How to Register for Courses Using Web Advisor

To log into Web Advisor
- Go to Web Advisor by going to webadvisor.coastal.edu or use the link found on the CCU Home page.
- Click on ‘Log In’ near the top right corner.
- Login with your user id and password and click ‘Submit’.
- Click ‘Students’ (the blue rectangle).

To register for courses, you first identify which courses you would prefer. These will be placed in your ‘Preferred Courses’—similar to an on-line shopping cart.
- You may need to first check for holds or restrictions on your account by clicking the ‘Personal Restrictions’ link.
- Click ‘Register for Sections’
  - ‘Search for Sections’ is selected if you only want to see what courses are being offered for a term and not register at this time.
  - ‘Register and Drop Sections’ is clicked if you have already selected courses into your ‘Preferred Courses’.

On the next screen, click ‘Search and Register for Sections’
- The ‘Express Registration’ link is selected if you have all the course information you need already.
- The other options are relative once you have placed courses into your ‘Preferred Courses’.

Here is where you search to find courses to place in your ‘Preferred Courses’ holding bin. You do this by:
  - Selecting the term you are registering for from the pull-down menu.
  - Selecting the course prefix(es) you would like to consider. For example, EDUC (Education), ENGL (English), etc.
    - You have the option to narrow your search by including a specific course number or course level (100 = First Year, 200 = Second Year, etc)
    - You can also narrow the search to focus on a specific time of day
    - Or identify a specific instructor
  - Scroll down to click ‘Submit’. This will generate a list of classes that meet your criteria.
When your list of classes appear, to place them in your 'Preferred Courses' holding bin:
- Click the square box on the left hand side on those classes you want.
- Click 'Submit' to process.

NOTE: Web Advisor will inform you if you do not meet the requirements for a course, or there is a time conflict on the next screen.

Now to actually register for your courses:
- You can register for your 'Preferred Sections' courses:
  o all at once by selecting 'RG Register' in the drop down menu for 'Action for All Pref. Sections'
  o or you can use the individual 'Action' drop down menu next to the course names.
- Click 'Submit' at the bottom to officially register for your classes! Your course list will move from the 'Preferred Sections' to the 'Current Registrations' section of the screen.

Keep in mind you can always make changes to your class schedule by returning to Web Advisor and
- Selecting 'Register and Drop Sections'. This will give you the above screen. Then you can:
  o use the drop down menus to either 'Register' or 'Remove from List' in your 'Preferred Courses', or
  o Click on the box in the 'Drop' column of your 'Current Registrations'.
- As usual, remember to click 'Submit' at the bottom of the screen.