


# The Registration Menu

The registration menu allows you to register and drop classes as well as, manage your waitlisted classes.

<b>User Account</b> <a href="#">I'm New to WebAdvisor</a> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a> <a href="#">Address Change</a> <a href="#">How to Login to WebAdvisor</a>	<b>Academic Planning</b> <a href="#">Program Evaluation</a> <a href="#">Application for Graduation</a>
<b>Financial Information</b> <a href="#">Make a Payment</a> <a href="#">Account Summary</a> <a href="#">Account Summary by Term</a> <a href="#">View My Payment Plan Schedule</a> <a href="#">View My 1098-T Forms</a> <a href="#">Bank Information (U.S.)</a>	<b>Academic Profile</b> <a href="#">Grades</a> <a href="#">Grade Point Average by Term</a> <a href="#">Test Summary</a> <a href="#">Request Official Transcript</a> <a href="#">Transcript Request Status</a> <a href="#">My class schedule</a> <a href="#">My profile</a> <a href="#">Unofficial Transcript</a> <a href="#">Enrollment Verification</a>
<b>Financial Aid</b> <a href="#">My Financial Aid Documents</a> <a href="#">Financial Aid Award Booklet - Required Read</a> <a href="#">Loan Application</a> <a href="#">Federal Work-study Application Process</a> <a href="#">Financial Aid by Year</a> <a href="#">Financial aid status by term</a>	<b>Help Documents</b> <a href="#">How to Login to WebAdvisor</a> <a href="#">New Student Record Form Documentation</a> <a href="#">Academic Profile Documentation</a> <a href="#">Financial Aid Information Documentation</a> <a href="#">Registration &amp; Manage My Waitlist Documentation</a> <a href="#">Student Email Documentation</a>
<b>Communication</b> <a href="#">E-mail My Advisor(s)</a> <a href="#">Student Email</a> <a href="#">Bookstore Online</a>	<b>Student Employment Profile</b> <a href="#">Position Summary</a> <a href="#">Pay Advices</a>
<b>Registration</b>  <a href="#">Search for Classes</a> <a href="#">Register for Classes</a> <a href="#">Register and Drop Classes</a> <a href="#">Manage My Waitlist</a> <a href="#">New Student Record Form</a>	

## Register for Classes

Select the type of registration you wish to use.

## Register for Sections

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

[Register from my worksheet](#)

Use this if you want to register for sections from your Course Planning Worksheet.

[Register using course planning wizard](#)

This wizard uses your program evaluation to help you plan courses you need. Then, continue into registration to pick the section(s) you want.

[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.

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH\*100\*01 or Synonym 42765).

[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.

### Search and Register for Sections

Select the Term (mandatory) and any other additional information you wish to limit the search to.

**Note:** You will be allowed to search for classes in future terms, but you will not be able to register for those classes until registration opens for that term. They will be sitting in your preferred sections list.

Click Submit

## Search/Register for Sections

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Economics"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="English"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Womens Studies"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Mathematics"/>	<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  Sun

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

---

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#)

Once you click submit, a list of courses which fit your search criteria will appear on the screen.

Pay attention to the status of courses, as well as the number of seats available.

Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	SPRING 2006	Closed	<a href="#">PSY*203*01 (471401) GEN PSYCHOLOGY</a>	Coos Bay Campus	04/03/2006-06/14/2006	A. Mueller	0 / 30 / 0	3.00	
<input type="checkbox"/>	SPRING 2006	Waitlisted	<a href="#">PSY*203 (471402) GEN PSYCHOLOGY</a>	Campus	06/14/2006 LECTURE Mon, Wed, Fri 10:00AM - 10:50AM, Stensland Hall, Room 201	A. Mueller	0 / 30 / 2	3.00	
<input type="checkbox"/>	SPRING 2006	Open	<a href="#">PSY*203*03D (471404) GEN PSYCHOLOGY</a>	Distance Learning	04/03/2006-06/15/2006 LECTURE Days to be Announced, Times to be Announced ONLINE, Room SW	J. Blount	1 / 30 / 0	3.00	
<input type="checkbox"/>	SPRING 2006	Open	<a href="#">PSY*203*05 (471406) GEN PSYCHOLOGY</a>	Coos Bay Campus	04/03/2006-06/12/2006 LECTURE Mon	S. Erickson	10 / 30 / 0	3.00	

You would have to add yourself to the waitlist of this class.

Click on the course to see a course description, faculty contact information, course costs, as well as required materials purchase and price information.

Title GEN PSYCHOLOGY  
 Course Section Number PSY\*203\*03D  
 Description Focus on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders, and social psychology.  
 Credits 3.00 CEUs  
 Start Date 29 March 2010 End Date 10 June 2010  
 Academic Level UG - Undergraduate

**Meeting Information**

03/29/2010-06/10/2010 This course is offered completely online within the ANGEL LMS.

**Faculty name**

Cheryl J. Davies

**Phone**

**Extension**

**E-mail address**

cdavies@socc.edu

**Instructional Method**

ON-LINE

**Prerequisites**

None

**Supplies Tuition and Fees Other Course Costs**

None

\$283.00

\$15.00

**Title Author Publisher Copyright ISBN Price Req.**

To Be Determined

Total:

0.00

CLOSE WINDOW

Choose the class(es) that you would like to add to your preferred list and click submit.

<input type="checkbox"/>	SPRING 2006	Open	<a href="#">PSY*237*01D (471502) LIFE SPAN DEVELOPMENT</a>	Distance Learning	Room 201 04/03/2006-06/15/2006 DIST LRNG/ON-LINE Days to be Announced, Times to be Announced ONLINE, Room SW	D. Helland	41 / 60 / 0	3.00	
<input checked="" type="checkbox"/>	SPRING 2006	Open	<a href="#">PSY*237*02 (471503) LIFE SPAN DEVELOPMENT</a>	Coos Bay Campus	04/04/2006-06/15/2006 LECTURE Tues, Thurs 03:00PM - 04:20PM, Stensland Hall, Room 203	A. Mueller	4 / 30 / 0	3.00	
<input type="checkbox"/>	SPRING 2006	Open	<a href="#">PSY*239*01D (471510) INTR ABNORMAL PSYCH</a>	Distance Learning	04/03/2006-06/15/2006 DIST LRNG/ON-LINE Days to be Announced, Times to be Announced ONLINE, Room SW	D. Helland	15 / 30 / 0	3.00	

Once you click submit, the class(es) will be add to your “Preferred Section List.”

### Express Registration

Express registration is used when you know either the exact Synonym (TLN) or Course and section that you want to register for.

Enter the Synonym (TLN) and the Term OR enter the Subject, Course Number, Section Number and the Term.

Once you click submit, the classes will be added to your “Preferred Sections List.”

## Express Registration

Synonym	Subject	Course Number	Section Number	Term
419101				SPRING 2006
	Mathematics	111	01	Fall Term 2006
	Writing	121	02	Fall Term 2006

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP

## Preferred List of Classes

You have now created a preferred list of classes or a “checkout” cart of classes that you are interested in registering for whether you were in Express Registration or Search and Register for class.

### Register and Drop Sections

Action for ALL Pref. Sections (or choose below) ▼

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
Register ▼	FALL 2006	CHEM*110*02 (236176) END OF GEN.ORG & BIOCHEM	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Tues, Wed, Fri 11:00AM - 11:50AM, Coaledo Hall, Room 3	L. Sylvia	40 / 40 / 0	4.00	
Waitlist ▼	FALL 2006	WR*121*01 (227150) ENGLISH COMP	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Wed, Fri 08:00AM - 08:50AM, Sitkum Hall.	S. Van Horn	0 / 2 / 0	3.00	

**Current Registrations**

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	SPRING 2006		BA*101*01D (419101) INTRO TO BUSINESS	Distance Learning	04/03/2006-06/15/2006 DIST LRNG/ON-LINE to be Announced, Time to be AnnouncedONLINE Room SW			
<input type="checkbox"/>	SPRING 2006		HE*250*01 (437051) PERSONAL HEALTH	Coos Bay Campus	04/03/2006-06/14/2006 LECTURE Mon, Wed, Fri 09:00AM - 09:50AM, Stensland Hall, Room			

If one of my choices is not available Complete only available ▼

SUBMIT

Change this to “Complete only available”, to register for the rest of your classes, if one of them fails.

By selecting “All- Allow me to adjust all”—If there are any problems, you will not be registered for any of the classes. Resolve the problems then register for all of the classes again.

If you select, “Part- Complete only available”—you will be registered for the classes that did not conflict or that you were eligible for, but you will need to correct the information on courses that had problems.

Once you have completed your registration, you will see a confirmation page, please verify that you were registered for all of the classes that you intended.

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2006	On waitlist		<a href="#">WR*121*01 (227150) ENGLISH COMP</a>	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Wed, Fri 08:00AM - 08:50AM, Sitkum Hall, Room 12	S. Van Horn	3.00	

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
FALL 2006		<a href="#">CHEM*110*02 (236176) FND OF GEN.ORG &amp; BIOCHEM</a>	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Tues, Wed, Fri 11:00AM - 11:50AM, Coaledo Hall, Room 3	L. Sylvia	4.00	
SPRING 2006		<a href="#">BA*101*01D (419101) INTRO TO BUSINESS</a>	Distance Learning	04/03/2006-06/15/2006 DIST LRNG/ON-LINE Date to be Announced	B. Locker	4.00	

### Monitoring Waitlist Status

Click on Manage My Waitlist from the main menu.

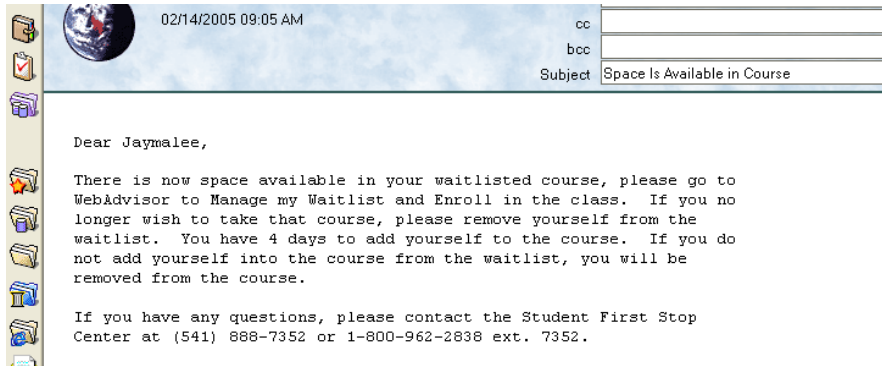
You will see the class(es) that you are on the waitlist for and which of the class(es) you have permission to register into.

Manage My Waitlist										
Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Rank / Waitlist
	Permission to Register	05/03/06	FALL 2006	<a href="#">MTH*111*01 (258261) COLLEGE ALGEBRA</a>	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Tues, Wed, Fri 09:00AM - 09:50AM, Sitkum Hall, Room 1	J. Hayen	4.00		1 / 1
	Active		FALL 2006	<a href="#">WR*121*01 (227150) ENGLISH COMP</a>	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Wed, Fri 08:00AM - 08:50AM, Sitkum Hall, Room 12	S. Van Horn	3.00		1 / 1

## Permission to Register

You will receive an email when a space has opened up in the class you are on a waitlist for, saying you now have permission to register for the class.

- **Be sure that you have a current email address on File at Southwestern. You can check by visiting “My Profile” in WebAdvisor.**



Once you have Permission to Register, ignore your rank on the waitlist.

Manage My Waitlist									
Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CE
Register	Permission to Register	05/03/06	FALL 2006	MTH*111*01 (258261) COLLEGE ALGEBRA	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Tues, Wed, Fri 09:00AM - 09:50AM, Sitkum Hall, Room 1	J. Hayen	4.00	
	Active		FALL 2006	WR*121*01 (227150) ENGLISH COMP	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Wed, Fri 08:00AM - 08:50AM, Sitkum Hall, Room 12	S. Van Horn	3.00	

**Reminder:** You can add and drop classes at the same time. Because you are allowed to put yourself on a waitlist of a class that could conflict with a class you are currently registered for, be sure to drop any class that conflicts with your waitlisted class.

## Register and Drop Classes

If you choose Register and Drop Classes from the main menu, you will be taken to the "Preferred Sections" screen.

You will be taken to the Preferred Sections screen; you can add classes and drop classes at the same time.

Check the box next to the class you would like to drop. Click Submit

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input checked="" type="checkbox"/>	FALL 2006		<a href="#">CHEM*110*02 (236176) FND OF GEN.ORG &amp; BIOCHEM</a>	Coos Bay Campus	09/25/2006-12/06/2006 LECTURE Mon, Tues, Wed, Fri 11:00AM - 11:50AM, Coaledo Hall, Room 3	L. Sylvia	4.00		
<input type="checkbox"/>	SPRING 2006		<a href="#">BA*101*01D (419101) INTRO TO BUSINESS</a>	Distance Learning	04/03/2006-06/15/2006 DIST LRNG/ON-LINE Days to be Announced, Times to be AnnouncedONLINE, Room SW	B. Locker	4.00		
<input type="checkbox"/>	SPRING 2006		<a href="#">HE*250*01 (437051) PERSONAL HEALTH</a>	Coos Bay Campus	04/03/2006-06/14/2006 LECTURE Mon, Wed, Fri 09:00AM - 09:50AM, Stensland Hall, Room 204	C. Long	3.00		
<input type="checkbox"/>	SPRING 2006		<a href="#">MTH*213*01 (458304) FUND ELEM MATH III</a>	Coos Bay Campus	04/03/2006-06/14/2006 LECTURE Mon, Wed, Fri 02:00PM - 02:50PM, Sitkum Hall, Room 11	G. Elkins	3.00		
<input type="checkbox"/>	SPRING 2006		<a href="#">WR*0593*85 (427001) WRITING CENTER</a>	Coos Bay Campus	04/03/2006-06/15/2006 LAB Days to be Announced, Times to be AnnouncedTBS, Room 999	S. Harrold	0.00		

Once you submit, you will be taken to the confirmation page, please verify that you were removed from the class.