Using WebAdvisor Registration

WebAdvisor will prohibit registration until you have completed the following each semester:

1. Re-approve or update your emergency contact information through WebAdvisor.

2. Meet with your Faculty Advisor and be cleared for registration. Check WebAdvisor in the grades section for the current term to find your assigned advisor.

3. Fulfill all financial obligations with the Business Office.
Using WebAdvisor Registration

- You may register or make changes to elective and general education courses through WebAdvisor anytime 24 hours a day, between your registration date through 5:00 p.m. on the first day of the term.

- Changes to required nursing courses, summer, spring, or fall must be made using the paper Nursing Core Section Switch Form. See the Portland Academic Calendar for registration dates each term.
Using WebAdvisor Registration

1. Log in to WebAdvisor using the same Linfield credentials that you use to login to your email.
2. Select “Register for Sections” under the “Registration” heading.
3. Next, click on “Search and Register for Sections.”
4. WebAdvisor is very particular regarding how information is entered. Less is more when you are searching. Since the Portland Campus has few courses, we suggest only entering the term and location. Term: “SPRING 2015” and Location: “PORTLAND CAMPUS.”
Using WebAdvisor Registration

5. A list of all Portland Campus courses will appear. Select your course.
6. On the “Register and Drop Sections” page, use the left-side pull down menu under ACTION to choose your registration action. Mark each class as “Register” and click **submit** at the bottom of the page. You may remove courses from your list by marking “Remove” and submit.
Using WebAdvisor Registration

7. If your registration is successful, the course will be listed under the lower “Course Registration” section. A failed registration will be posted in red at the top of the screen. Note: if a course fails to register, you must take “Register” off of the pull down menu and replace it with “(blank)” at the top of the pull down menu before you submit the next course. It will prevent processing if you don't complete this step.
Common Reasons Students Cannot Register

1. Student is attempting to register for a course without having the required prerequisites—Contact course instructor for approval and bring approval to Enrollment Services Office.

2. Student is registering for a course that has reached its capacity—Join the waitlist or contact the course instructor for permission to increase the course capacity.

3. Student has not re-approved emergency contact information—Login to WebAdvisor and approve/update your information.

4. Advisor has not cleared student for registration—Contact your faculty advisor.

5. Student has outstanding financial obligations to the school—Contact the Business Office.

6. Student is registering for more than 18 credits—Complete a Higher-than-Normal Credit Load Request and have it approved by the Dean of Nursing.

7. Student is already registered for this course as an audit or on the waitlist—A course can be waitlisted or audited, the registration system will not permit both. Complete an Add/Drop Form. The Registrar will manually register you for this course.

8. Student has already taken the course either at Linfield or as a transfer evaluated for Linfield credit—Student will most likely be unable to take the course. Contact the Registrar for more information.