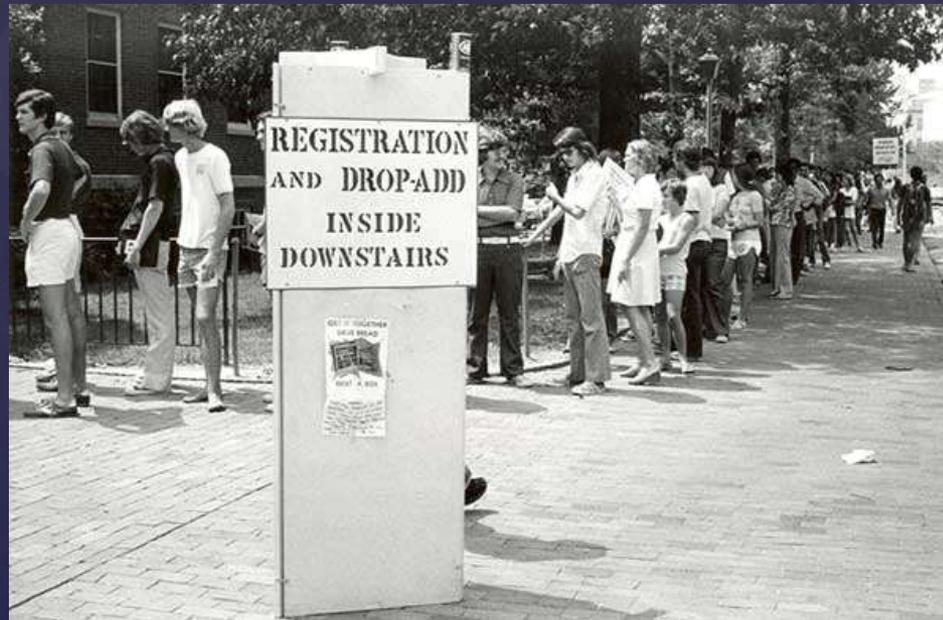




# Using WebAdvisor Registration



*Source: Registering for Classes...Pre-Internet. 1970. University of North Carolina, University Library.*

*Source: Registering for Classes. 1959. Harvard University, Baker Library, Historical Collections.*



# Things to Do Before 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.



Source: Hug a Stressed Student  
Nurse. Date Unknown. Getty Images.

# 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.

The screenshot displays the WebAdvisor user interface, organized into several sections:

- Personal Profile**: Includes links for [Change Password](#) and [Did you lose your password?](#)
- Registration**: This section contains four links: [Search for Sections](#), [Register for Sections](#) (circled in red), [Am I a student?](#), and [Approved for Registration?](#)
- Student and Staff Directory**: Includes links for [Search the Index by name](#), [Search the Index](#), and [Download Index PDF](#)
- Academic Profile**: Includes links for [Grades](#), [Transcript](#), and [Emergency Notification Info](#)
- Financial Profile**: Includes links for [Financial Statement](#), [Linfield Educational Services Agreement](#), [1098 Electronic Consent](#), [View My 1098-T Forms](#), and [Clear Your Account](#)
- FERPA Forms**: Includes links for [Disclosure of Directory Information](#) and [Consent for Release of Information](#)
- Linfield Student Insurance**: Includes a link for [Linfield Student Insurance Waiver Form](#)
- Student Academic Messages**: Includes a link for [My Urgent Academic Messages](#)

# Using WebAdvisor Registration

3. Next, click on “Search and Register for Sections.”



The screenshot shows the WebAdvisor interface for current students. The page has a dark blue header with "CURRENT STUDENTS" on the left and "Welcome Jan" on the right. The main content area is white and contains several blue links with descriptive text below them. The link "Search and register for sections" is circled in red. Below the links is a blue "OK" button. At the bottom of the page is a dark blue navigation bar with several menu items: "CHANGE PASSWORD", "LOG OUT", "MAIN MENU", "STUDENTS MENU", and "CONTACT".

**CURRENT STUDENTS** Welcome Jan

[Search and register for sections](#)  
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)  
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH 100 01 or Synonym 42765).

[Register for previously selected sections](#)  
Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)  
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

[Manage my waitlist](#)  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT](#)

# Using WebAdvisor Registration

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."

**Search/Register for Sections**

---

Term

---

Starting On/After Date  Ending By Date

---

Subject	Course Level	Course Number	Section
<input type="text" value="Subject"/>	<input type="text" value="Course Level"/>	<input type="text" value="Course Number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course Level"/>	<input type="text" value="Course Number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course Level"/>	<input type="text" value="Course Number"/>	<input type="text" value="Section"/>
<input type="text" value="Subject"/>	<input type="text" value="Course Level"/>	<input type="text" value="Course Number"/>	<input type="text" value="Section"/>

---

Sections Meeting After   Sections Ending Before

---

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

---

Course Title Keyword(s)

Location   Academic Level

Instructor's Last Name

---

# 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.

Register and Drop Sections

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register	FALL 2012	<a href="#">NURSING (2000-2000) LIVESUPPORTING</a>	PORTLAND CAMPUS	0305/2012-05/21/2012 LECTURE Monday 05:00PM - 07:30PM Peterson Hall, Room 110	WELCH	17 / 20	2.00	
	JANUARY 2009	<a href="#">COMPS/AM DATABASE ADMINISTRATION</a>	BIRMINGHAM OCE	01/02/2009-02/12/2009	To be Announced	60 / 60	3.00	

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
			You are not currently registered for any sections.					

If one of my choices is not available  
PART Complete only available

**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.

**Register and Drop Sections**

You are not eligible for registration.  
If unable to register, contact Registration and Records Office.

---

Action for ALL Prof. Sections (or choose below)

---

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
RC Register	FALL 2008	NURS*285PA (7111) FOUND FOR REFLECT NURS PRACT	PORTLAND CAMPUS	09/26/2008-12/19/2008 LECTURE Friday 09:00AM - 11:50AM, Room to be Announced	WELCH, T. Joyar	36 / 38	3.00	
	FALL 2008	NURS*200TC (7126) PROMOTING SOC & MENTAL HLTH	PORTLAND CAMPUS	09/03/2008-12/21/2008 LECTURE Thursday, Friday 06:00AM - 11:50AM, Room to be Announced (more)...	JOHANSSON, MAY	-2 / 24	6.00	
	FALL 2008	NLBC*200PA (7117) THERAPEUTIC COMMUNICATION	PORTLAND CAMPUS	09/08/2008-12/15/2008 LECTURE Monday 02:00PM - 04:50PM, Room to be Announced	JOHANSSON	11 / 21	3.00	
	FALL 2008	NURS*200PB (7217) THERAPEUTIC COMMUNICATION	PORTLAND CAMPUS	09/08/2008-12/15/2008 LECTURE Monday 02:00PM - 04:50PM, Room to be Announced	B. Linsend	-1 / 21	3.00	

---

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	FALL 2008		NURS*200TC (7126) PROMOTING SOC & MENTAL HLTH	PORTLAND CAMPUS	09/03/2008-12/21/2008 LECTURE Thursday, Friday 01:00PM - 03:50PM, Room to be Announced (more)...	JOHANSSON, MAY	6.00	
<input type="checkbox"/>	FALL 2008		NURS*210PA (2263) PROMOTING FAMILY HEALTH	PORTLAND CAMPUS	09/03/2008-12/21/2008 LECTURE Monday, Tuesday 09:00AM - 11:50AM, Room to be Announced (more)...	ARCHER, K. Hubbard	5.00	
<input type="checkbox"/>	FALL 2008		NURS*214PA (2220) RESEARCH METHODS	PORTLAND CAMPUS	08/03/2008-12/21/2008 LECTURE Monday 08:00AM - 11:50AM, Room to be Announced	M. Harris	3.00	
<input type="checkbox"/>	SUMMER 2008		NURS*103PA (2018) FOUND FOR REFLECT NURS PRACT	PORTLAND CAMPUS	06/25/2008-07/11/2008 LECTURE Monday, Wednesday, Friday 09:00AM - 03:50PM, Good Stompan Building 2	Whawker	3.00	



*Source: Old Photo of Graduating Nurse. Date Unknown. Linfield College Archives.*

# 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.