, Jan. 22, 2016. Web registration reopens for 2L and 3L students to make adjustments to their schedules over the winter break.

REMINDERS:
• Check JASON for your assigned start time under the “Permit to Register” link
• All Limited Enrollment courses are processed by lottery, with preference given to 3Ls.
  o Select “WAITLIST” from the drop down menu for Limited Enrollment courses.
  o Select “REGISTER” from the drop down menu for Open Enrollment courses.
• MAKE SURE YOU CLICKED “SUBMIT” after you have made your registration selections and get to the “REGISTRATION RESULTS” SCREEN. Sometimes students forget to click “SUBMIT” and fail to register or waitlist themselves for courses!!! TRIPLE CHECK that your registration went through on the Registration Results page and you should receive an automated registration acknowledgment email that your registration was processed.

WEB ADVISOR INSTRUCTIONS

Step 1: Log into WebAdvisor, and Click on the “Search for Sections” link. It will take you to the “Search/Register for Sections” page.
**Step 2:** From the “Search/Register for Sections” page, make sure to select the correct term from the “Term” drop down menu. If you wish, you may choose to filter by the **Subject**, **Course Level**, and/or **Course Number**. Sometimes, it’s easier to just enter “Law” as the subject and scrolling through the entire list.

![Search/Register for Sections](image)

**Step 3:** The “Section Selection Results” page will list the courses that match your search criteria. Check all the courses that you want and **Click SUBMIT**.

![Section Selection Results](image)
**Step 4:** The “Register and Drop Sections” page will have an **Action** drop down menu that will give you the option to **REGISTER**, **REMOVE FROM LIST**, or **WAITLIST**.

- You select “WAITLIST” for the Limited Enrollment courses. Even though the drop down menu gives you an option to select “REGISTER”, if the course is Limited Enrollment, you can only WAITLIST for it.
- You select “REGISTER” for the Open Enrollment courses.

**After you select the correct command from the drop down menu, Click on SUBMIT.**

**NOTES:** The Limited Enrollment courses all say “Closed” but it just means that you have to WAITLIST for the course to participate in the lottery.

**Step 5:** The “Registration Results” page should be similar to the screen shot below.

- The “Registration Results” page will show that you are officially **WAITLISTED** for a course and/or **REGISTERED** for a course.
- It should show you all the courses for which you have tried REGISTERING or WAITLISTING for the upcoming semester, as well as the current semester courses for which you are registered.

**MAKE SURE YOU CLICKED SUBMIT after you have made your selections from the previous screen and RECEIVED A STATUS CONFIRMATION ON THE LAST “REGISTRATION RESULTS” SCREEN.**