WebAdvisor Registration Instructions

- Open any web browser and type webadvisor.mckendree.edu.
- Log in using your network user name and password.
- Click on WebAdvisor for Students.
- Click on Register for Sections (under “Registration” on the right side of the page).
- Read the Disclaimer at the top of the page! By registering for classes, you are agreeing to pay your bill!
- Scroll down to the choices below “Register for Sections.” Of these, the most important are “Search and register for sections” and “Register for previously selected sections.” Using these two, you can pre-select your courses and then register for your saved selections at your scheduled registration time.
- Click on “Search and register for sections.”

***Important information regarding searching for classes***

- **You must select at least 3 search criteria!!** If you don’t, your search will take 5 minutes or more to get results and you will slow the server for everyone else.
- One of your search criteria **must be either the term or dates.** NOTE: Use dates to get the entire term, i.e., first and second half, monthly and full term courses all at once. In other words, if you use the start date 01/01/12 and end date 05/31/12 for the spring term and select Accounting as the subject, you’ll get all of the Accounting courses, including those that meet just half the term or monthly.
- Select a subject to narrow your search further, and type in the course number in the course number field if you are looking for a specific course (i.e., Accounting as the subject and 261 as the number).
- You can select specific days or times if you wish.
- **Always** select a Location, i.e., Lebanon Campus or eLearning if you are a Lebanon campus undergraduate student, or Louisville or eLearning if you are a student at the Louisville campus.
- **Graduate students** should select PB (post-baccalaureate) as the Academic Level. This will limit what you see to only 500 and 600 level courses.
- **Nursing students** can enter the subject NSG and will see all nursing courses. Or you can select your specific site (i.e., KA Kaskaskia, FL Flora, etc).

- Click Submit when you have finished selecting search criteria.
- Your Section Selection Results will appear and display the following: Term, Status (open or closed), Section Name and Title, Location (Main Campus, Flora, etc), Meeting Information (dates, days, time, classroom), Faculty, Available/Capacity/Waitlist (Available = seats still available, Capacity = total number of students allowed into the class, Waitlist = number of students waitlisted for the course), and Credits.
  - **NOTE:** As long as the Available column is more than 0, you may register for the course.
- Scroll through the list and find a course you wish to select. **Click the Select Sections button** to the left of the Term and then click Submit (button is at the bottom of the page).
- You will see the courses that you have selected. Scroll to the bottom of the page and **Click on Section selection criteria.** This will take you back to the selection page so you can choose more classes. **Follow the same procedure as above until you have selected all of the courses you need.**
  - **NOTE:** You can print this list and take it when you meet with your advisor.
- **When you log off, the system will save the courses you have selected and you can go back and register for those courses when it is your time to register.** If you need to change your selections, you may log in and do so at any time.
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Registering for Classes you have pre-selected

When it is your assigned time to register, do the following to register for the sections you previously selected:

- Open any web browser and type webadvisor.mckendree.edu.
- Log in using your network user name and password.
- Click on WebAdvisor for Students.
- Click on Register for previously selected sections.

  o Your Preferred Sections will appear in the same format that you saw them in when you selected them.
  VERY IMPORTANT NOTE: Check the Available column. As long as the number is greater than 0 you may register for the course. If the number is 0 you cannot register for the course, although you may waitlist the course if you choose.

- Under the Action column (far left), select one of the following options for each course:
  RG – Register (to register for the course for a grade)
  RP – Register pass/fail (to register for the course using the pass/C-/D/fail option)
  AU – Audit (to audit the course)
  RM – Remove from list (if the course is full and you don’t want to be on the waitlist)
  WL – Waitlist (to put yourself on the waitlist for the class)

  o NOTE: At the top of the page you will see the following:

    Action for ALL Pref. Sections (or choose below) ▼

    Unless ALL of your preferred sections have seats available and you plan to use the RG selection, leave this blank and use the Action selection next to each course. YOU MUST USE ONE OR THE OTHER, IF YOU SELECT AN ACTION AT THE TOP AND ALSO SELECT ACTIONS NEXT TO EACH COURSE, YOU WILL GET AN ERROR MESSAGE. IF THAT HAPPENS, SIMPLY REMOVE THE ACTION AT THE TOP AND SUBMIT AGAIN.

- After you have chosen an action for each course, click submit. Your Registration Results will appear, as well as a list of all of the courses for which you are registered. You can print this page if you want a printed schedule (there is an option to get a schedule, but it will not give you multiple terms, so if you have half semester courses you have to print a separate schedule for them).

    NOTE: After you click submit, if you get an error message at the top of the page, follow the instructions to correct it and submit again (i.e., if you tried to register for BIO-110 but not the lab, you must register for BIO-110L at the same time).

If you chose to put yourself on a waitlist, you can remove yourself from the list by going to Manage My Waitlist.

STUDENTS WILL NOT BE ABLE TO REGISTER THEMSELVES FOR A WAITLISTED COURSE, THE RECORDS OFFICE WILL REGISTER STUDENTS FROM THE WAITLIST.