

EMORY & HENRY COLLEGE



Pre-Registration Check List

- Create a worksheet in WebAdvisor. (See <http://www.ehc.edu/academics/registrar/preregister.html> for detailed instructions on how to create a worksheet.)
- Check with the CSA Office at 944-6105 to make sure that you are financially current and will be allowed to preregister.
- Look at the 2009FA course master at <https://ehwalive.iceschools.org/WebAdvisor/WebAdvisor?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2388383552> Using the Section Scheduling Form, fine-tune your worksheet. Ensure that the courses listed on your worksheet are being offered this upcoming semester.
- Make an appointment with your advisor to go over your worksheet and get course approvals in WebAdvisor. Don't forget to take your Section Scheduling Form with you.
- Check to your email to see on what day you are supposed to pre-register.
- On your designated day, starting no earlier than 7:30 AM, log in to WebAdvisor and register for your classes. For detailed instructions on registering from your worksheet go to http://www.ehc.edu/pdfs/csa/worksheet_registration_brochure.pdf.

THINGS TO REMEMBER

You must meet with your faculty advisor in person!

Paper schedules will not be keyed by the CSA Office. Registering online is required.

You will still need to do paperwork if you are registering for:

- independent studies (460)
 - internships (470/471)
 - senior projects (480/490/491)
 - classes taught independently (section 30)
 - classes that have time conflicts
 - classes with prerequisites that haven't been met
 - classes taken pass/fail
 - classes taken as an audit
 - classes that require instructor's signature
 - classes that require department's approval
- WebAdvisor does not like the back button. Always navigate through the menus.
 - Your worksheet is attached to your academic major—if you change your major you **LOSE** your worksheet. Make sure you have a copy of your plan before you submit your change of major.
 - When creating your worksheet you can choose any course listed in the college catalog. There is no guarantee that the course will be offered in the specified term.