WebAdvisor
Registration Guide

Table of Topics:

I. Registration
   - To Add Classes
   - To Drop Classes
   - Managing Waitlist

II. Viewing Your Schedule

III. Viewing and Printing Your Transcript

IV. Information Available on WebAdvisor
Registration

To Add Classes

1. Log in to the WebAdvisor System via Adler Connect.
2. Scroll down towards the bottom and click on the WebAdvisor tab.
3. Click on the WebAdvisor for Students link.
4. Click on the Registration link.
5. Click on the **Register for Sections link**.

6. Click on the **Search and Register for Sections link**.

- **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.

- **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.
7. Select the term for which you will be registering.

8. Select additional search criteria.

   a. You can search using multiple criteria (Subject, Course Level, Course Number, Section, Start Times, Day of Week, Course Title or Instructors Last Name). If you leave the criteria blank, more options will display.

      Example: If you are only interested on classes on Monday and Tuesday, put check marks in those boxes and “Submit”. This will bring up all the classes offered on Mondays and Tuesdays.

      Example: If you are interested in seeing what classes are offered 4 p.m. and after, use the “Sections Meeting After” scroll down and choose 4 p.m. This will bring up all the classes that meet after 4 p.m.

9. Click button: Submit
10. “Section Selection Results” based on the selected search criteria is displayed
   
   a. There is a “Re-sort My Results” drop down menu above your schedule allowing you to re-sort the schedule.

11. Select class by checking the box in the left hand column next to the section. You may select more than one class at a time.
12. Click button: Submit.

a. WebAdvisor displays “Register and Drop Sections” page and places the section(s) on your “Preferred Sections” list. Caution: You must complete the next step in order for registration to be complete.
13. Register for Classes

a. To register for all the classes in your “Preferred Sections” list, select: Register (RG) in the “Action for ALL Pref. Sections” drop down menu.
b. To register for a few of the classes in your “Preferred Sections” list, select: Register (RG) from the down menu in the left column next to each course.
c. Click button: Submit

14. To manage the classes on your Preferred Sections list:

a. AU Audit – to Audit the class
b. RM Remove – To remove the class from your Preferred Sections list
c. WL Waitlist – To add the section to your wait list (if class is full)
15. WebAdvisor displays **Registration Results**! Click button: OK. WebAdvisor displays the Main Menu.

16. See the “**Viewing Schedule**” topic to confirm registration.
To Drop Classes

1. Log in to the WebAdvisor System via Adler Connect.
2. Scroll towards the bottom and click on the WebAdvisor tab.
3. Click on the Registration link.
4. Click on the Register and Drop Sections link.
5. WebAdvisor displays your “Preferred Sections” list and “Current Registrations”.
6. Under “Current Registrations”, Check the box in the left hand column next the course you wish to drop.
7. Click button: Submit
8. See the “Viewing Schedule” topic to confirm registration.

Managing Waitlist

1. Log in to the WebAdvisor System via Adler Connect.
2. Scroll towards the bottom and click on the WebAdvisor tab.
3. Click on the Registration link.
4. Click on the Manage My Waitlist link.
5. The only option you can utilize is REMOVE
6. If you are waitlisted for a course and a seat becomes available. A representative from the Office of the Registrar will contact you via your Adler e-mail account. You will have 24 hours to respond. If you do not respond within the 24 hours period you will be removed from the waitlist and the available seat will be offered to the next student on the waitlist.
7. Students are not allowed to register for one section of a course and waitlist for a different section of the same course. Members of the Office of the Registrar monitor waitlist on a daily basis. Students found registering and waitlisting for the same course will be removed from the waitlisted section.

Viewing Your Schedule

1. Log in to the WebAdvisor System via Adler Connect.
2. Scroll towards the bottom and click on the WebAdvisor tab.
3. Click on the Academic Profile link.
4. Click on the My Class Schedule link.
5. WebAdvisor displays the “My Class Schedule” page
6. Select term in the drop down menu
7. Click button: Submit

Viewing and Printing Your Transcript

1. Log in to the WebAdvisor System via Adler Connect.
2. Scroll towards the bottom and click on the WebAdvisor tab.
3. Click on the Academic Profile link.
4. Click on the Transcript link.
5. When the next screen loads, ensure transcript grouping GR Graduate Transcript Grouping is selected.
6. Click button: Submit
7. Your transcript will appear chronologically, with your most recent courses at the top. Under the list of your courses you can view your total earned credits, total grade points, and your cumulative GPA
8. To print your transcript, right-click anywhere on the page and select “Select All” to highlight all text on the page
9. Go to the “File” menu at the top of your browser window and select “Print”
10. In the “Print Range” area, click the “Selection” bubble. Press “OK” to begin printing.
    Note: If the print range is set to “All” or if the text on the page is not highlighted, the
    transcript will print incorrectly
11. Click button: OK at the bottom of your transcript to return to the main menu
12. Click link: Students menu
13. Click link: Transcript located under the “Academic Profile” heading
14. When the next screen loads, click button: Submit. Your transcript will appear
    chronologically, with your most recent courses at the top. Under the list of your courses
    you can view your total earned credits, total grade points, and your cumulative GPA
15. To print your transcript, right-click anywhere on the page and click “Select All” to
    highlight all text on the page
16. Go to the “File” menu at the top of your browser window and select “Print”
17. In the “Print Range” area, click the “Selection” bubble. Click: OK to print

Information Available on WebAdvisor

- **Academic Program:**
  To view information about your current academic program, click on the Academic Profile
  link and select the “My profile” link.

- **Personal Contact Information:**
  To view the address, e-mail address, phone number and emergency contact you have on
  file, click on the Academic Profile link and select the “My profile”. Please contact the
  Office of the Registrar at registrar@adler.edu, via your Adler e-mail account, with changes
  to your address, phone number, emergency contact, or personal e-mail addresses.

- **Grades, GPA and Earned Credits by Term:**
  To view a list of your courses, GPA, grades and earned credits by term, go to the Academic
  Profile link and select either the Grades or Grade Point Average by Term link. For either
  option, select the term that you would like to view and click the “Submit” button at the bottom
  of the screen.

- **Student Account Information:**
  To view charges and payments on your student account, go to the WebAdvisor for Students
  link and click on the Financial Information link. For inquiries related to tuition and other
  billing matters, please contact the Office of Student Accounts at studentaccounts@adler.edu.

Need assistance with logging into Adler Connect (including Moodle, e-mail, and WebAdvisor)?

Please contact the IT Help Desk at helpdesk@adler.edu or (312) 662-4444.