Registering and Dropping Classes using WebAdvisor

- After logging into your WebAdvisor account, click on the “Register for Sections” link:

This will give you 4 options:

1. **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.

2. **Express registration** – (RECOMMENDED) Use this option if you know the exact subject, course number, and section of the sections for which you wish to add to your preferred list and then register.

3. **Register for previously selected sections** - Use this option if you have already placed sections on your preferred list and would like to now register.

4. **Drop sections** - Use this option if you would like to drop a section.
Express Registration (RECOMMENDED)

If you have already searched the ACC course listings and know the exact subject, course number and section number of the classes you wish to take, you may use express registration.

Make sure you enter the following information before clicking “submit”:

- SUBJECT
- COURSE NUMBER
- SECTION NUMBER
- TERM

(*You may enter the 4-digit course synonym instead of the subject, course number and section number.*)
To register for all of the sections you entered, select “RG – Register” from the drop down menu, and then click “submit” at the bottom of the page. If you only wish to register for some of the courses listed on your preferred sections list, then use the action button to register for each class individually.

*Audit students: If you wish to audit the course, select “AU-Audit” on the drop down menu. Clicking “submit” will register you for the courses you have indicated from your preferred list.
Once you click “submit,” you will see verification that you have been registered. See below:

![Registration Results](image)

This indicates your request was processed.

This section lists what classes you have been registered for.

To view your class schedule once you have been registered, click on the “My class schedule” link on the main WebAdvisor student page and indicate the term you wish to view.

Search and Register for Sections

If you do not know the exact course sections you wish to take, you may use the “search and register for sections” link. This option allows you to search for sections, add the sections to your preferred list, and then register for selected sections.

To use the “search and register for sections” option, enter your search criteria:
Enter term.

Do NOT enter a course level.

Enter any other search criteria such as start and end times, days of the week, etc… then, click “SUBMIT.”

Classes will then appear that meet the search criteria you entered. Check the boxes of the courses you wish to register for.

Check the box of the class(s) you wish to add to your preferred list.

Click “Submit.”
The courses you check will display on the next screen as “preferred sections.”

To register for all of the sections you entered, select “RG – Register” from the drop down menu, and then click “submit” at the bottom of the page. If you only wish to register for some of the courses listed on your preferred sections list, then use the action button to register for each class individually.
To register for ALL preferred sections.

To register for select ones, use the action drop down menu.

Click “Submit” at the bottom of the page.

*Audit students: If you wish to audit the course, select “AU-Audit” on the drop down menu.

Clicking “submit” will register you for the courses you have indicated from your preferred list.

Register for Previously Selected Sections

This option will retrieve sections that you have previously selected as “preferred.” Once your preferred sections display, follow the instructions on page 3 to register for the classes you have selected.

Drop Sections

This option will allow you to drop sections you have previously registered for. Put a check mark beside the section(s) you wish to drop and then click “submit.”
Check the box of the class you wish to drop.

Click “submit” to drop the course.