



# *WebAdvisor*

## Log-in and Registration Instructions

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## Logging In to WebAdvisor:

From the UACCB home page, click on the **WebAdvisor** link located at the lower left corner of the page.

The screenshot shows the University of Arkansas Community College at Batesville homepage. A yellow arrow points from the 'WebAdvisor' link in the bottom left corner to the 'WebAdvisor' text in the bottom left corner of the page. The page features a red header with the UofA logo and navigation links. A sidebar on the left contains a search bar and a list of links. The main content area includes a featured story about Rosa Sanchez, a news central section with articles about college planning and SGA president, and a contact us form.

To proceed, click the **LOG IN** Tab at the top of the screen.

The screenshot shows the WebAdvisor login page. A yellow arrow points from the 'LOG IN' tab at the top right to the 'LOG IN' tab. The page features a blue header with the UACCB logo and navigation links. The main content area includes a 'Welcome Guest' message, a 'main menu' sidebar, and a 'Prospective Students' section with links for Students, Faculty, Employees, and Vendors. The bottom of the page contains account information links and the WebAdvisor logo.

Enter your **User ID and Password**. Click Submit to continue.

**User ID = first initial + last name + last 4 numbers of your student ID**

**Example: zsmith0367**

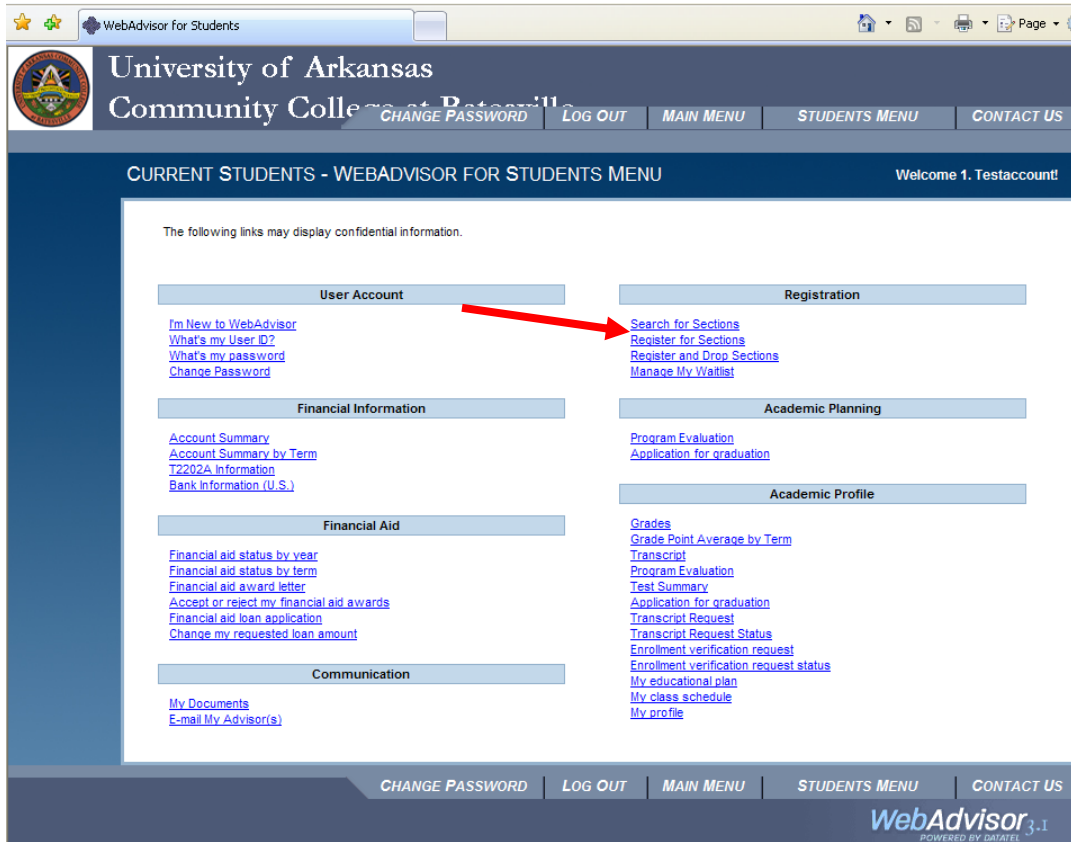
**Password: If you have never logged in before, your password is your six digit birthday with no slashes.**

**Example: 060379**

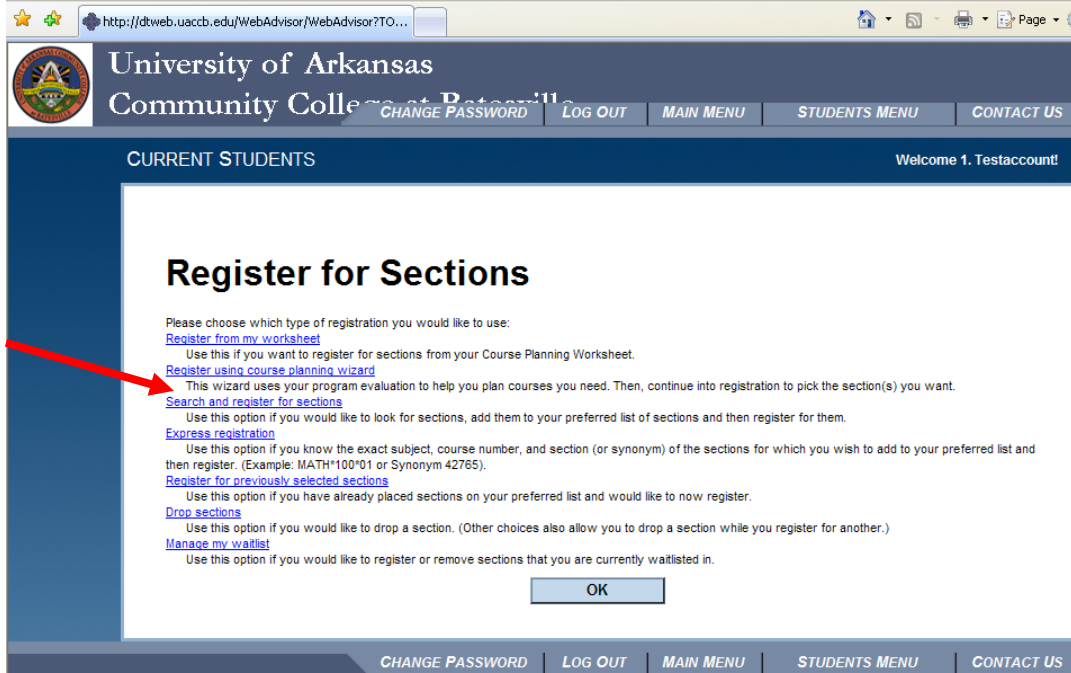
**When you log in for the first time using this password, you will be prompted to create a permanent password. Your password must be 6-9 characters and contain both letters and numbers.**

Select **Students** from the main menu.

Option 1: SEARCH AND REGISTER—From WEBADVISOR FOR STUDENTS MENU, go to the **Register for Sections** link.



From the Register for Sections options, select “**Search and register for sections**”.



Enter the term for which you are registering and your desired search criteria. You may choose to narrow your search by subject, course, section, times, days, location, instructor, or a combination of these. Below I have narrowed my search by subject and course number. Submit.

*If you want to browse the entire schedule, enter only the term and submit. If you want to search schedule offerings without selecting sections and registering, choose Search for Sections from the Student Menu.*

The screenshot shows the 'Search/Register for Sections' page on the WebAdvisor system. The page header includes the University of Arkansas logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. Below the header, there are tabs for CURRENT STUDENTS and a welcome message for user '2. Testaccount!'. The main content area is titled 'Search/Register for Sections' and contains the following search criteria:

- Term: Spring 2009
- Starting On/After Date: [Empty]
- Ending By Date: [Empty]
- Search Criteria Table:
 

Subject	Course Level	Course Number	Section
Basic Skills	[Empty]	0203	[Empty]
Basic Skills	[Empty]	0503	[Empty]
Speech	[Empty]	1003	[Empty]
Office Administration	[Empty]	1003	[Empty]
[Empty]	[Empty]	[Empty]	[Empty]
- Sections Meeting After: [Empty]
- Sections Ending Before: [Empty]
- Days: Mon [ ], Tue [ ], Wed [ ], Thu [ ], Fri [ ], Sat [ ], Sun [ ]
- Course Title Keyword(s): [Empty]
- Location: [Empty]
- Academic Level: [Empty]
- Instructor's Last Name: [Empty]

A SUBMIT button is located at the bottom of the search criteria section. The footer of the page includes navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, CONTACT US, and the WebAdvisor 3.1 logo.

Submitting your search criteria generates a list of sections based on your search. The results for my search are shown below:

Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS

Welcome 2. Testacco

### Section Selection Results

Narrow my search

Re-sort my results

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-001 (7152) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-002 (7153) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Wednesday 12:30PM - 01:45PM, Main Campus Building, Room 217	K. Burleson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-003 (7154) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 02:50PM - 03:15PM, Main Campus Building, Room 217	K. Burleson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-004 (7266) Beginning Keyboarding</a>	Main Campus	01/15/2009-05/07/2009 Lecture Thursday 05:30PM - 06:15PM, Main Campus Building, Room 217	L. Albertson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-001 (7164) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-002 (7165) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-003 (7166) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Tuesday, Thursday 05:30PM - 06:45PM, Arts and Science Building, Room 305	J. Woodward	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-004 (7167) Pre-Algebra</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 04:00PM - 05:15PM, Arts and Science Building, Room 305	J. Woodward	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-001 (7191) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Fine Arts and Ed Building, Room 603	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-002 (7192) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-003 (7193) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 04:15PM - 05:25PM, Row Johns Library, Room 802	D. McKinney	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-004 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Wednesday 05:30PM - 06:15PM, Row Johns Library, Room 802	D. McKinney	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-005 (7197) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Main Campus Building, Room 242	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-006 (7198) Basic Writing</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 02:00PM - 03:15PM, Main Campus Building, Room 242	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM -	M. Moore	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-002 (7232) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 243	M. Wallace	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-003 (7233) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Main Campus Building, Room 241	A. Qualls	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-004 (7234) Oral Communication</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Fine Arts and Ed Building, Room 603	T. Alder	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-005 (7235) Oral Communication</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Fine Arts and Ed Building, Room 603	M. Wallace	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-006 (7236) Oral Communication</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 02:00PM - 03:15PM, Arts and Science Building, Room 305	T. Alder	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-007 (7250) Oral Communication</a>	Main Campus	01/12/2009-05/04/2009 Lecture Monday 05:30PM - 06:15PM, Main Campus Building, Room 243	J. Williams	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-008 (7237) Oral Communication</a>	Online	01/21/2009-05/08/2009 Lecture Days to be Announced, Times to be Announced, Room to be Announced	J. Cannady	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-009 (7239) Oral Communication</a>	Online	01/21/2009-05/08/2009 Telecommunications Days to be Announced, Times to be Announced, Room to be Announced	J. Cannady	10 / 10	3.00	

My Sched

Choose course(s) by checking the box in the **Select** column to the left. To review a course description and check for prerequisites before registration, click on the course name in the Section Name and Title column. When selections are complete, click Submit.

Section Selection Results

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Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS Welcome 2. Testacco

### Section Selection Results

Narrow my search

Re-sort my results Term, Section Name

Click here to read course description and check prerequisites and corequisites.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-001 (7157) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-002 (7158) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM -	K. Burleson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">OFA-1003-004 (7260) Beginning Keyboarding</a>	Main Campus	01/15/2009-05/07/2009 Lecture Thursday 05:30PM - 08:15PM, Main Campus Building, Room 217	L. Albertson	30 / 30	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-001 (7184) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00	
<input checked="" type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-002 (7185) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0203-003 (7186) Pre-Algebra</a>	Main Campus	01/12/2009-05/08/2009 Lecture Tuesday, Thursday 05:30PM - 09:45PM, Arts and Science Building, Room 305	J. Woodward	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-001 (7193) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Fine Arts and Ed Building, Room 603	N. Provence	25 / 25	3.00	
<input checked="" type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-002 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/08/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-003 (7195) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 04:15PM - 05:25PM, Row Johns Library, Room 802	D. McKinney	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-004 (7196) Basic Writing</a>	Main Campus	01/12/2009-05/08/2009 Lecture Wednesday 05:30PM - 08:15PM, Row Johns Library, Room 802	D. McKinney	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-005 (7197) Basic Writing</a>	Main Campus	01/12/2009-05/08/2009 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Main Campus Building, Room 242	N. Provence	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">PRE-0503-006 (7198) Basic Writing</a>	Main Campus	01/13/2009-05/07/2009 Lecture Tuesday, Thursday 02:00PM - 03:15PM, Main Campus Building, Room 242	N. Provence	25 / 25	3.00	
<input checked="" type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM -	M. Moore	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-007 (7250) Oral Communication</a>	Main Campus	01/12/2009-05/04/2009 Lecture Monday 05:30PM - 08:15PM, Main Campus Building, Room 243	J. Williams	20 / 20	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-095 (7237) Oral Communication</a>	Online	01/21/2009-05/08/2009 Lecture Days to be Announced, Times to be Announced, Room to be Announced	J. Cannady	25 / 25	3.00	
<input type="checkbox"/>	Spring 2009	Open	<a href="#">SPC-1003-099 (7239) Oral Communication</a>	Online	01/21/2009-05/08/2009 Telecommunications Days to be Announced, Times to be Announced, Room to be Announced	J. Cannady	10 / 10	3.00	

**SUBMIT**

[My Schedule](#)

[CHANGE PASSWORD](#) | 
 [LOG OUT](#) | 
 [MAIN MENU](#) | 
 [STUDENTS MENU](#) | 
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Your selections appear on the Register and Drop Sections screen in the **Preferred Sections** list. Your current registration (classes in which you are currently enrolled) appear in the **Current Registration** list.

Select **RG Register** from the Action for ALL preferred sections drop down menu.

If you do not want to register for all of your preferred sections, you may choose individual options by clicking on the drop down menu beside each section in the Action column. Select the action you want for each section.

At the bottom of the screen, select **ALL** or **PART**—further explanation below.

Click **Submit**.

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IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

**CURRENT STUDENTS** Welcome 2. Testaccount!

### Register and Drop Sections

Name: 2 Testaccount

Action for ALL Pref. Sections (or choose below): **RG Register**

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>	Spring 2009	<a href="#">DFA-1003-001 (7157) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	30 / 30	3.00	
<input type="text"/>	Spring 2009	<a href="#">PRE-0203-002 (7185) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00	
<input type="text"/>	Spring 2009	<a href="#">PRE-0503-002 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/08/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	25 / 25	3.00	
<input type="text"/>	Spring 2009	<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:15AM, Main Campus Building, Room 241	M. Moore	20 / 20	3.00	

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information
<input type="checkbox"/>		<input type="checkbox"/>	You are not currently registered for any sections.		

If one of my choices is not available: **PART Complete only available**

**SUBMIT**

Pay Attention to Note!!!

Use this box if you want to perform the same action for every section.

Use these boxes if you want to select different actions for your preferred sections. You may choose any of the following:

- RG Register
- RP Register
- Pass/Fail\*
- AU Audit\*
- RM Remove from List

\*Contact Registrar before taking this action on a course.

**ALL** means process “all or nothing,” so if at least one of your selections is not possible, none of your selections will be processed.

**PART** means process all selections that are possible. If one section is not possible but all others are, the three possible selections will be processed but the “not possible” section will not be.

Your **Registration Results** will show which selections were processed.

When registration is complete, you will receive your final **Registration Results**. Print for your records and ensure the Status of all your courses. Click OK to return to the Student Menu.

### Registration Results

The following request(s) have been processed:

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2009	Registered for this section		<a href="#">OFA-1003-001 (7157) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	3.00	
Spring 2009	Registered for this section		<a href="#">PRE-0203-002 (7185) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	3.00	
Spring 2009	Registered for this section		<a href="#">PRE-0503-002 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	3.00	
Spring 2009	Registered for this section		<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:15AM, Main Campus Building, Room 241	M. Moore	3.00	

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

Term	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2009		<a href="#">OFA-1003-001 (7157) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	3.00	
Spring 2009		<a href="#">PRE-0203-002 (7185) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	3.00	
Spring 2009		<a href="#">PRE-0503-002 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	3.00	
Spring 2009		<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:15AM, Main Campus Building, Room 241	M. Moore	3.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

**OK**

The first section shows the registrations that have just been processed.

The second section lists all the classes for which you are currently registered.

*We do not allow waitlists.*

When you have completed all registration transactions, always **LOG OUT**.



Option 2: EXPRESS REGISTRATION—From WEBADVISOR FOR STUDENTS MENU, go to the **Register for Sections** link.

Click on **Express Registration**.

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Community College

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS Welcome 1. Testaccount!

## 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.

WebAdvisor 2.1

On the Express Registration Form, enter the **subject, course number, section number, and term** of your selected courses as shown below. Click **Submit**.

CURRENT STUDENTS Welcome 1. Testaccount!

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	Basic Skills	0203	002	Spring 2009
<input type="text"/>	Basic Skills	0503	002	Spring 2009
<input type="text"/>	Office Administration	1003	001	Spring 2009
<input type="text"/>	Speech	1003	001	Spring 2009
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

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

\*\*You may also enter the section synonym and the term for each course and submit. The section synonym is the number in parentheses after the course id found in the Search for Sections option. For example, the synonym for the circled course below is **7185**. To express register for that course, you would enter **7185 in the synonym column and the corresponding term in the term column** and submit.\*\*

CURRENT STUDENTS Welcome 1. Testaccount! CURRENT STUDENTS

### Section Selection Results

FIRST PREVIOUS NEXT LAST JUMP Page 1 of 1

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs	Academic Level
Spring 2009	Open	PRE-0203-001 (7184) Pre-Algebra	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Independence Hall, Room 102	V. Cartwright	25 / 25	3.00		Credit
Spring 2009	Open	PRE-0203-002 (7185) Pre-Algebra	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	23 / 25	3.00		Credit
Spring 2009	Open	PRE-0503-002 (7194) Basic Writing	Main Campus	01/12/2009-05/08/2009 Lecture Tuesday, Thursday 05:30PM - 06:45PM, Arts and Science Building, Room 305	J. Woodward	25 / 25	3.00		Credit

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
7185				Spring 2009
7157				Spring 2009
7194				Spring 2009
7231				Spring 2009

The Register and Drop Sections screen appears. Refer to pages 8-9 for detailed instructions for completing registration from this screen.

CURRENT STUDENTS Welcome 1. Testaccount! CURRENT STUDENTS

### Register and Drop Sections

Name 1 Testaccount

Action for ALL Pref. Sections (or choose below) RG Register

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="button" value="RG Register"/> <input type="button" value="RP Register Pass/Fail"/> <input type="button" value="AU Audit"/> <input type="button" value="RM Remove from List"/>	Spring 2009	OFA-1003-001 (7157) Reading Keyboarding	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	29 / 30	3.00	
	Spring 2009	PRE-0203-002 (7185) Pre-Algebra	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	24 / 25	3.00	
	Spring 2009	PRE-0503-002 (7194) Basic Writing	Main Campus	01/12/2009-05/08/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 305	N. Provence	25 / 25	3.00	
	Spring 2009	SPC-1003-001 (7231) Oral Communication	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:15AM, Main Campus Building, Room 241	M. Moore	19 / 20	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available ALL Allow me to adjust all

SUBMIT

Manage Waitlist My Schedule

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor 3.1 POWERED BY DATAREL

## Possible Error Messages:

You will be alerted of the reasons for unsuccessful attempts to register on the Register and Drop Sections screen.

The most common reasons for unsuccessful registrations are listed below:

1. Pre-registration/Registration is not open or you may no longer perform that action through WebAdvisor.
2. You are on a registration hold. Registration holds include any of the following:
  - Advising Hold
  - Business Office Hold
  - Enrollment Management Hold—you have not submitted all required documents to the institution (transcripts, immunization records, test scores, etc.)
  - Library Hold
  - Suspension
  - Disciplinary Hold
  - Re-Admission Required

To clear these holds, see the appropriate office or institutional personnel.

3. Your course selections conflict with one another.
4. You have not met the pre-requisite requirements for a course.
5. You have not included a required co-requisite course with a selected course. For example BIO 2003 Anatomy and Physiology I has a required co-requisite of BIO 2001 Anatomy and Physiology I Lab. You must register for both.
6. A section you selected is closed.
7. A section you selected requires instructor approval.

## Frequently Asked Questions:

1. Can I add classes to my schedule after I register?

*Yes, you can add classes to your schedule through the late registration time period listed on the current Academic Calendar.*

2. How do I add classes to my schedule?

*Follow the same procedure that you did to register for your current schedule.*

- *Log in to WebAdvisor*
- *Go to Register for Sections*
- *Choose either Search and Register or Express Registration*
- *Follow instructions for selecting courses and submit your registration.*

3. Can I drop classes that I have registered for?

*Yes, you can drop classes that you have pre-registered for through the late registration time period listed on the current Academic Calendar.*

*Contact the Registrar's Office if you are withdrawing from UACCB completely.*

4. How do I drop classes from my schedule?

- *Log in to WebAdvisor*
- *Go to Drop and Register for Sections*
- *Under **Current Registrations**, select the sections you want to drop and submit.*  
*A screen shot is provided below:*

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS Welcome 1. Testaccount!

### Register and Drop Sections

Name: 1 Testaccount

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

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.					<input type="text"/>	

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2009		<a href="#">SFA-1003-001 (7157) Beginning Keyboarding</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:45AM, Main Campus Building, Room 217	K. Burleson	3.00	
<input type="checkbox"/>	Spring 2009		<a href="#">PRE-0203-002 (7185) Pre-Algebra</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 12:30PM - 01:45PM, Independence Hall, Room 102	V. Cartwright	3.00	
<input type="checkbox"/>	Spring 2009		<a href="#">PRE-3003-002 (7194) Basic Writing</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 11:00AM - 12:15PM, Main Campus Building, Room 240	N. Provence	3.00	
<input type="checkbox"/>	Spring 2009		<a href="#">SPC-1003-001 (7231) Oral Communication</a>	Main Campus	01/12/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:15AM, Main Campus Building, Room 241	M. Moore	3.00	

If one of my choices is not available:  ALL Allow me to adjust all

**SUBMIT**

Once you submit your registration change, you will receive see the **Registration Results** screen verifying the changes that you made.

5. How do I print a copy of my schedule?

- *From the WebAdvisor Student Menu under Academic Profile, click on Class Schedule.*
- *Select the appropriate term from the Term drop down box.*
- *Submit.*
- *Go to File and Print.*

6. How do I know how much by bill is?

- *From the WebAdvisor Student Menu under Financial Information, click on Account Summary or Account Summary by Term.*
- *Account Summary gives a summary of charges for combined terms.*
- *Account Summary by Term displays charges for separate terms.*

7. Will I receive a billing statement?

*Yes, the Business Office will send out statements after the pre-registration period. If you have specific questions, contact the Business Office directly.*