



# *WebAdvisor*

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Waitlisting for  
Closed Sections  
(Available for *Online  
Classes Only*)

UACCB WebAdvisor  
University of Arkansas Community College Batesville

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor gives students, staff, and the community access to our databases.

Select your point of entry to the right.

**Welcome 2. 1. Testaccount!**

Pre-registration for Spring and Summer 2011 classes opens November 8, 2010.

If you need to drop a current class, please contact your advisor. If you need to totally withdraw from your fall classes, please contact the Registrar's Office at shelly.moser@uaccb.edu or call 870.612.2010.

For information about admission to UACCB, contact the Enrollment Center at 870.612.2139.

main menu

Prospective Students  
Students

Account Information | I'm New to WebAdvisor | What's My Password?

CHANGE PASSWORD | LOG OUT | MAIN MENU | CONTACT US

WebAdvisor

Log in to WebAdvisor.  
(See “Log-in and Registration Instructions” for help logging in to WebAdvisor.)

Click on “Students Tab” to go to the Student Menu.

UACCB WebAdvisor  
University of Arkansas Community College Batesville

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

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome 2. 1. Testaccount!

The following links may display confidential information.

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)

**Financial Information**

- [Make a Payment](#)
- [Account Summary](#)
- [Account Summary by Term](#)
- [View My Payment Plan Schedule](#)
- [View My 1098-T Forms](#)

**Financial Aid**

- [Financial aid status by year](#)
- [Financial aid status by term](#)
- [Financial aid award letter](#)
- [Accept or reject my financial aid awards](#)

**Communication**

- [My Documents](#)

**Registration**

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Register and Pay for Continuing Education Classes](#)

**Academic Planning**

- [Program Evaluation](#)
- [Application for graduation](#)

**Academic Profile**

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [Test Summary](#)
- [Application for graduation](#)
- [Transcript Request](#)
- [Transcript Request Status](#)
- [Enrollment verification request](#)
- [Enrollment verification request status](#)
- [My class schedule](#)

Click on Register for Sections.

## Search/Register for Sections

Term

Starting On/After Date

Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="College Success"/>	<input type="text"/>	<input type="text" value="1003"/>	<input type="text" value="000"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<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  Sunday

Course Title Keyword(s)

Location

Academic Level

Instructor's Last Name

Complete the  
Search/Register for  
Sections screen.

Include the  
following search  
criteria:

*Term*

*Course Subject*

*Course Number*

*Course Section (if  
known)*

Click **Submit**

[CHANGE PASSWORD](#)

[LOG OUT](#)

[MAIN MENU](#)

[STUDENTS MENU](#)

[HELP](#)

[CONTACT US](#)

WebAdvisor<sub>3.1</sub>  
POWERED BY DATATEL

University of Arkansas Community College Batesville

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

CURRENT STUDENTS Welcome 2. 1. Testaccount!

### Section Selection Results

Narrow my search

Re-sort my results: TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Fall 2010	Closed	COL-1003-000 (10300) Strategies for College Success		08/23/2010-12/09/2010	To be Announced	0 / 0	3.00	

SUBMIT

CHANGE PASSWORD LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

My Schedule WebAdvisor POWERED BY ORACLE

In the section information bar, the first number in the Available/Capacity field is the number of seats still open.

Notice that the number of "Available" seats is "0" and that the "Status" of the section is "Closed."

Click in the "Select" box.

Click **Submit**.

From the "Action" Drop Down Menu, select "Waitlist."

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. 1. Testaccount!

### Register and Drop Sections

Name: 2.1. 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="checkbox"/>	Fall 2010	COL-1003-000 (10300) Strategies for College Success		08/23/2010-12/09/2010	To be Announced	0 / 0	3.00	

Drop Term Pass/Audit Section Name and Title Location Meeting Information Faculty Credits CEUs

You are not currently registered for any sections.

## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2010	On waitlist		<a href="#">COL-1003-000 (10300) Strategies for College Success</a>		08/23/2010-12/09/2010	To be Announced	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
		You are not currently registered for any sections.					

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
Fall 2010	Active	<a href="#">COL-1003-000 (10300) Strategies for College Success</a>		08/23/2010-12/09/2010	To be Announced	3.00	

OK

The "Registration Results" screen will show that you have been waitlisted for the section.

Click "OK" to return to the Student Menu.

If a seat becomes available in that section and you are the next in line on the waitlist, an email will be sent to your **UACCB EMAIL ACCOUNT**. The email will be similar to the one below:

*Dear 2. 1. Testaccount,*

*A seat in Strategies for College Success is now open. You are currently waitlisted for this course. To claim this seat, you must register for the course no later than 11:59 pm. on 10/22/10.*

*Section: COL 1003 000*

*Term: 2010FA*

*If you do not register for the course before the expiration time and date above, the seat that has been reserved for you will be offered to another student.*

*You can register via WebAdvisor using Manage My Waitlist. If this course has a required co-requisite, you will not be allowed to register for this course without also registering for the required co-requisite.*

*If you need assistance, please contact the Registrar's Office at 870-612-2010.*

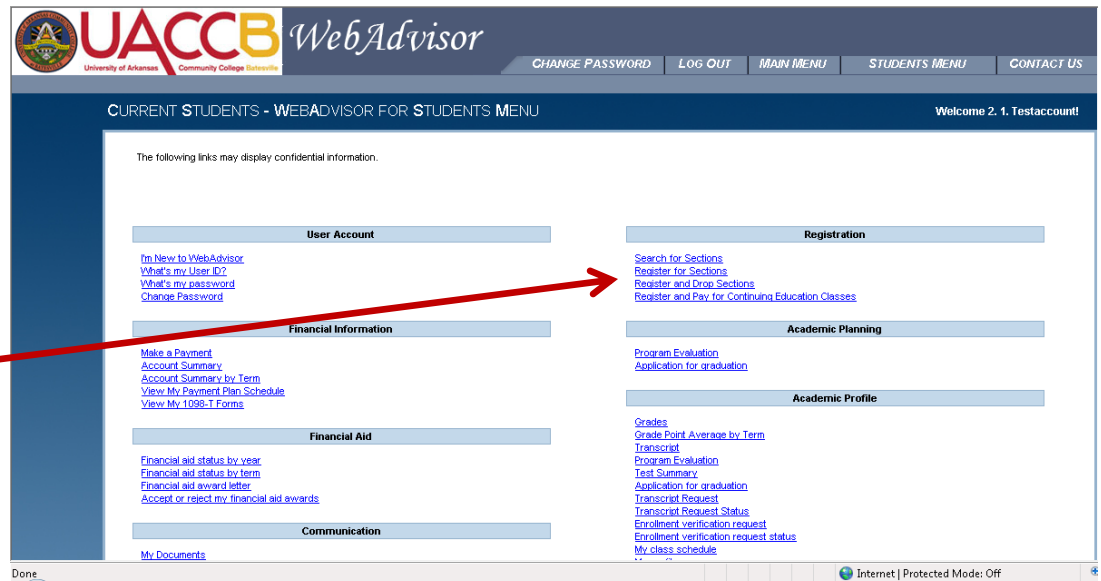
*Thank you,*

*Shelly Moser Registrar*

You may now **register** for the course or **remove** yourself from the waitlist so that other students on the waitlist have an opportunity to register for the class.

To Register for a waitlisted class, go to the Student Menu.

Click on  
“Register for Sections.”

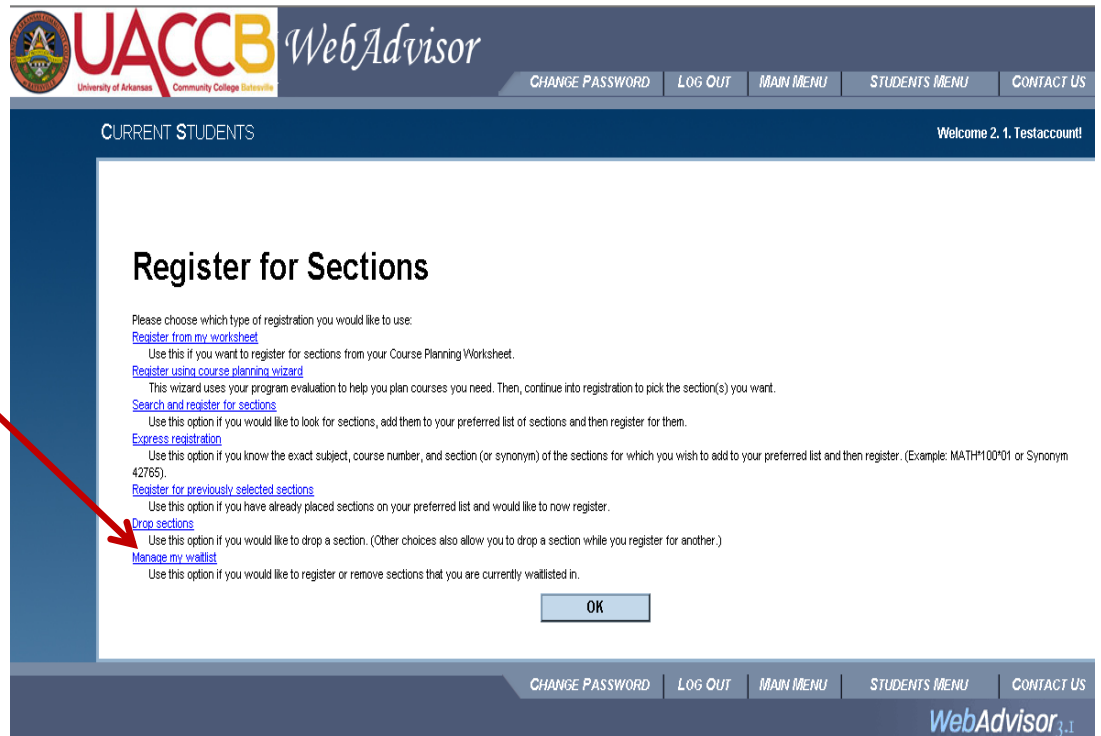


The screenshot shows the UACCB WebAdvisor interface for a student. The header includes the UACCB logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. The main content area is titled "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU" and contains several menu categories with links:

- User Account**: [I'm New to WebAdvisor](#), [What's my User ID?](#), [What's my password](#), [Change Password](#)
- Financial Information**: [Make a Payment](#), [Account Summary](#), [Account Summary by Term](#), [View My Payment Plan Schedule](#), [View My 1098-T Forms](#)
- Financial Aid**: [Financial aid status by year](#), [Financial aid status by term](#), [Financial aid award letter](#), [Accept or reject my financial aid awards](#)
- Communication**: [My Documents](#)
- Registration**: [Search for Sections](#), [Register for Sections](#), [Register and Drop Sections](#), [Register and Pay for Continuing Education Classes](#)
- Academic Planning**: [Program Evaluation](#), [Application for graduation](#)
- Academic Profile**: [Grades](#), [Grade Point Average by Term](#), [Transcript](#), [Program Evaluation](#), [Test Summary](#), [Application for graduation](#), [Transcript Request](#), [Transcript Request Status](#), [Enrollment verification request](#), [Enrollment verification request status](#), [My class schedule](#)

A red arrow points from the text "Click on 'Register for Sections.'" to the "Register for Sections" link in the Registration menu.

Click on  
“Manage My Waitlist.”



The screenshot shows the "Register for Sections" page in UACCB WebAdvisor. The header is identical to the previous screenshot. The main content area is titled "CURRENT STUDENTS" and "Register for Sections". It provides instructions on how to register and lists several options:

- [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: MATH100\*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.

An "OK" button is located at the bottom of the instructions. A red arrow points from the text "Click on 'Manage My Waitlist.'" to the "Manage my waitlist" link.

### Manage My Waitlist

Choose only REGISTER or REMOVE from the waitlist action options.

#### Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Waitlist
Register	Permission to Register	11/04/10	Fall 2010	<a href="#">COL-1003-000 (10300) Strategies for College Success</a>		08/23/2010-12/09/2010	To be Announced	3.00		1

#### Registered Sections

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

Select **Register** from the **Action** drop down menu if you want to register for the section. Choose **Remove** if you no longer want to register for the section.

Notice the Waitlist Status has changed to **“Permission to Register.”**

Click Submit.



## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2010	Registered for this section		<a href="#">COL-1003-000 (10300) Strategies for College Success</a>		08/23/2010-12/09/2010	To be Announced	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
Fall 2010		<a href="#">COL-1003-000 (10300) Strategies for College Success</a>		08/23/2010-12/09/2010	To be Announced	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 “Registration Results” screen will show that you are now registered or have been removed from the waitlist in the section.

Click “OK” to return to the Student Menu.