

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 2008FA course master at <https://ehwalive.iceschools.org/WebAdvisor/WebAdvisor?TOKENIDX=6339688375&SS=1&PP=ST&CONSTITUENCY=WBST>
- ❑ 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. The email was sent out on March 4th, and came from Kris Sheets in the CSA Office.
- ❑ On your designated day, starting no earlier than 7:00AM, 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
- 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.