

WebAdvisor Instructions

Your guide to Web Registration



- 1) To register online, go to www.stfranciscollege.edu and click on
- 2) Follow link to WebAdvisor and sign in using your TerrierWeb Login and Password.
- 3) On **Students Menu** tab, choose **Register for Sections**
- 4) You will be given 4 choices:
 - a. **Search and Register for sections:** Use this option if you would like to look for sections, add them to your preferred sections list, and then register for them. *(Once you have selected sections, your preferred sections will be displayed on the top half of the **Register and Drop Section's** screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
 - b. **Express Registration:** Use this option if you know the exact subject, and section of the class for which you wish to add to your preferred sections list and then register. (example: MAT*301*01). *(Once you have selected sections, your preferred sections will be displayed on the top half of the **Register and Drop Section's** screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
 - c. **Register for previously selected sections:** Use this option if you have already placed sections on your preferred list and would like to now register. *(Takes you directly to the **Register and Drop Section's** screen. Your preferred sections will be displayed on the top half of the **Register and Drop Section's** screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
 - d. **Drop Sections:** Use this option if you would like to drop a section. *(Takes you directly to the **Register and Drop Section's** screen. Your preferred sections will be displayed on the top half of the **Register and Drop Section's** screen in the "Preferred Sections" list and the sections that you have registered for will appear on the bottom half of the screen on the "Current Registrations" list.)*
- 5) To view or print a copy of your schedule, go to **My Schedule** in the **Academic Profile** area. Choose the term, *i.e.* *Spring 2008*, and click submit to view your schedule and see classroom assignments. Remember to look at your schedule before the start of a term for updated room assignments and other information.