

WebAdvisor Registration at FLCC

(<http://webadvisor.flcc.edu>)

Never taken a course at FLCC before?

To create a WebAdvisor account to register for classes, go to <http://webadvisor.flcc.edu>, click on the Guest Access menu and then select "New FLCC Student (Create a WebAdvisor Account)." Once you have created your WebAdvisor account, follow the instructions below to plan and register for classes.

Never logged in to WebAdvisor before?

How to Obtain your WebAdvisor Login and Password:

From the Main Menu Click on "Guest Access", then click on "What's my Password", then click "I'm new to WebAdvisor, setup my password." Follow the instructions from there to obtain your login, and send your temporary password to an email account on file with the college. Once you obtain your temporary password, login to WebAdvisor and go through the change password routine. **If you do not have an email address on file with the college**, or you have an incorrect email address on file, you will not be able to obtain you login in password in the above fashion. Read the instruction below for instructions on how to submit your new or corrected email to the college.

How to Submit your email address to the College:

From WebAdvisor's Main menu click on "Guest Access", then click on "Update my email Address". On the right side of the window that pops-up, click on the "Sign up for WebAdvisor Now" button. Once you submit the form, you will be notified within 24hrs that your email address is now on file with college. Follow the instructions carefully in the email you receive for activating your account.

Forgot your login and Password?:

From the Main Menu click on "Guest Access" then click on "What's my Password".

Plan your Course Schedule/Adding Courses to your Preferred Courses List

1. Login to WebAdvisor and select the Students Menu.
2. Click on "**Register for Sections**"
3. If you do NOT know the exact subject, course number, and section of the course sections for which you plan to register, you can then click on '**Search and Register for Sections**'. You will be able to limit your search by term, subject, meeting days and times, locations/sections, or instructor's last name. Click on the Submit button once you've limited your search. Once the course sections display that meet your criteria, you can select the course sections you would like to add to your planned course list by checking the boxes next to them and clicking the Submit at the bottom of the screen. Once a course is added to the "Preferred Sections" area you can go back and select additional courses by using the browser's back button.
4. If you know the exact subject, course number and section number for the Course Sections for which you wish to register, you can then select '**Express Registration**'. You can register for a course section by simply entering the course subject, course number and section (i.e. PSY100 01) and the appropriate term that you are registering for (i.e. Spring 2007). Do not indicate a synonym. Once you have entered all the Course Sections you plan to take, you can click on the Submit button at the bottom of the screen. This will add the entered Course Sections to your Preferred Sections List.
5. If it is before the date you are eligible to register for classes then you can logout of WebAdvisor. The Preferred Sections will **not** be lost when you log out of WebAdvisor. If it is on or after your eligible date to register, follow the instructions below starting a number 3.

Register for Classes on WebAdvisor

1. Do you have all of the classes you intend to take in your "Preferred Sections" list on WebAdvisor? If not, complete the "Plan your Courses..." section above, first.
2. Login to WebAdvisor and click on the Students Menu. Click on "Register for Sections" and then "Register for Previously Selected Sections" option.
3. Verify that the courses listed in the "Preferred Sections" section are what you want your schedule to look like and that there are no time conflicts or closed courses. If everything looks ok, in the "Action for All Pref. Sections" drop down box at the top of the page, select "Rg – Register" and click the submit button. You can also use the drop down boxes to the side of each course to take an action on course individually. Read the screen carefully to determine if there were any problems. If there were no problems, you should see all the courses previously in the "Preferred Sections" area now in the "Currently Registered" section.
4. Error messages will appear at the top of the page. Common errors are course time conflicts, closed courses, course restricted to students in a particular major, etc. To remove courses from the list of Preferred Sections, use the drop down box that appears next to the course you wish to remove. You will not be able to register for "Closed" courses, but you can use the drop down box to add yourself to the Waitlist.
5. Once you are done, use the "My Class Schedule" feature on the students menu to verify that your schedule is correct.