Student Web Registration Instructions

Overview:

Student registration is completed via the WebAdvisor online registration system. Paper registration is also available, but should only be done if you are attempting to register for a course that requires special permission and/or additional forms.

Examples of Courses that Require Additional Forms – The following courses require additional forms and approvals, and must be registered at the Registrar’s Office:

- Independent Study
- Senior Evaluation
- Internship
- Duchesne 4th Credit Option
- Faculty Consent
- Private Music Lessons
- Pass / Fail Grading
- Student Teaching

Each student has access to his/her own WebAdvisor account. If you have never logged into WebAdvisor, please refer to the “Help” documents via the Technology Services Web Page. If you are having technical difficulty e.g. logging in to your WebAdvisor account or setting up your access using college e-mail, submit a service request ticket at www.mville.edu/support or call the IT help desk at 914-323-7230.

Students may not register on the web or in person prior to their appointed time slot, but may register any time after.

Registration Time – You will be contacted by the Registrar’s Office (via email) with a specific timeslot during which you may begin to register for the upcoming semester.

Before Registration:
Check WebAdvisor for any outstanding holds on your account:

To see if you have outstanding holds, select "My Restrictions"
Holds – An Advising hold has been placed on your record. You will not be able to register until you meet with your advisor to discuss which courses you plan to take and how they fit into your educational plan.

Be sure to check in WebAdvisor for any holds on your account using the "My Restrictions" link. The only hold your advisor can end is the Advisor hold that begins with "AD...". Any other active hold on your account will prevent you from registering for classes. If you see any additional holds on your account, please contact that office directly to arrange for its removal (i.e. Student Accounts, Financial Aid, Health Center, Academic Advising, etc.).

Course Selection & Advising – It is STRONGLY recommended that you search the upcoming semester schedule posted on the Registrar’s Registration Web Page. Once you have identified possible course sections that interest you, log into your WebAdvisor account to enter them into your “Preferred Sections” bucket (specific instructions below).

With selected sections in your “Preferred” bucket, you can contact your advisor to schedule an appointment. Your advisor will be able to see these “Preferred Sections” from his/her WebAdvisor account. This preparation may speed up your advising session. Before leaving your advisor, make sure he/she removes your advising hold (ADMAJ) by entering the date prior (yesterday’s date) to your appointment into the “End Date” field on the “View/End Student Restrictions” screen.

When your scheduled registration time comes, you can then log into Web Advisor to register for the courses in your “Preferred” bucket by selecting which courses to register and clicking the submit button (specific instructions below).

During Registration:

Credit Hour Limits & Requirements – Full-time Undergraduates MUST register for a minimum of 12 credits in order to maintain full-time status. (Note you must also have 12 credit hours to take part in the housing lottery.) Full-time undergraduates may not register for more than 19 credits (or 20.5 for declared Music or Dance & Theater majors) without the approval of the Provost. Applications for credit overload are available at the Registrar’s Office and website. Please see the form for complete instructions and information about applicable fees. All credit overload registrations must be processed at the Registrar’s Office.

Add/Drop – If you wish to make any changes to your schedule after your initial registration, you may do so through WebAdvisor (specific instructions below), or in person at the Registrar’s Office. If coming to the Registrar’s Office, please complete an Add/Drop Form. Graduate students are required to get the advisor’s signature to add any course.

Pass / Fail Grade Option – You cannot register for courses on a Pass/Fail basis in WebAdvisor, but rather must complete an Add/Drop Form to be handed into the Registrar’s Office. Full-time Undergraduates may only register for 4 Pass/Fail Credits per semester and any courses registered on a Pass/Fail basis will not count for major or minor credit.

Detailed instructions for web registration are below.
Web Registration Methods

1. **Search / Register for Sections:**

![Registration](image)

This method allows you to search for course sections based on various criteria. The search could be as simple as all 2000-level English courses, or narrowed with additional criteria, e.g. starting after 9:00AM and/or by a particular instructor.

1. You must always enter the term for which you want to register

2. You must enter at least 2 fields of search criteria. Your search can be broad by selecting only "Subject" or "Course Level," or more specific by "Course Number" or "Section" or by General Education requirements.

3. You may also narrow your search by filling in fields such as meeting times or days.

4. You may also narrow your search by filling in fields such as "Instructor’s Last Name."

5. Click "Submit" and you will be automatically directed to the “Section Selection Results” screen (see next page). Please be patient after clicking submit. Processing time may be slow.
6. You will be automatically directed to the "Section Selection Results" screen, which will display all sections matching your search criteria. You have the options to further narrow your search or re-sort your results.

7. Select any sections that you want to move into your "Preferred" bucket by checking the corresponding box in the "Select" Column.

8. Click "Submit." After you click submit, you will be automatically directed to the "Register / Drop Screen" where you will view your "Preferred" bucket (described in #3 below). Please be patient after clicking submit. Processing time may be slow.

2. **Express Registration:**

This method eliminates the search process, but allows you to quickly enter a course/section numbers or synonym number (see image below on how to identify subject, course, section and synonym numbers in both WebAdvisor and PDF schedules).

**Subject:** ART  
**Course Number:** 4001  
**Section Number:** 01

**Subject:** AFS  
**Course Number:** 1017  
**Section Number:** 01

**Synonym Number:** 46153  
**Synonym Number:** 47972
3. **Register / Drop Sections:**

This method is primarily used when you want to review the courses in your "Preferred" bucket or the courses for which you are already registered ("Current Registration"). This is also the screen you will use to register at (or after) your designated registration time. You would also use this screen if you decide to drop a course for which you are already registered.
1. The top section of this screen lists your preferred courses for next term - your "Preferred" bucket.

2. If you want to remove a course from your "Preferred" bucket, select "RM Remove from List" from the drop down menu.

3. At/after your designated registration time, select "RG Register" (from the drop down menu) for each section you want to register, and then click "Submit" at the bottom of the page. After you click "Submit" all selected actions will process at once.

4. Once a course is registered, it will appear under the "Current Registrations" heading on the lower section of this screen.

5. Note at the bottom of your screen, you have two options: "ALL" or "PART." See following page for specific descriptions

6. After clicking "Submit," all selected actions will be processed at once. Please be patient after clicking submit. Processing time may be slow.
"ALL – Allow me to adjust all" – This option will submit all selected "Preferred" courses for registration. If one or more courses cannot be registered, it will not register ANY of your other selected sections. An error message may display indicating why the course(s) were not processed. Error reasons could be: course closed due to reaching its maximum capacity; course requires petition (paper forms) for Independent Study, Internship, Music Lesson, Senior Evaluation; course requires faculty consent (paper form); incomplete prerequisites or co-requisites.

"PART – Complete only available" – This option will submit all your selected "Preferred" courses for registration, but will register only the available courses. Any "Preferred" courses with errors will not be registered and reasons/problems will display on the next screen.

After clicking "Submit," all selected actions will be processed at once. At this point all registration eligibilities and conflicts are checked. Any errors or alerts will display on following screen. Please be patient after clicking submit. Processing time may be slow.

Whichever method you choose, you will be able to drop any of your registered sections and make necessary schedule changes. You can even register one section at a time to make sure the sections you prefer most are registered first, and continue to add sections with subsequent processing. Always remember: you are solely responsible for selecting the required courses for your degree. It is strongly suggested that you inform your advisor of any and all changes you make to your schedule after your advising appointment.

To drop a course, simply check the corresponding box in the "Drop" column, and click Submit at the bottom of the page.
**After Registration:**

After you have registered, you may view and print your schedule. Return to the “Student’s Menu,” and click on “My Class Schedule” under the “Academic Profile” heading.

1. Select the term.

2. Click submit.

3. Your course schedule will then be displayed. You may click on a course for more detailed course information. You may print this screen for your personal records.