Searching/Registering for Classes Using WebAdvisor

University Advising
Searching/Registering for Classes Using WebAdvisor

Looking up the schedule of classes for a term and registering for them through WebAdvisor can be a little confusing the first time you use it. This guide will walk you through the steps and screens necessary for figuring what is being offered, what you want to take, and how to register for your classes.

**CAUTION:** There are some small, but necessary, details to follow to make sure you are fully registered for the courses you want. Be sure to follow these directions precisely and completely. If you run into any problems or get stuck, your advisor can help you rectify the problem.
Sign in to WebAdvisor

You can get to WebAdvisor from the VWU home page by clicking on MyBeacon and then on WebAdvisor. Once there, click the red box labelled “Students” and enter your login credentials.
Find the Registration Menu on the main page

Once you’re logged in, you see the menu page with all the different functions of WebAdvisor. For finding and registering for courses, we’re just concerned with “Registration” section.
Step 3: Select Search/Register for Sections

“Search/Register for Sections” is the screen that is recommended to look up the courses being offered in a given semester and load them into your registration queue.
Using Search/Register for Sections Menu

YOU ONLY NEED TO FILL OUT THE “TERM” FIELD AND ONE OTHER FIELD TO SEARCH.
*You can only search for one term at a time, so you will need to search/register for January Term and Spring 2021 courses separately*

The term is always required to search for classes

Other fields you can add in your search:
- Subject
- Course Level
- Course Type
- Time of day
- Day of the week
- Instructor’s Last Name

We recommend searching by
- Subject
  OR
- Type
Step 3: Searching by Course Type

You can search to find courses that will fulfill specific general education requirements if you search by “Course Type”

Here are the general education categories to search by “Course Type”:

- Arts & Humanities
- AH- Creative Arts
- Math and Natural Science
- MN- Lab Courses
- Professional Studies
- Social Science

Any other option available in the “Course Types” menu is not relevant.
Searching by Course Type

This will only produce a list of courses that count towards that General Education requirement.
Searching by Subject

Much of the time, you’ll at least know the “Subject” area you want to look in so often that is the second field you’ll fill in. So if you were looking for a business course to take, you would select the term and Management, Business, Economics as the Subject.

Select the Term and Subject you’d like to search for, then click “Submit.”
Search by Subject

This will give you a list of all the MBE courses being taught in the term you’ve selected.

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Semester</th>
<th>Day(s) &amp; Time</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>Open</td>
<td>MBE-20500000 Business</td>
<td>08/29/2020-12/10/2020</td>
<td>Monday, Tuesday, Thursday 11:00 AM - 02:00 PM, Virtual, Room REMOTE</td>
<td>4.00</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>Open</td>
<td>MBE-20510000 Financial</td>
<td>08/29/2020-12/10/2020</td>
<td>Monday, Tuesday, Thursday 11:00 AM - 02:00 PM, Virtual, Room REMOTE</td>
<td>4.00</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>Open</td>
<td>MBE-20520000 Management</td>
<td>08/29/2020-12/10/2020</td>
<td>Monday, Tuesday, Thursday 11:00 AM - 02:00 PM, Virtual, Room REMOTE</td>
<td>4.00</td>
</tr>
</tbody>
</table>

NOTE: Students - Courses Requiring Instructor Consent are noted in the Search results. Click the appropriate “Make Request for Consent” link to automatically ask the instructor for consent to take a particular course from them. Faculty may not access consent request.
Searching by Course Levels

You can likewise perform searches for just courses at a particular level by filling in the “Term” field and the “Course Level” field.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Course Levels</th>
<th>Course Number</th>
<th>Section</th>
<th>Types</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100 - Freshman Level</td>
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<table>
<thead>
<tr>
<th>Sections Meeting After</th>
<th>Sections Ending Before</th>
</tr>
</thead>
</table>

Mon □ Tue □ Wed □ Thu □ Fri □ Sat □ Sun □

Day □ EWP □

Course Title Keyword(s) □

Academic Level □

Instructor's Last Name □
Search by days/times available

Alternatively, you can use the meeting time and days of the week boxes to limit your search to times and days you are available. Be cautious, however, about limiting your search to just what you think you want or need. Often, doing so can prevent you from finding what you need.
Search for all available courses

To search for all available courses for a given semester, fill in the “Term” field and, in the “Academic Level” drop-down menu, select Undergraduate.

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<th>Sun</th>
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</tbody>
</table>

Course Title Keyword(s)  

Academic Level  
Undergraduate  

Instructor's Last Name  

SUBMIT
Search by Subject w/ specific course number

If you know the specific course number that’s also a good field to fill in.

USUALLY, YOU WON’T WANT TO FILL IN ANY MORE INFORMATION THAN NECESSARY. So if you were looking to add Accounting I (MBE 203), for example, you would select “Fall Semester ‘20” for the term, “Management, Business, Economics” for the Subject, 203 for the Course Number, and click “Submit.”

Doing so will take you to the Selection Results page.
This is a list of all the sections of MBE 203 Accounting I being offered in the regular fall 2020 semester.
Registration Instructions

Now that you know how to search for courses, we will go through the web registration process using Search/Register for Sections.

We will use our search for MBE 203 as an example for registration instructions.
Step 1: Select Search/Register for Sections

“Search/Register for Sections” is the screen that is recommended to look up the courses being offered in a given semester and load them into your registration queue.

- Registration FAQ
- Student Holds
- VWU - Search for Sections/Consent
- Express Registration
- Search/Register for Sections
- Manage Sections with Drop
- My Class Schedule
- Personal Registration Info
Step 2: Search for courses

To register for a specific course: Add the Term, Subject, and Course Number. Click Submit.

In this example we are registering for Accounting I (MBE 203). Enter the following information.

Term:
Enter the term you are searching for.

Subject:
Management, Business, Economics

Course Number:
203

Then click Submit.
### Step 3: Select a section

After deciding which section works best with your schedule, check the “Select” box next to that section and click Submit.
Step 4: Course appears in queue

Once you click Submit, the Manage Sections with Drop screen will appear, and the course will be loaded into your course queue.

YOU HAVE NOT YET REGISTERED FOR THIS COURSE. YOU MUST COMPLETE THE REMAINING STEPS TO BE REGISTERED FOR YOUR COURSES.
Step 6: Change Action to Register

To register for the course and add it to your semester schedule, choose “Register” in the Action pop up menu.

You also should change the “If one of my choices is not available” to “PART Complete only available” in the lower left hand corner. Doing so will register you for any of the courses you’ve chosen that are open and work with each other. If you leave this menu on “ALL” you won’t be registered for any of your courses unless all of them are open and work with one another.

Once you have changed the Action to “Register” and selected “PART Complete only available,” then click Submit.
Step 7: Check Registration Results, Click OK

If the course is open, does not conflict with another course you’re registered for, does not require special consent, and doesn’t require a prerequisite you don’t yet have, it will be added to your schedule.

***BUT YOU ARE NOT YET FULLY REGISTERED FOR THE COURSE***

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/ Fail/ Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester 20</td>
<td>Registered for this section</td>
<td>MBB201AO (2060)</td>
<td>Introductory Microeconomics</td>
<td>Virginia Wesleyan University</td>
<td>08/25/2020-12/11/2020 Lecture Tuesday, Thursday, 01:00PM - 01:55PM, Blocker Hall, Room 13</td>
<td></td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>Fall Semester 20</td>
<td>Registered for this section</td>
<td>MBB202AO (2061)</td>
<td>Accounting</td>
<td>Virginia Wesleyan University</td>
<td>08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday, 11:00AM - 11:50AM, Clarke Hall, Room 118</td>
<td></td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>Fall Semester 20</td>
<td>Registered for this section</td>
<td>MBB203AO (2062)</td>
<td>Conflict Management</td>
<td>Virginia Wesleyan University</td>
<td>08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday, 11:00AM - 11:50AM, Clarke Hall, Room 118</td>
<td></td>
<td>4.00</td>
<td></td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are currently registered.

Here are all of the sections for which you are on waitlist (not registered).

To complete your registration you MUST click the OK button at the bottom of the page.
Step 8: To check your schedule, Click “My Class Schedule”

Confirm that your courses were correctly added by double checking your class schedule through the “My Class Schedule” link on Registration Menu.
Step 9: Enter the Term

Select the term: January Term 21 or Spring Semester 21

Then click Submit.
Step 10: Check for courses in “My Class Schedule”

Your schedule will list all your classes and the pertinent information about them.

<table>
<thead>
<tr>
<th>Course Name and Title</th>
<th>Status</th>
<th>Meeting Information</th>
<th>Credits</th>
<th>General Studies</th>
<th>Pass Aud</th>
<th>Start Date</th>
<th>Printed Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1101 (Lecture/Laboratory)</td>
<td>New</td>
<td>08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Green Environmental Sci Center, Room 255</td>
<td>4.00</td>
<td>PS</td>
<td></td>
<td>08/24/20</td>
<td></td>
</tr>
<tr>
<td>COMM 2220 (Lecture)</td>
<td>New</td>
<td>08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Booker Hall, Room 10</td>
<td>4.00</td>
<td></td>
<td></td>
<td>08/24/20</td>
<td></td>
</tr>
<tr>
<td>USB2210 (Lecture/Experiential)</td>
<td>New</td>
<td>08/04/2020-12/10/2020 Lecture Monday, Wednesday 02:20PM - 03:35PM, Booker Hall, Room 218</td>
<td>4.00</td>
<td></td>
<td></td>
<td>08/24/20</td>
<td></td>
</tr>
<tr>
<td>USB2210 (Lecture/Experiential)</td>
<td>New</td>
<td>08/04/2020-12/10/2020 Lecture Monday, Wednesday 11:00AM - 12:15PM, Clarke Hall, Room 118</td>
<td>4.00</td>
<td></td>
<td></td>
<td>08/24/20</td>
<td></td>
</tr>
</tbody>
</table>
Title IX Requirement

As part of complying with federal law, all students and employees of the university must complete mandatory yearly Title IX training about procedures for addressing issues of sexual harassment on campus.

Watch the video and then click the Start Test button to complete the Title IX quiz. Once you’ve done this you will have access to all WebAdvisor functions and can see your schedule. You won’t have to take the quiz again for a year.