

## Using Student Planning to Register for Courses

1. Open your browser and go to <https://webadvisor.mclennan.edu>
2. Log in to WebAdvisor
3. Click the “Students” button at the top-right of the screen
4. You will need to sign the terms and conditions agreement and check your registration eligibility before you register. Click the “Check your registration eligibility” link under the “Registration” section.
5. Click “Search & Register for Courses” under the “Registration” section
6. On the page that loads, click “Go to My Progress” (Figure 1)

### Steps to Getting Started

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

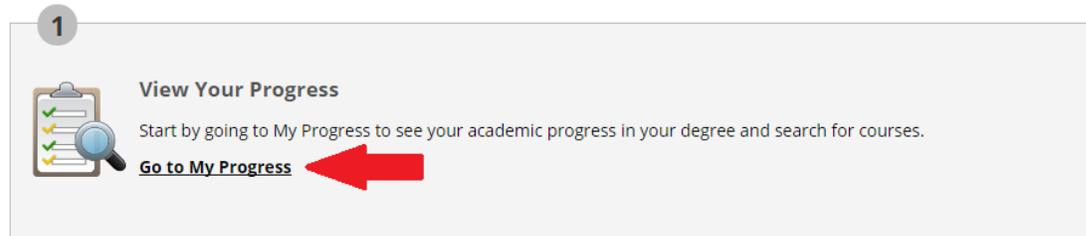


Figure 1

7. You will see a graphical chart providing you with a glance of your degree completion (Figure 2)
  - a. Click “Show Program Notes” to view other required courses

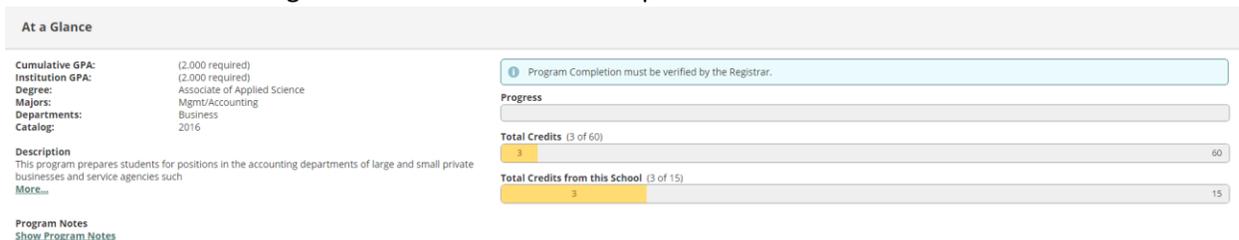


Figure 2

8. Scroll down and find the course you would like to add
  - a. Red indicates that courses are not started or attempted
  - b. Yellow indicates that courses are planned or registered for, but have not started
  - c. Green indicates that courses have been completed or are in-progress
9. Click the course title (e.g., COMM-1307)
10. On the course page that loads, click “Add Course to Plan” (Figure 3)

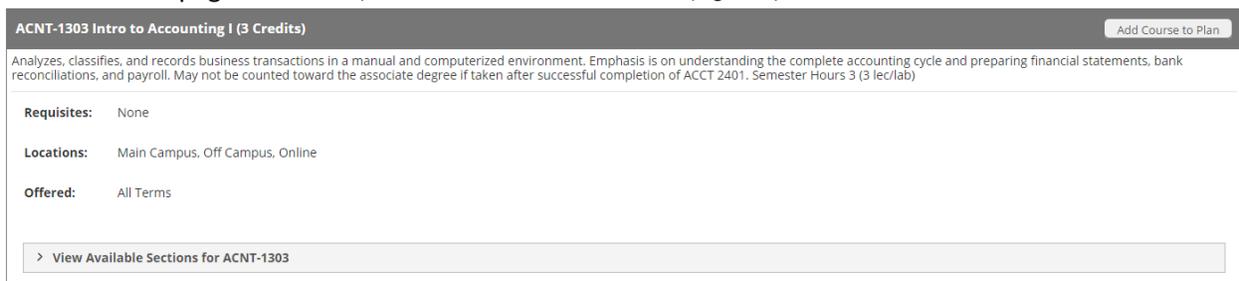


Figure 3

11. You will need to select a term and then click “Add Course to Plan” (Figure 4)

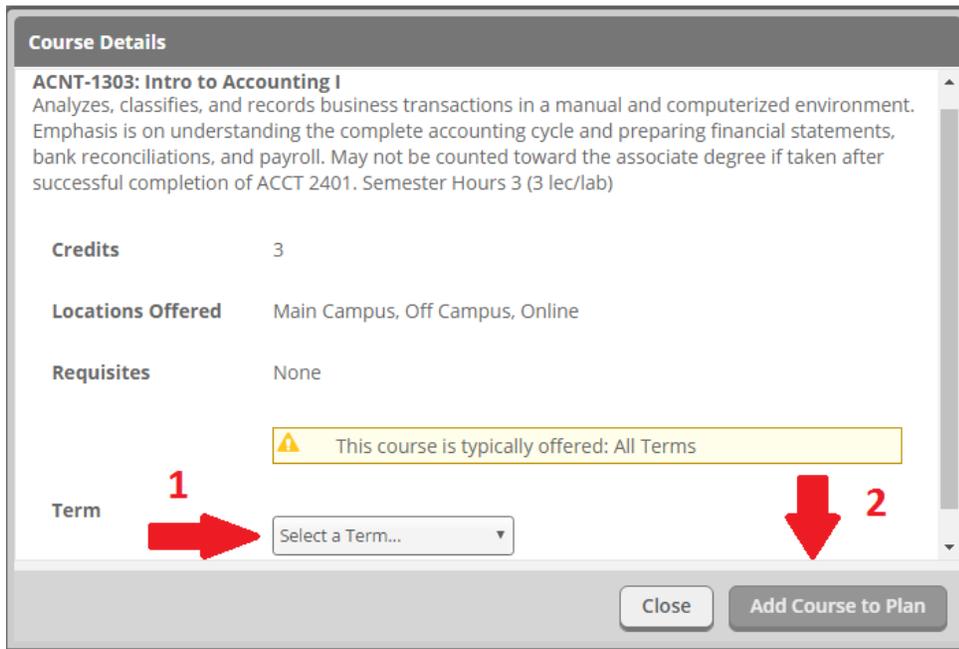


Figure 4

- If successful, you will receive a green notification at the top of your screen, otherwise you will receive a red error notification with specific instructions (Figure 5)



Figure 5

- Click "My Progress" to return to your required course list and repeat the process until you have selected the courses you want to take for the semester you are registering (Figure 6)

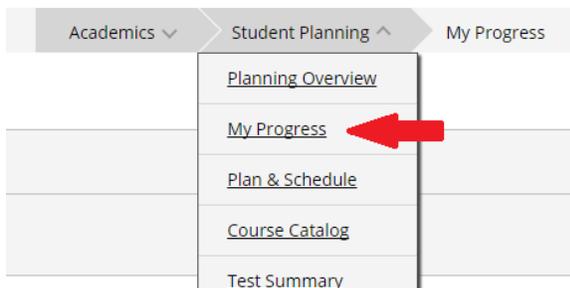


Figure 6

- Once you have added all courses to your plan, click "Plan & Schedule" (Figure 7)

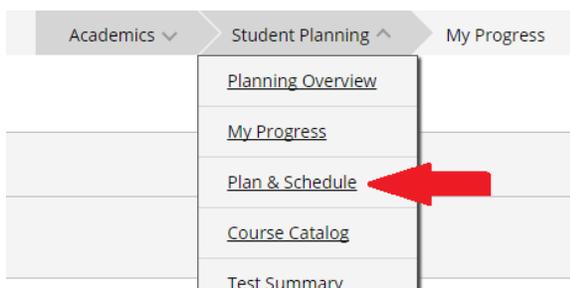


Figure 7

15. Ensure you are viewing the proper semester to see the courses you have added to your plan (Figure 8)

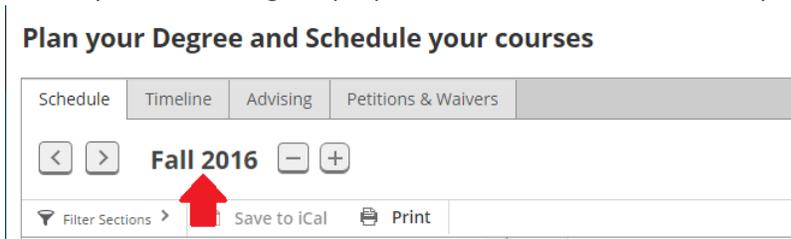


Figure 8

16. To schedule a section, click “View other sections” under each course to see what days and times it is available (Figure 9)

- a. As you hover over each section, it will be highlighted on your calendar so you can see any schedule conflicts

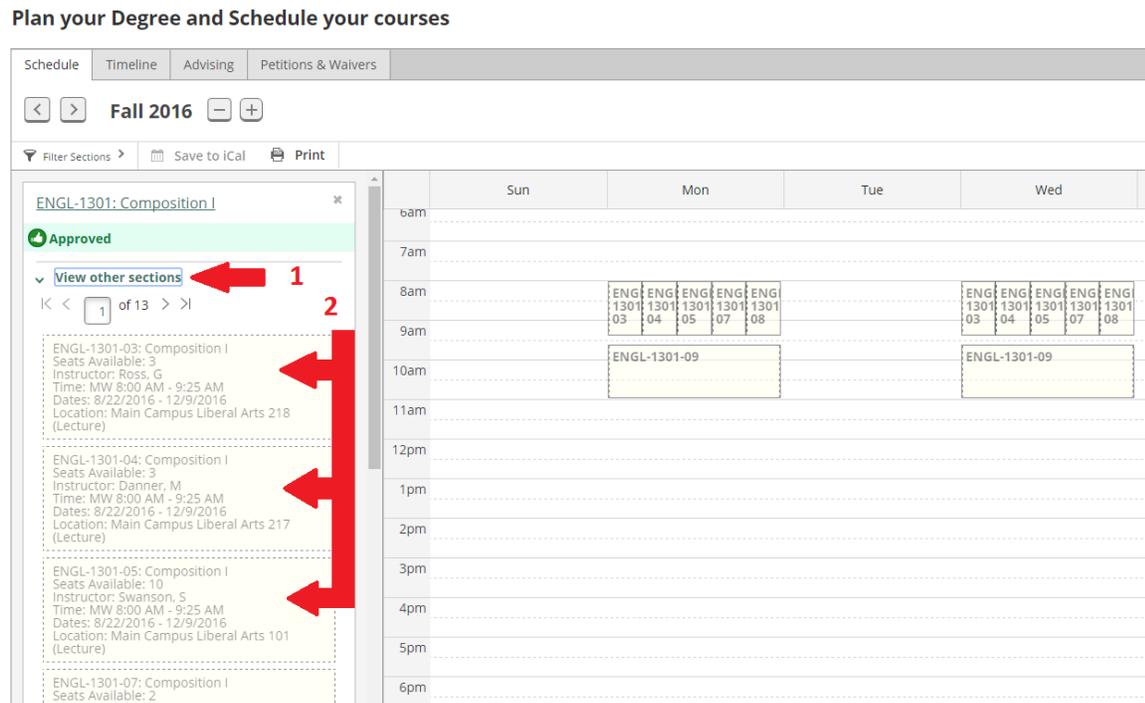


Figure 9

17. Click the section that fits your schedule and then click “Add Section to Schedule” (Figure 10)

The screenshot displays a web interface for planning a degree and scheduling courses. The main header is "Plan your Degree and Schedule your courses". Below this, there are tabs for "Schedule", "Timeline", "Advising", and "Petitions & Waivers". The current view is for "Fall 2016".

On the left, there is a list of sections for "ENGL-1301: Composition I". The first section is highlighted with a red arrow labeled "1". The details for this section are:

- ENGL-1301-03: Composition I
- Seats Available: 3
- Instructor: Ross, G
- Time: MW 8:00 AM - 9:25 AM
- Dates: 8/22/2016 - 12/9/2016
- Location: Main Campus Liberal Arts 218 (Lecture)

On the right, a "Section Details" modal window is open, showing the same information for the selected section. A red arrow labeled "2" points to the "Add Section" button at the bottom right of the modal.

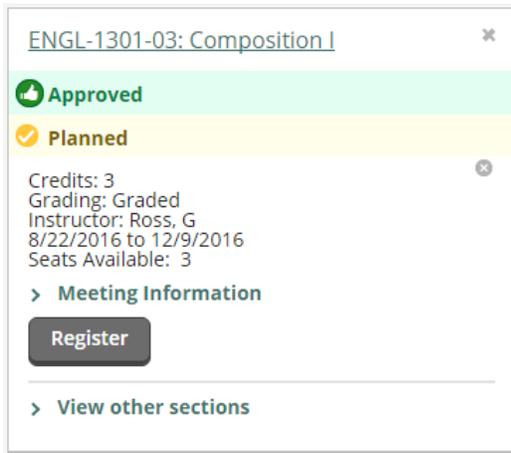
The modal window contains the following information:

- ENGL-1301-03: Composition I** (Fall 2016)
- Instructors:** Ross, G ([gross@mclennan.edu](mailto:gross@mclennan.edu))
- Meeting Information:** MW 8:00 AM - 9:25 AM, 8/22/2016 - 12/9/2016, Main Campus, Liberal Arts 218 (Lecture)
- Dates:** 8/22/2016 - 12/9/2016
- Seats Available:** 3 of 28 Total
- Credits:** 3

At the bottom of the modal, there are "Close" and "Add Section" buttons.

Figure 10

18. Once added, the course will remain in your calendar and it will show as “Planned” on the sidebar (Figure 11)



ENGL-1301-03: Composition I

Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Ross, G  
8/22/2016 to 12/9/2016  
Seats Available: 3

> Meeting Information

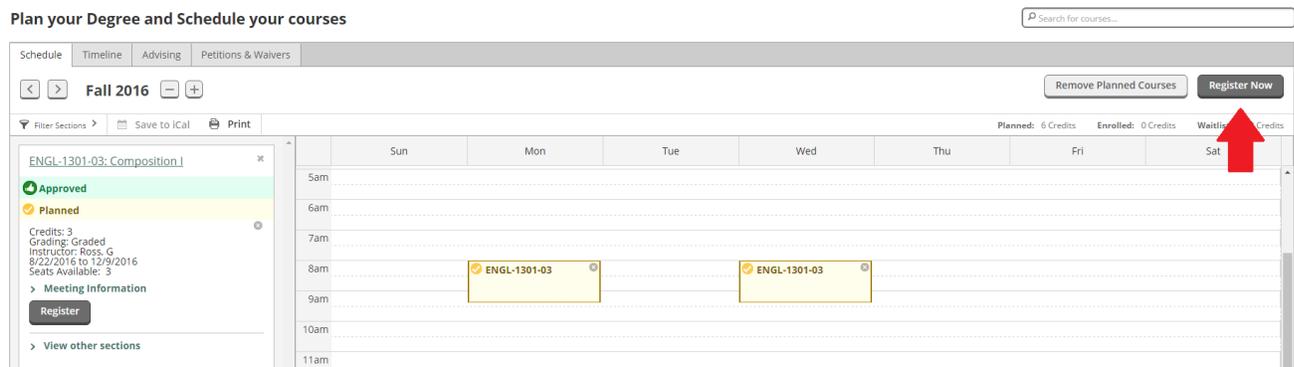
Register

> View other sections

Figure 11

19. Once you have chosen your sections for the semester, click the “Register Now” button on the Plan & Schedule page (Figure 12). If the “Register Now” button does not appear on the screen, it means that the term has not been made available for registration.

- a. Please note, if you use the “Register” button under the course, you will have to register for each section individually



Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Waivers

Fall 2016

Remove Planned Courses Register Now

Planned: 6 Credits Enrolled: 0 Credits Waitlist: 0 Credits

ENGL-1301-03: Composition I

Approved

Planned

Credits: 3  
Grading: Graded  
Instructor: Ross, G  
8/22/2016 to 12/9/2016  
Seats Available: 3

> Meeting Information

Register

> View other sections

Sun Mon Tue Wed Thu Fri Sat

5am

6am

7am

8am ENGL-1301-03 ENGL-1301-03

9am

10am

11am

Figure 12

20. Once successfully registered, your courses will appear in all green
- a. Yellow courses are planned but not registered
  - b. Red courses are denied (contact your Advisor for more information regarding denied courses)