After reviewing this tutorial if you have any questions about the advising and registration process as a whole, please contact Enrollment Services at 303-458-4126, or Sybenie Hernandez in the Regis College Office of the Academic Dean, at 303-458-4040 or shernandez003@regis.edu.

For technical questions, please contact the ITS Helpdesk at 303-458-4050.
Advising and E-Registration Overview: Key Steps

- In the instructions that follow, you will see directions for how to:
  - Complete the Regis College Course Selection Worksheet (Part I – 2 Steps)
  - Complete the Online Registration Process after you have met with your advisor (Part II – 10 Steps)
  - How to drop a course through WebAdvisor (Part III-4 steps)

- **First:** Look up the courses available on WebAdvisor and complete the Regis College Course Selection Worksheet (Part I of the directions here). Share the completed worksheet with your advisor.
  - The purpose of this worksheet is for you and your advisor to have a record of the courses you would like to take. Be sure to identify additional courses so you and your advisor may discuss some “backup” options if your top choice courses fill up before you have an opportunity to register for them.
  - If you are having problems electronically filling out or saving your information, please contact the ITS Help Desk (303-458-4050).
  - Once you have met with your advisor to discuss the courses you have indicated on the Course Selection Worksheet, your advisor will submit an approval acknowledging that you have met and discussed your course options. Please note, this approval does not automatically remove your registration hold. Please be sure to meet with your advisor at least one day prior to your registration window.

- **Second:** Wait until your assigned registration window to register for the classes your advisor has approved. Instructions for how to complete the online registration process appear in Part II of the directions here.

  **Regis College Online Registration Schedule Timeline:**
  - Senior Registration (92 semester hours or more completed) & Exceptions (in-season athletes, Honors, Commitment)
  - Junior Registration (60-91 semester hours competed)
  - Sophomore Registration (30-59 semester hours completed)
  - First-Year Student Registration (0-29 semester hours completed)
Part I - Step 1: Complete the Student Information and Registration Information sections of the Regis College Course Selection Worksheet and follow the instructions on the form to send it to your advisor.
Part I - Step 2: Meet with your advisor to discuss the courses on your Course Selection Worksheet.

- If your advisor approves your selected courses, he/she will submit a request to remove your advising registration hold. Since this approval does not automatically remove your registration hold, please be sure to have this meeting with your advisor at least one day prior to your registration window.

- If you are planning to register for an internship, do not include that on your Course Selection Worksheet. You will need to work directly with the Office of Academic Internships (Loyola 1) to finalize that process.

- Once you have met with your advisor, the remainder of the work is yours to complete. When it is your turn to register (see dates on Slide 2), you will need to log into WebAdvisor and complete the online registration process. Part II of the tutorial walks you through those steps.
Part II - Step 1: When it is your turn to register for classes, log into WebAdvisor
Part II - Step 2: Click on the Student Link in WebAdvisor
Part II - Step 3: Click on Register for Sections
Part II – Step 4: Click on Search and 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.

Search and register for sections by program
Use this option if you would like to look for sections by program, add them to your preferred list of sections by program and then register for them.

Express registration
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

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.)

Online Withdraw Form for CPS, Regis College and RCHP Non Traditional Courses
Manage my waiting
Use this option if you would like to register or remove sections that you are currently waitlisted in.
Part II - Step 5: Select the correct Term, School and Subjects, then click Submit

Special Note for Spring Semester ONLY: If you are registering for Summer Courses be sure to select “Summer Variables” in the Term box and “Regis College” in the School box before you indicate subjects and submit the form.
Part II - Step 6: Select the course(s) and section(s) in which you plan to enroll and click Submit

ATTENTION: If the course you select is closed/full, you must unselect that course before adding another course. Your registration will not go through if you have any closed courses on your list.

- If you accidently submit a closed course, go to Step 7. Step 7 also includes instructions for requesting permission to be added to a closed course.
- If you replace a closed course with one that was not approved by your advisor, complete the form described in Step 8.
- If all of your approved courses are available, go directly to Step 9.
Part II - Step 7: Instructions for removing closed courses from your registration selection.

If you accidently selected and submitted a closed course on the previous screen (“Section Selection Results”), you must select Remove from List in the “Action” column next to the closed course and click “Submit” when you are finished.

If you would like to be added to a closed course, please email the instructor for that course explaining your request. Be sure to include your Student ID number in that message. If the instructor decides to allow you to be added, he/she must email registrar@regis.edu with your information so you may be manually registered for that course. Please allow some time for this process to be completed.
Part II - Step 8: If any courses you plan to register for are different than what your advisor approved, you must complete the Changes to Registration Information on the Regis College Course Selection Worksheet and follow the instructions on the form to send it to your advisor.

Registering for courses without your advisor’s approval may result in strict penalties!
Part II - Step 9: Finalizing your Registration

Once you have a list of courses that have been approved by your advisor and they are available, select **Register** in the “Action” column next to each course. Click **Submit** when you are finished.
Part II – Step 10: View your Registration Results

Once the process is complete, log back into WebAdvisor to check your registration results and confirm your schedule.

Congratulations! You’re all done!
How to Drop a Course through Webadvisor

Once you have met with your advisor to discuss the course changes, log into Webadvisor.
Part III-Step 1: Click on Register for Sections
Part III-Step 2: Click on Drop Sections and then click OK
Part III - Step 4: Check the Drop Box for the course you wish to drop and then click Submit
Part III - Step 5: The course drop is now complete. This screen shows the course dropped as well as the current course schedule.

### Registration Results

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015 SP RC/DPT/PHARM Sem</td>
<td>Dropped from this section</td>
<td>Pass/Fail/Audit</td>
<td>PE210/PUR01:065480 Weight Training</td>
<td>Northwest Denver Campus</td>
<td>01/12/2015-04/22/2015 Lecture Monday, Wednesday 09:00AM - 09:50AM, Life Directions Center, Room 118F</td>
<td>N. Williams</td>
<td>1.00</td>
<td></td>
</tr>
</tbody>
</table>

Here are all of the sections for which you are currently registered.
Part III – Step 6: View your Registration Results

Once the process is complete, log back into WebAdvisor to check your registration changes and confirm your schedule.

Registration Results

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<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014 Spring RC/DPT Sem</td>
<td>Registered for this section</td>
<td></td>
<td>PY 250 RU01 (54880) General Psychology</td>
<td>Lowell Campus</td>
<td>01/13/2014-04/25/2014 Lecture Monday, Wednesday, Friday 10:30AM - 11:20AM, Room to be Announced</td>
<td>To be Announced</td>
<td>3.00</td>
<td></td>
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Here are all of the sections for which you are waitlisted (not registered):

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
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<th>CEUs</th>
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Congratulations! You’re all done!