
HOW TO REGISTER FOR SECTIONS USING WEBADVISOR: A GUIDE FOR NEWLY-ADMITTED STUDENTS

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Who Should Use This Document

This document has been written to assist newly-admitted students who never registered for classes at CCU. It is intended to compliment the video tutorial called "Registering from WebAdvisor" which can be found at <http://www.ccu.edu/courses>.

If you are a current CCU student who has registered for classes at least one time, please see the video tutorials and documentation under the "Current Students: How to Register" at <https://my.ccu.edu/academics/registration/>.

If you are a prospective student and have not been accepted to CCU yet, please see the User's Guide for prospective students to learn how to search for courses. This can be found under Prospective Students at <http://www.ccu.edu/courses>.

Once you have registered for your first set of classes in WebAdvisor, you will then be able to add, drop, and register for future semesters directly from within My CCU. In the future, please refer to <https://my.ccu.edu/academics/registration/> for videos and documentation to help you register from My CCU.

Important Things You Must Do Before Getting Started

There are two things that you need to do before logging into WebAdvisor to register for your first semester of classes at CCU. If you do not do these two things, you will be unable to register. They are:

- ✓ Apply for your student Digital Services Account (DSA) - You will need your student identification number to sign up for an account. You can find your ID number in your acceptance letter or you can call your enrollment counselor.
- ✓ Update your Personal & EMER (emergency) information. This information needs to be updated every 90 days, so if you applied to CCU more than 90 days before you attempt to register, it will be out of date.

To accomplish these two tasks, follow these steps:

1. Go to <http://www.ccu.edu/courses/>.
2. If you have not already applied for your student Digital Services Account, click the link provided to apply for a **Digital Services Account (DSA)** under the Newly-Admitted Students heading.
3. Once you have applied for your DSA, you should update your "Personal and EMER (emergency) Info" by logging into <https://secure.ccu.edu/AddressChange/> with your new DSA Username and password. (You may need to wait up to 30 minutes after applying for your new DSA in order to login to this site.)
4. Now you are ready to login to WebAdvisor to register for your first semester of classes!

Logging Into WebAdvisor

1. Go to <http://www.ccu.edu/courses/> and click any one the links for "WebAdvisor" or "Log On To WebAdvisor."
2. Login with your DSA ID and password.
3. If asked to select your point of Entry, click Students (you may not be asked this).

Searching for Sections

If you simply want to *view* what courses are being offered in a certain semester, use the **Search for Sections** link on the **Registration** menu.

To *register* for classes, please jump to the next section in this document, entitled "*Registering for Sections.*"

Registering For Sections

To register for a section(s):

1. From the **Registration** menu, click **Register for Sections**.
2. On the **Register for Sections** menu, click **Search and register for sections**.
3. Select the term for which you would like to register.

Note for CAGS Students: If looking for the shorter block courses, use the term that the block falls under (e.g., a Block 3 Summer 2009 course would fall under Summer 2009). All CAGS block courses have been assigned a Term.

In addition to selecting when the course is taught, you can specify:

- **Subjects** – This is the name of the department offering the course. If you want to see what courses are being offered by several different departments, select each department under **Subjects** (max 5).
- **Course Levels** – This allows you to specify First Year, Second Year... It is best for you not to select a course level.
- **Course Number and Section** – If you are looking for a particular course number/section (e.g., 101), type it here.
- **Sections Meeting After/Sections Ending Before** – This allows you to find courses taught at certain times of the day.
- **Days of the Week** – To find only courses that are taught on specific days of the week, check the boxes that apply here. Please note that you may see courses offered on other days of the week if the course is taught on more than one day.
- **Course Title Keyword(s)** – If you're looking for courses that have a certain word in the title, type it here.
- **Location** – Use the following parameters for Location:
 - ✓ For Traditional Undergraduate courses taught in Lakewood, select **Main Campus**.
 - ✓ For Adult Undergraduate/Graduate classes offered in Lakewood, select **Lakewood**.
 - ✓ For all other courses, either leave this blank or select another campus, Online CUS or Online CA GS.
- **Academic Level** – If you are a Traditional Undergraduate (CUS) student, there is no need to make a selection here. If you are an Adult Undergraduate student, select *Adult Undergraduate* and if you are a Graduate student, select *Graduate*.
- **Instructor's Last Name** – If you are looking for a particular professor, type his/her *last* name here.

It is recommended that you do not specify too many criteria, as you may miss out on an interesting course by doing so. Therefore, select only the criteria that are required (Term or Start/End Date) and those that are very important to you (Location, Subject).

Once you have selected your parameters, click **Submit** and wait a moment.

Helpful Hints When Searching for Sections

- To see the course description and other information about the course, click the blue course title. This will open in a new window, which you can close when finished.
- If your search results in more than one page of courses (in which case, you might want to click "Narrow my search" narrow your search), use the **NEXT** and **PREV** buttons at the top of the page.
- To go back to the main WebAdvisor menu, click **OK** or **STUDENTS MENU** at the top and bottom of the window.

Notes Regarding Section Numbers

- **Traditional Undergraduate section numbers will be 01, 02, 03, etc.** (e.g., ACC-302-01). Some Online Traditional courses are available and look something like this: HIS201-ON01. Please note the location – Online sections always indicate the type (Online CUS or Online CAGS).
- **Adult Undergraduate section numbers begin with a location code**, such as SC for Southern Colorado, DT for Denver Tech Ctr. A course offered at DTC will look something like this: BIB-310A-DT45.
- **As of July 1, 2010, all Adult sections will end in an A (e.g., BUS474A-LK25).** In this example, the 2 (in 25 at the end of the course number) means it takes place during 2nd block, the 5 indicates a 5-week course. Each block is 5 weeks. Adult courses ending in "0" indicate that it is a 10-week course.
- **Graduate section numbers begin with the location code, followed by the letter A, B or C and a number.** The A/B/C stands for the block, as graduate courses are taught in three blocks throughout the semester. The number is the section number. For example, in ACC-501-DTA7, ACC is the department, 501 is

the course number, DT is the location, A is the first block of the semester, and 7 indicates the number of weeks the course runs. Again, a "0" at the end of this indicates a 10-week course.

- **Online section numbers begin with the letters ON.** However, please be sure to check the college (CUS or CAGS).

4. When the search results page appears, you will see all courses that meet your specified parameters. Courses that are open will say **Open** under Status. Those that are closed will say **Closed** and those that are waitlisted will say **Waitlisted**. You may register for Open and Waitlisted sections, but not Closed sections.

Note: CAGS students **cannot** be waitlisted for classes.

5. Place a checkbox next to the course(s) for which you want to register.
 - If the course is **Open** and there is no conflict with your schedule (or prerequisite that you have not yet filled), you should have no problem registering for the course.
 - If the course is **Waitlisted**, you will be placed on a waiting list for the course. Pay attention to the third number in the **Available/Capacity/Waitlist** column, as it tells you how many other students are on the waitlist for that class. Obviously, the higher the number, the less likely you are to get in.
 - If the course is **Closed**, you will not be permitted to register for the course.
6. Click **Submit** to submit your selections.
7. If you are already registered for classes for the current semester, those courses will be listed under **Current Registrations**. The courses that you selected for the upcoming semester will be listed under **Preferred Sections**.
8. If all of the courses on your **Preferred Sections** list are **Open** and you are sure you want to register for all of them, click the down arrow next to **Action for ALL Pref. Sections** and select **RG Register**.
9. If any of your Preferred Sections are **Waitlisted**, you must select **WL Waitlist** from the menu to the left of those courses, then select **RG Register** for the ones that are **Open**. If doing this, be sure the **Action for ALL Pref. Sections** at the top of the window is blank (nothing is selected).
10. Once you have made your selections, scroll to the bottom and make a selection on the drop-down menu that says "If one of my choices is not available." Choose either **ALL Allow me to adjust all** (recommended) or **PART Complete only available**. **ALL** will not register you for any classes if there are any problems with the registration, so you must fix the problems before registering for anything. **PART** will register you for what is allowed, but then you must fix any problems before completing your registration.
11. Click **Submit**.
12. You will be brought to the **Registration Results** page which shows you the courses you are registered for, both for the upcoming and the current semester. Look for red error messages at the top of the window (see below). If there are no errors, you will first see this message: **The following requests have been processed:** and the courses you are registered for will be listed below, with the **Status** column indicating you are "Registered for this section."

If you registered for any Waitlisted sections, you will also see a section that tells you which courses you are waitlisted for. See below for more information on waitlisting.

Registration Errors: Closed Sections, Conflicts, and Prerequisites

You may see one of several error messages when attempting to register for a class, including:

- If you attempt to register for a Waitlisted section using the **Action for ALL Pref. Sections** feature, you will see this type of message:
BIB-114-02 - Course Filled. Either add to wait list or look for an available section.
- If there are any time conflicts with the courses you have selected, you will see this type of message:
POL-202-01 - POL-202-01 conflicts with BIO-111-02.

- If any of the courses you have selected have a prerequisite and you have not registered or taken that prereq, you will see this type of message:

CHM-141-01 requires registration in Course CHM-131.

In any of these cases, you will need to do one of the following:

- If it says *Course Filled*, change the Action to the left of the course to **WL Waitlist** or **RM Remove from List**, then find another section.
- If it says *Conflicts*, change the Action to **RM Remove from List** or you can drop the conflicting class.
- If it says *Requires Registration in...*, go back and add the course prerequisite or **RM Remove from List**.

Before doing any of these things, you must change the **Action for ALL Pref. Sections** to null (blank) by clicking the down arrow next to and scrolling to the top of the list.

Note: If you have questions about Waitlisted or Closed courses or if you are not permitted to register for a course and you are not sure why, please contact your advisor.

To select a different course, click **Register for Sections** on the Registration menu on the left. However, please remember that doing this does not remove courses that you have already added to your Preferred Sections list. You must first select **RM Remove from List** in the **Action** column next to the courses that you no longer want to register for and click **Submit** in order to remove those courses from your list. Then go back to **Register for sections** after that to search for more classes.

Confirming That You Are Registered/Waitlisted for Sections

Once you have found courses that meet your schedule that are not Closed and do not have prerequisites that you have yet to fill, be sure to select either **RG Register** or **WL Waitlist** in the **Action** column next to each course. Then click **Submit** to submit your registration.

If there are no red error messages at the top of the window, then your registration was successful. You may see two sections listed:

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

Note: CAGS students CANNOT be waitlisted for classes. Waitlisting only applies to CUS students.

To remove any courses from your current registration or waitlist, go to the *STUDENTS MENU* and click either **Register and Drop Sections** (to Drop sections you are currently registered for) or **Manage My Waitlist** (to remove your name from a waitlist) under the Registration heading. You may drop sections you are currently registered for in the Manage My Waitlist window, as well. See below for instructions on dropping a section.

- To register for additional sections, click **Register for Sections**.
- If you are on a waitlist for a section, you will automatically be registered for that course *if and when* a seat opens up for you, as long as there are no unfulfilled prerequisites or holds on your account. You will be sent an email notification to that effect. You do not need to register for that section yourself.

If you have problems registering, please contact your advisor.

Dropping a Section

To drop a section(s):

1. Go back to the *STUDENTS MENU* and click **Register and Drop Sections** under the **Registration** heading.
2. Scroll down to the **Current Registrations** section and place a checkmark in the boxes to the left of the courses you want to drop.
3. Scroll to the bottom of the window and click **Submit**.
4. You should see "Dropped from this section" listed in the Status column for that course.

Viewing Your Class Schedule

To view your class schedule:

1. Go back to the *STUDENTS MENU* and click **My class schedule** under the **Academic Profile** heading.
2. Select a Term and click **Submit**.
3. To print your schedule, use the printer icon on your web browser's toolbar.

Note: You will also see links to **My Schedule** at the bottom of the various registration windows when you are searching and registering for classes. Clicking that link will bring you away from the registration process and into the **My class schedule** module.

Registering in Future Semesters

In the future, you will drop, add, and register for classes from the WebAdvisor module built into My CCU. To learn more about this, visit <https://my.ccu.edu/academics/registration> within My CCU and view the resources available to you there.