

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.

C2AP - Registration Ready Check List

My C2AP Applications | Registration Ready Check List

Registration Ready Check List

Student:	Grad:
Major(s):	Advisor(s):
Minor(s):	

Contact the registrar to make corrections to the above information (registrar@central.edu)

Registration Date/Time

Class:

Start Day/Time	End Day/Time
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Students are assigned a registration start daytime based on classification (FR, SO, JR, SR). Your classification is based on the number of credits completed **prior to the start of the current semester** (short course credits earned are not included). Please refer to your registration instructions or contact the registrar (registrar@central.edu).

Registration Holds

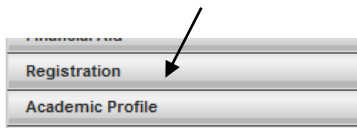
None

Check to see if you have any registration holds.

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.



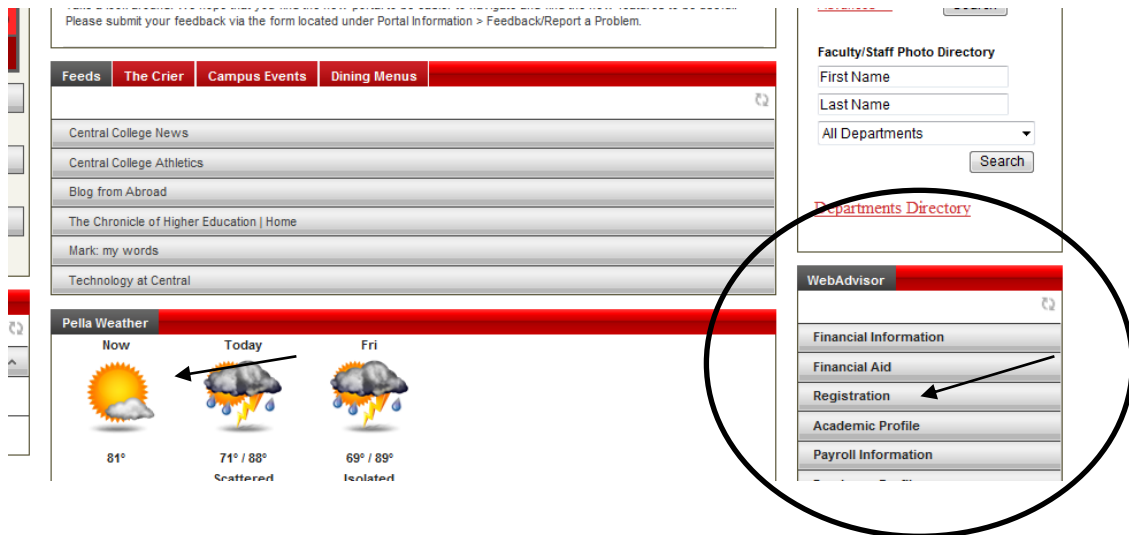
- After you have registered for courses, you can make changes to your schedule in WebAdvisor until the Add/Drop Period ends (the Friday of the 2nd week of the semesters). After the Add/Drop Period, you will need to complete a Registration Change form and turn it in to the registrar's office to add a 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

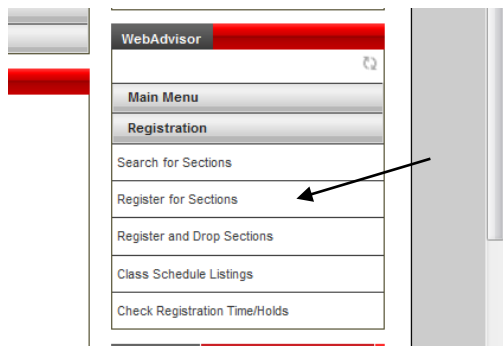
1. Go to myCentral at <https://my.central.edu> and login.



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.

Search/Register for Sections ×?

Term Fall Semester 11 ▼

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
Anthropology ▼	 ▼	120	
French ▼	First Yr ▼		
Computer Science ▼	 ▼	109	
 ▼	 ▼		
 ▼	 ▼		

Sections Meeting After ▼ Sections Ending Before ▼

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location ▼ Academic Level ▼

Instructor's Last Name

SUBMIT

2. Click on **Submit**. (please remember to only click once)

Instructor's Last Name

SUBMIT

3. Select the courses for which you want to register and click on **Submit**.

Registration Results Section Selection Results

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Fall Semester 11	Open	ANTH-120-A Intro to Cultural Anthropology	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 02:00PM - 02:50PM, Roe Center, Room 145	M. Hopwood	1 / 30 / 0	3.00	
<input checked="" type="checkbox"/>	Fall Semester 11	Closed	ANTH-120-B Intro to Cultural Anthropology	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 03:00PM - 03:50PM, Roe Center, Room 145	M. Hopwood	-27 / 0 / 0	3.00	
<input checked="" type="checkbox"/>	Fall Semester 11	Open	COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	S. Fyfe	3 / 30 / 0	3.00	
<input type="checkbox"/>	Fall Semester 11	Open	FREN-106-A French Film: An Introduction	Pella Campus	08/25/2011-12/15/2011 Lecture Tuesday, Thursday 12:30PM - 01:45PM, Weller Center, Room 135	H. Snyder	14 / 25 / 0	3.00	
<input checked="" type="checkbox"/>	Fall Semester 11	Open	FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	N. Kaplan	4 / 25 / 0	4.00	
<input type="checkbox"/>	Fall Semester 11	Open	FREN-121-B Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 02:00PM - 02:50PM, Weller Center, Room 202	N. Kaplan	14 / 25 / 0	4.00	

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.*

Registration Results Register and Drop Sections

IMPORTANT: All new registrations and drops will be finalized when you click submit.

Name Minnie Mouse

Action for ALL Pref. Sections (or choose below) RG Register

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="checkbox"/>	Fall Semester 11	ANTH-120-B Intro to Cultural Anthropology	Pella Campus	08/24/2011-12/14/2011 Lecture Wednesday, Friday 03:00PM - 03:50PM, Roe Center, Room 145	M. Hopwood	-27 / 0 / 0	3.00	
<input type="checkbox"/>	Fall Semester 11	COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	S. Fyfe	3 / 30 / 0	3.00	
<input type="checkbox"/>	Fall Semester 11	FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	N. Kaplan	4 / 25 / 0	4.00	

Current Registrations

Drop Term Pass/ Audit Section Name and Title Location Me

You are not currently registered for any sections.

If one of my choices is not available

PART Allow me to adjust some

SUBMIT

Choose an action either here OR here

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 pre-requisite) 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

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.

ANTH-120-B - Section ANTH-120-B is "Closed" (27/0). Enrollment not allowed.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 11	UNSUCCESSFUL registration		ANTH-120-B Intro to Cultural Anthropology	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 03:00PM - 03:50PM, Roe Center, Room 145	M. Hopwood		
Fall Semester 11	Registered for this section		COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	S. Fyfe	3.00	
Fall Semester 11	Registered for this section		FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	N. Kaplan	4.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 11		COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	S. Fyfe	3.00	
Fall Semester 11		FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	N. Kaplan	4.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently waitlisted in any courses.							

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.

↻
Main Menu
Academic Profile
Grades
Grade Point Average by Term
Transcript
Program Evaluation
Test Summary
My class schedule

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

Home > Test Portal > Faculty/Staff Home > WebAdvisor

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.

0607317 Minnie Mouse

Term
Fall Semester 11

Total Registered Credits 7.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
FREN-121-A Beginning French I	Add	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	4.00			08/24/11
COSC-109-A Intro to Information Mgmt	Add	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	3.00			08/24/11

OK

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.

Course	Core Reqs	Course Title	Professor(s)	Credits	Meets	Enrolled / Capacity	Availability
PHIL-120-A	f,t,LP	Intro to Philosophy	Patzia, M	3.00	MWF 10:00AM-10:50AM CENH 313	0/25	Open
PHIL-120-B	f,t,LP	Intro to Philosophy	Patzia, M	3.00	MWF 11:00AM-11:50AM	0/25	Open

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.

Registration Results Register and Drop Sections X

IMPORTANT: All new registrations and drops will be finalized when you click submit.

Name Minnie Mouse

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="Action"/>	Fall Semester 11	ANTH-120-B Intro to Cultural Anthropology	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 03:00PM - 03:50PM, Roe Center, Room 145	M. Hopwood	0 / 27 / 0	3.00	
<input type="button" value="Action"/>	Fall Semester 11	COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241				
<input type="button" value="Action"/>	Fall Semester 11	FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202				
<input type="button" value="Action"/>	Fall Semester 11	MATH-132-A Calculus II	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 10:00AM - 10:50AM, Vermeer Sci Center, Room 164				

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information
<input type="checkbox"/>			You are not currently registered for any sections.		

If one of my choices is not available

Choose an action either here **OR** here

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 pre-requisite) 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.*

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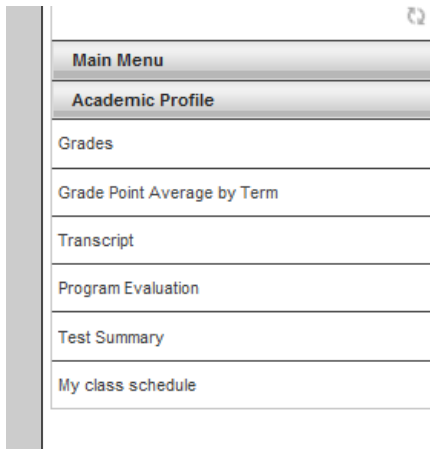
Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
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Fall Semester 11	Registered for this section		COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241
Fall Semester 11	Registered for this section		FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202
Fall Semester 11	Registered for this section		MATH-132-A Calculus II	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 10:00AM - 10:50AM, Vermeer Sci Center, Room 164

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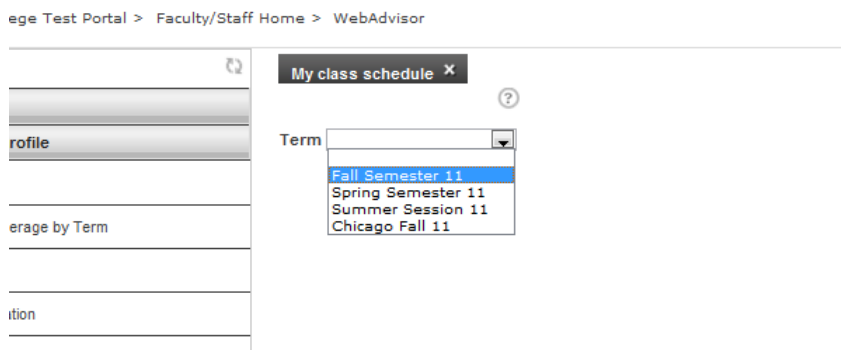
Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester 11		COSC-109-A Intro to Information Mgmt	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Vermeer Sci Center, Room 241	S. Fyfe	3.00	
Fall Semester 11		FREN-121-A Beginning French I	Pella Campus	08/24/2011-12/14/2011 Lecture Monday, Tuesday, Wednesday, Friday 01:00PM - 01:50PM, Weller Center, Room 202	N. Kaplan	4.00	

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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.

