Online Registration
Create a Worksheet

1 .....Log in to WebAdvisor.
2 .....Go to student menu.
3 .....Under Academic Planning, select “Plan Courses.”
4 .....Click on “Create/Add to Worksheet.”
5 .....Your active academic program will be listed; select “yes” in the drop-down box, and click “Submit.”
6 .....Ignore the DMI message. This is a bug that is being worked on.
7 .....Select a department and click on “Submit.”
8 .....Only 50 results will show, so the more information you enter the better.
9 .....From here, you will see a list of courses that meet the criteria you entered in the prior screen.
10 ...These are all of the classes that COULD be offered during a given semester. It does not mean that they will be.
11 ...Under “Select Course(s),” choose the course you want, then choose the term in the drop-down box for the course that you want to take.
12 ...After selecting all of the courses that you wish to add to the worksheet, click “Submit.”
13 ...The next screen will display the courses added. If you wish to go back to the prior screen, click on “Catalog Search and Add” at the top of the current screen.
14 ...To remove a course from your worksheet, select “Modify Worksheet” from the Planning Menu visited earlier.
15 ...After completion of your worksheet course selection, click on “E-mail Advisor(s).”
16 ...From the “E-mail Your Advisor(s)” screen, select the advisor(s) that you wish to e-mail. You can also enter your e-mail address here to send youself a copy.

Helpful Information:

- Have your academic catalog handy as you complete your worksheet.
- Your worksheet is attached directly to your major. If you change your major or officially declare your major, you will lose the related worksheet.
- When creating your worksheet, you can add any course listed in the College Catalog. These are courses, not sections, and are not term specific. The course may or may not be offered in the semester you have chosen.
- You must still meet with your advisor to have the courses on your worksheet approved.
- Your advisor is approving courses not sections. Once approved, you may take any section of an approved course (space permitting).
- If your advisor does not approve your worksheet online, you will not be able to register online.

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