



# WebAdvisor Registration Guide

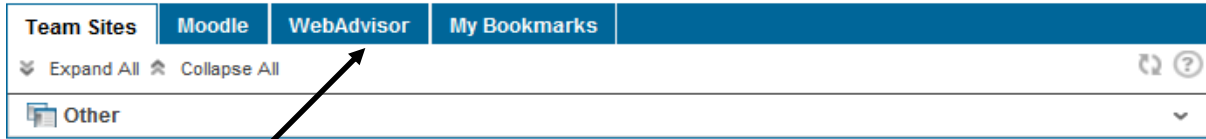
## Table of Topics:

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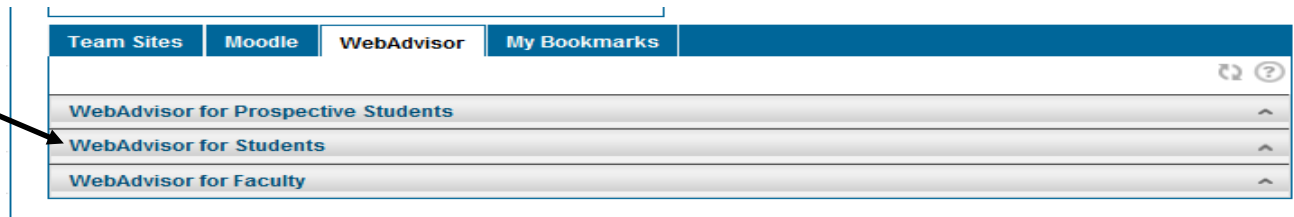
## Registration

### 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**.



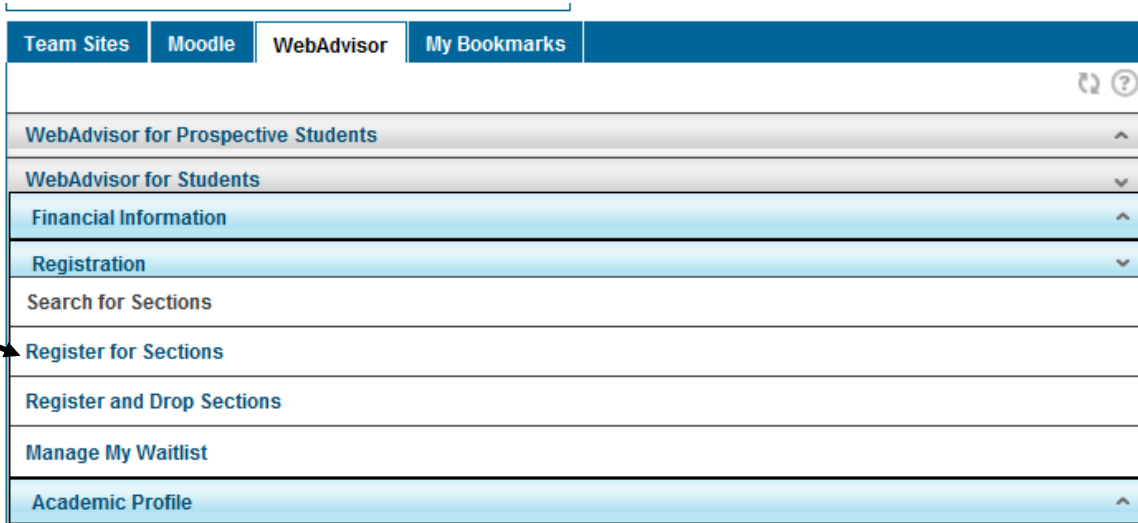
3. Click on the **WebAdvisor for Students link**.



4. Click on the **Registration link**.



5. Click on the **Register for Sections link**.



|                                       |        |            |              |
|---------------------------------------|--------|------------|--------------|
| Team Sites                            | Moodle | WebAdvisor | My Bookmarks |
| WebAdvisor for Prospective Students ^ |        |            |              |
| WebAdvisor for Students v             |        |            |              |
| Financial Information ^               |        |            |              |
| Registration v                        |        |            |              |
| Search for Sections                   |        |            |              |
| Register for Sections                 |        |            |              |
| Register and Drop Sections            |        |            |              |
| Manage My Waitlist                    |        |            |              |
| Academic Profile ^                    |        |            |              |

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

Register for Sections 

[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

**Search/Register for Sections**

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Term  Select Term

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Starting On/After Date  Ending By Date

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

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Sections Meeting After  Sections Ending Before

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Mon  Tue  Wed  Thu  Fri  Sat  Sun

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Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

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SUBMIT

Choose any selection criteria or leave blank to display more options.

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.

### Section Selection Results

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Narrow my search

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Re-sort my results TERM Term, Section Name ▼

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| Select                              | Term                         | Status | Section Name and Title  | Location | Meeting Information  | Faculty            | Available/<br>Capacity/<br>Waitlist | Credits | CEUs |
|-------------------------------------|------------------------------|--------|---|----------|--|--------------------|-------------------------------------|---------|------|
| <input type="checkbox"/>            | Chicago<br>2008 Fall<br>Term | Open   | <a href="#">PCO-432-B (3455)<br/>Basic course 6 Day</a>                 | Chicago  | 09/02/2008-12/15/2008 Lecture Tuesday<br>09:00AM - 10:00AM, 65 East Wacker<br>Place, Room 1701 (more)... | J.<br>Cavanaugh    | 18 / 22 / 0                         | 1.00    |      |
| <input checked="" type="checkbox"/> | Chicago<br>2008 Fall<br>Term |        |   | Chicago  | 09/02/2008-12/15/2008 Lecture Friday<br>10:00AM - 11:00AM, 65 East Wacker<br>Place, Room 1701            | J.<br>Cavanaugh    | 0 / 1 / 0                           | 3.00    |      |
| <input type="checkbox"/>            | Chicago<br>2008 Fall<br>Term | Open   | <a href="#">PCO-497-B (3475)<br/>New Rvat Research<br/>Methods</a>      | Chicago  | 09/02/2008-12/15/2008  | To be<br>Announced | 1 / 1 / 0                           | 3.00    |      |
| <input type="checkbox"/>            | Chicago<br>2008 Fall<br>Term | Open   | <a href="#">PCO-569-TEST<br/>(3466): Lifestyle &amp;<br/>Career Dev</a> | Chicago  | 09/02/2008-12/15/2008  | To be<br>Announced | 18 / 22 / 0                         | 3.00    |      |
| <input type="checkbox"/>            | Chicago<br>2008 Fall<br>Term | Open   | <a href="#">PCO-569-TEST<br/>(3470): Lifestyle &amp;<br/>Career Dev</a> | Chicago  | 09/02/2008-12/15/2008  | To be<br>Announced | 20 / 22 / 0                         | 3.00    |      |

SUBMIT

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.

### Register and Drop Sections

Name Alfred Adler

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Action for ALL Pref. Sections (or choose below)

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Preferred Sections

Preferred Sections List

| Action               | Term                   | Section Name and Title  | Location | Meeting Information  | Faculty   | Available/<br>Capacity/<br>Waitlist | Credits | CEUs |
|----------------------|------------------------|---|----------|--|-----------|-------------------------------------|---------|------|
| <input type="text"/> | Chicago 2008 Fall Term | <a href="#">MAT-451-B (3458) Sociocultural Approach in AT</a> | Chicago  | 09/02/2008-12/15/2008 Lecture Tuesday 10:00AM - 11:00AM, 65 East Wacker Place, Room 1701 (more)... | N. Slater | 15 / 15 / 0                         | 3.00    |      |

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Current Registrations

| Drop                     | Term                     | Pass/<br>Audit | Section Name and Title   | Location | Meeting Information   | Faculty        | Credits | CEUs |
|--------------------------|--------------------------|----------------|--|----------|---|----------------|---------|------|
| <input type="checkbox"/> | Chicago 2008 Fall Term   | Pass/No Pass   | <a href="#">PSY-998-A (3464) Doctoral Oral Defense</a>         | Chicago  | 09/02/2008-12/15/2008   | J. Cavanaugh   | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Summer Term |                | <a href="#">PSY-742-A (3291) Doctoral Internship Full Time</a> | Chicago  | 05/05/2008-08/18/2008   | W. Paszkiewicz | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Summer Term | Pass/No Pass   | <a href="#">PSY-902-F (3385) Doctoral Dissertation II</a>      | Chicago  | 05/05/2008-08/18/2008   | V. Dyson       | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Spring Term | Pass/No Pass   | <a href="#">PSY-741-A (2930) Doctoral Internship Full Time</a> | Chicago  | 01/07/2008-04/14/2008 Field Experience Monday 09:00AM - 05:00PM, Room to be Announced | W. Paszkiewicz | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Spring Term | Pass/No Pass   | <a href="#">PSY-901-J (3011) Doctoral Dissertation I</a>       | Chicago  | 01/07/2008-04/14/2008   | V. Dyson       | 0.00    |      |

13. Register for Classes

- To register for all the classes in your “Preferred Sections” list, select: Register (RG) in the “Action for ALL Pref. Sections” drop down menu.
- 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.
- Click button: Submit

**Register and Drop Sections**

Choose action here for ALL sections in your Preferred Sections list

Name Alfred Adler

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Action for ALL Pref. Sections (or choose below)

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Choose action here for one or more sections.

**Preferred Sections**

| Action                                   | Term                   | Section Name and Title  | Location | Meeting Information  | Faculty      | Available/<br>Capacity/<br>Waitlist | Credits | CEUs |
|--|------------------------|---|----------|--|--------------|-------------------------------------|---------|------|
| <input type="text" value="RG Register"/> | Chicago 2008 Fall Term | <a href="#">MAT-451-B (3458) Sociocultural Approach in AT</a> | Chicago  | 09/02/2008-12/15/2008 Lecture Tuesday 10:00AM - 11:00AM, 65 East Wacker Place, Room 1701 (more)... | N. Slater    | 15 / 15 / 0                         | 3.00    |      |
| <input type="text"/>                     | Chicago 2008 Fall Term | <a href="#">MAT-480-A (3457) Practicum in Art Therapy I</a>   | Chicago  | 09/02/2008-12/15/2008  | J. Cavanaugh | 99 / 99 / 0                         | 1.00    |      |
| <input type="text"/>                     | Chicago 2008 Fall Term | <a href="#">PCO-497-A (3459) Research Methods</a>             | Chicago  | 09/02/2008-12/15/2008 Lecture Friday 10:00AM - 11:00AM, 65 East Wacker Place, Room 1701            | J. Cavanaugh | 1 / 1 / 0                           | 3.00    |      |
| <input type="text"/>                     | Chicago 2008 Fall Term | <a href="#">PSY-901-A (3462) Doctoral Dissertation I</a>      | Chicago  | 09/02/2008-12/15/2008  | J. Cavanaugh | 99 / 99 / 0                         | 0.00    |      |

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**Current Registrations**

| Drop                     | Term                     | Pass/<br>Audit | Section Name and Title   | Location | Meeting Information   | Faculty        | Credits | CEUs |
|--------------------------|--------------------------|----------------|--|----------|---|----------------|---------|------|
| <input type="checkbox"/> | Chicago 2008 Summer Term |                | <a href="#">PSY-742-A (3291) Doctoral Internship Full Time</a> | Chicago  | 05/05/2008-08/18/2008   | W. Paszkiewicz | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Summer Term | Pass/No Pass   | <a href="#">PSY-902-F (3385) Doctoral Dissertation II</a>      | Chicago  | 05/05/2008-08/18/2008   | V. Dyson       | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Spring Term | Pass/No Pass   | <a href="#">PSY-741-A (2930) Doctoral Internship Full Time</a> | Chicago  | 01/07/2008-04/14/2008 Field Experience Monday 09:00AM - 05:00PM, Room to be Announced | W. Paszkiewicz | 0.00    |      |
| <input type="checkbox"/> | Chicago 2008 Spring Term | Pass/No Pass   | <a href="#">PSY-901-J (3011) Doctoral Dissertation I</a>       | Chicago  | 01/07/2008-04/14/2008   | V. Dyson       | 0.00    |      |

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

- AU Audit – to Audit the class
- RM Remove – To remove the class from your Preferred Sections list
- 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

**Registration Results**

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The following request(s) have been processed:

Confirms action processed

| Term                   | Status                      | Pass/Audit | Section Name and Title   | Location | Meeting Information  | Faculty      | Credits | CEUs |
|------------------------|-----------------------------|------------|--|----------|--|--------------|---------|------|
| Chicago 2008 Fall Term | Registered for this section |            | <a href="#">PCO-432-B (3455)</a><br><a href="#">Child Guid &amp; Par Group Super</a> | Chicago  | 09/02/2008-12/15/2008 Lecture Tuesday 09:00AM - 10:00AM, 65 East Wacker Place, Room 1701 09/02/2008-12/15/2008 Lecture Thursday 09:00AM - 10:00AM, 65 East Wacker Place, Room 1701 | J. Cavanaugh | 1.00    |      |

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Here are all of the sections for which you are currently registered:

Class added to current registration list

| Term                     | Pass/Audit   | Section Name and Title   | Location | Meeting  | Faculty        | Credits | CEUs |
|--------------------------|--------------|--|----------|--|----------------|---------|------|
| Chicago 2008 Fall Term   | Pass/No Pass | <a href="#">PCO-432-B (3455)</a><br><a href="#">Child Guid &amp; Par Group Super</a> | Chicago  | 09/02/2008-12/15/2008 Lecture Tuesday 09:00AM - 10:00AM, 65 East Wacker Place, Room 1701 09/02/2008-12/15/2008 Lecture Thursday 09:00AM - 10:00AM, 65 East Wacker Place, Room 1701 | J. Cavanaugh   | 1.00    |      |
| Chicago 2008 Fall Term   | Pass/No Pass | <a href="#">PSY-998-A (3464)</a><br><a href="#">Doctoral Oral Defense</a>            | Chicago  | 09/02/2008-12/15/2008  | J. Cavanaugh   | 0.00    |      |
| Chicago 2008 Summer Term |              | <a href="#">PSY-742-A (3291)</a><br><a href="#">Doctoral Internship Full Time</a>    | Chicago  | 05/05/2008-08/18/2008  | W. Paszkiewicz | 0.00    |      |
| Chicago 2008 Summer Term | Pass/No Pass | <a href="#">PSY-902-F (3385)</a><br><a href="#">Doctoral Dissertation II</a>         | Chicago  | 05/05/2008-08/18/2008  | V. Dyson       | 0.00    |      |
| Chicago 2008 Spring Term | Pass/No Pass | <a href="#">PSY-741-A (2930)</a><br><a href="#">Doctoral Internship Full Time</a>    | Chicago  | 01/07/2008-04/14/2008 Field Experience Monday 09:00AM - 05:00PM, Room to be Announced  | W. Paszkiewicz | 0.00    |      |
| Chicago 2008 Spring Term | Pass/No Pass | <a href="#">PSY-901-J (3011)</a><br><a href="#">Doctoral Dissertation I</a>          | Chicago  | 01/07/2008-04/14/2008  | V. Dyson       | 0.00    |      |

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](mailto: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](mailto: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](mailto:helpdesk@adler.edu) or (312) 662-4444.**