# 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'.
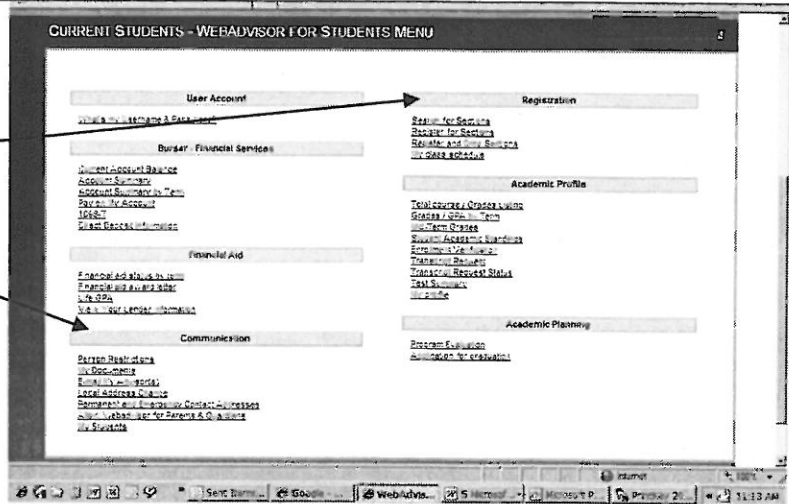

On the next screen, click 'Search and Register for Sections'
  - The 'Express Registration' link is selected if you have all the course information you need already.
  - The other options are relative once you have placed courses into your 'Preferred Courses'
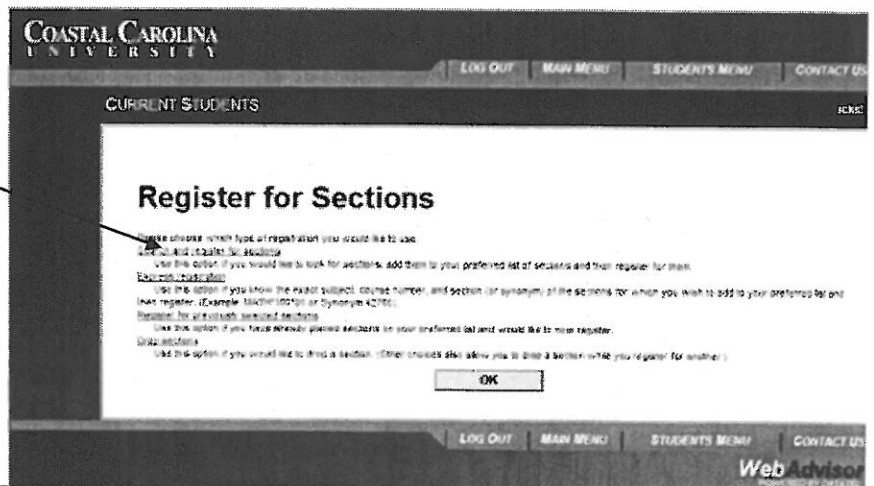
Here is where you search to find courses to place in your 'Preferred Courses' holding bin. You do this by:
- Selecting the term you are registering for from the pull-down menu.
- Selecting the course prefix(es) you would like to consider. For example, EDUC (Education), ENGL (English), etc.
  - You have 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.
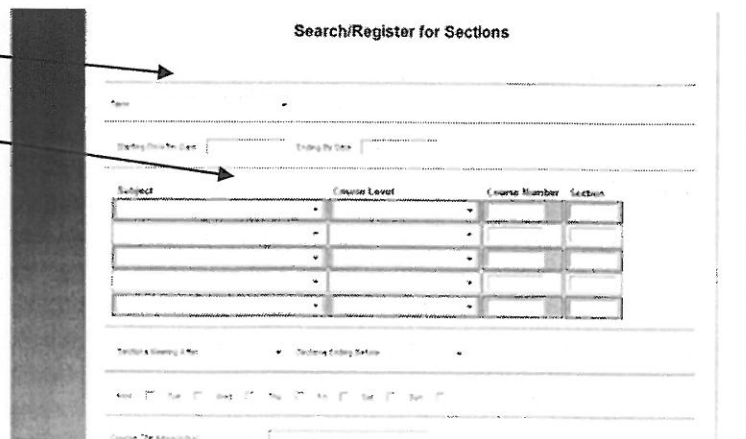
When your list of classes appear, to place them in your 'Preferred Courses' holding bin:
- Click the square box on the left hand side on those classes you want.
- Click 'Submit' to process.

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.

Section Selection Results

Narrow my search ☐

Re-sort my results TERM - Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Printed Comments	Faculty	Available/ Capacity	Credits	CEUs
☐	Fall Semester 2008	Closed	EDUC*119*08 (C5119)- Intro to Tching in Elem Educati	Coastal- Main	08/21/2008- 12/12/2008 Lecture Tuesday, Thursday 10:30AM - 12:15PM, Kearns Hall, Room 118		To Be Arranged	0 / 35	3.00	
☐	Fall Semester 2008	Open	EDUC*119*02 (C5119)- Intro to Tching in Elem Educati	Coastal- Main	08/20/2008- 12/12/2008 Lecture Monday, Wednesday 03:00PM - 04:15PM, Prince Building, Room 112		P. Patrick	11 / 35	3.00	

SUBMIT

Now to actually register for your courses:
- You can register for your 'Preferred Sections' courses:
  - all at once by selecting 'RG Register' in the drop down menu for 'Action for ALL Pref. Sections'
  - 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.

Register and Drop Sections

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Comments	Faculty	Avail/ Cap	Credits
	Fall Semester 2008	ARCH*178 History of Western Art I	Coastal- Main	08/21/2008-12/12/2008 Lecture Tuesday/Thursday 02:30PM - 04:15PM, EHFA Rm 257		To Be Arranged	14 / 15	3.00
	Fall Semester 2008	EDUC*119*02 Intro to Tching in Elem Educati	Coastal- Main	08/20/2008-12/12/2008 Lecture Monday/Wednesday 03:00PM - 04:15PM, PRN Rm 112		P. Patrick	11 / 35	3.00
	Fall Semester 2008	ENGL*101*11 Composition I	Coastal- Main	08/20/2008-12/12/2008 Lecture Monday/Wednesday/Friday 09:30AM - 09:20AM, EHFA Rm 257		To Be Arranged	2 / 20	3.00
	Fall Semester 2008	POLI*101*06 Introduction to World Politics	Coastal Science Center	08/23/2008-12/06/2008 Lecture Saturday 09:00AM - 11:45AM, CSCC Rm 206		To Be Arranged	39 / 40	3.00

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:
  - use the drop down menus to either 'Register' or 'Remove from List' in your 'Preferred Courses', or
  - Click on the box in the 'Drop' column of your 'Current Registrations'.
- As usual, remember to click 'Submit' at the bottom of the screen.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU   Welcome K. Hucks!

User Account

What is my username & password?

Bursar - Financial Services

Current Account Balance
Account Summary
Account Summary by Term
Payment Account
1098-T
Direct Deposit Information

Financial Aid

Financial aid status by term
Financial aid award letter
Life GPA
View Your Lender Information

Communication

Person Registration
My Documents
E-mail my documents
Acknowledge Emergency Contact Information
Alert Message sign up for Parents & Guardians
My Students

Registration

Search for Sections
Register for Sections
Register and Drop Sections
My class schedule

Academic Profile

Test course / Grades Levels
Grades / GPA by Term
Mid-Term Grades
Student Account Statement
Enrollment Verification
Transcript Request
Transcript Request Status
Test Summary
My Profile

Academic Planning

Program Evaluation
Application To Graduation