Online Registration Illustrated Version

Step 1: Run your program evaluation in WebAdvisor so you can see which classes you have left to complete for your degree.

Step 2: All students should complete a Registration Worksheet to develop a tentative schedule (this includes selecting courses and working out time conflicts prior to your advising session). Bring your Registration Worksheet and program evaluation to your advising appointment.

Step 3: Discuss with your advisor the courses for which you would like to register. Your advisor will then clear you for registration using WebAdvisor. Don’t forget to remind your advisor to clear your advising hold prior to leaving your advising meeting.

Step 4: Check to see if you’re registration-ready by clicking here or logging in to WebAdvisor and clicking on “Check Registration Time/Holds”. Login to this screen using the username and password that you use for your email. This screen will show you the day and time that registration opens for you and will tell you if there are any holds on your registration.

Step 5: Register for courses in WebAdvisor using the instructions below.

Tips for Registering and Navigating WebAdvisor:

- For quick and easy searching, use the searchable schedule at myCentral to look for courses.
- Please be patient with the system and only hit Submit once.
- For classes that require instructor permission you will need to fill out a Registration Change form (available on the Registrar’s page at myCentral), obtain the instructor’s signature, and submit the form to the registrar’s office for processing.
- Do not use the back button. To go back to the registration menu, click on Registration in the toolbar.
After you have registered for courses, you can make changes to your schedule in WebAdvisor until the Add/Drop Period ends (the Friday of the 2nd week of the semesters). After the Add/Drop Period, you will need to complete a Registration Change form and turn it in to the registrar’s office to add a class that hasn’t started yet, or to withdraw from a class you are currently taking. **You cannot withdraw from classes using WebAdvisor once the drop period has ended.**

**Registering for classes**

1. Go to myCentral at [https://my.central.edu](https://my.central.edu) and login.

2. You will find the WebAdvisor links in the right hand corner of the page. Click on **Registration**.

3. Click on **Register for Sections**.
4. You have two registration options:

**Search and Register for Sections** - use this option if you want to search for open sections by department or course number

**Express Registration** - use this option if you have looked at the searchable schedule and know your classes are open and the course numbers for the courses you want to register in (ex. ENGL-101-A).

**Option 1: Search and Register for Sections**

1. Select the term and enter at least one more piece of information (subject, instructor name, keyword, etc...). You can enter more than one piece of information if you want to narrow your search.

2. Click on **Submit**. (please remember to only click once)
3. Select the courses for which you want to register and click on **Submit**.

YOU ARE NOT REGISTERED YET. YOU HAVE ONLY SELECTED THE COURSES YOU MAY BE INTERESTED IN. CONTINUE WITH STEP 4 TO REGISTER.

4. To register for a course, select **Register** in the **Action** box. If you decide you don’t want to register for a course, select **Remove from List**. Once you have selected either **Register** or **Remove from List** for each course, click on **Submit**. **Hint:** You can also select **Action for ALL Pref. Sections** at the top of the page to register for or remove all courses.

In this box you have two options:

**PART-** (Recommended) if you select this option and for some reason you can’t enroll in a course (ex. closed, missing prerequisite) WebAdvisor will still enroll you in the courses that do not have a conflict. **NOTE:** If you try to enroll in two courses that meet at the same time, WebAdvisor will not enroll you in ANY of your courses. You must remove one of the courses and try again. **ALL-** if you select this option, WebAdvisor will not enroll you in ANY courses if you have at least one course you can’t enroll in.
5. Check your registration status next to each course. You are not registered for courses with a status of “UNSUCCESSFUL.” If you registered correctly, you will receive an automatic email to your Central account stating which classes you are enrolled in.

If there are problems with your registration, that information will be noted here.

Check the status of each course. You are not registered for courses that say UNSUCCESSFUL. Look at the top of the screen to see why you were unable to enroll in that course. To select a different course, click OK to return to Register for Sections and choose a different course.

6. Check your course schedule by clicking on Academic Profile. Then choose My class schedule. Remember that your official schedule is in WebAdvisor NOT Blackboard.
7. Select the **term** and then click on **Submit**.

8. View and/or print your class schedule. Remember to check your schedule again before the first day of your class to make sure none of the classrooms have changed.

**Option 2: Express Registration**

1. Use the **Searchable Schedule** to pick out your courses. You can find the Searchable Schedule on the resources tab at myCentral, or by clicking on **Class Schedule Listings** on the WebAdvisor menu. Write down the course numbers of the courses you wish to enroll in. Example: PHIL-120-A.
2. Go back to WebAdvisor and click on **Register for Sections** on the registration menu.

3. Then select **Express Registration**

4. Enter the subject, course number, section letter, and term for each course. Then click **Submit**.
5. To register for a course, select Register in the Action box. If you decide you don’t want to register for a course, select Remove from List. Once you have selected either Register or Remove from List for each course, click on Submit. Hint: You can also select Action for ALL Pref. Sections at the top of the page to register for or remove all courses.

6. Check your registration status next to each course. You are not registered for courses with a status of “UNSUCCESSFUL.” If you registered correctly, you will receive an automatic email to your Central account stating which classes you are enrolled in.

If there are problems with your registration, that information will be noted here.

Check the status of each course. You are not registered for courses that say UNSUCCESSFUL. Look at the top of the screen to see why you were unable to enroll in that course. To select a different course, click OK and return to Register for Sections and choose a different course.
7. Check your course schedule by clicking on **Academic Profile**. Then choose **My class schedule**. Remember that your official schedule is in WebAdvisor **NOT** Blackboard.

8. Select the **term** and then click on **Submit**.

9. View and/or print your class schedule. Remember to check your schedule again before the first day of your class to make sure none of the classrooms have changed.