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:

1	
	View Your Progress
	Start by going to My Progress to see your academic progress in your degree and search for courses.
	Go to My Progress

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

At a Glance				
Cumulative GPA: Institution GPA: Degree: Majors: Departments: Catalog:	(2.000 required) (2.000 required) Associate of Applied Science Mgmt/Accounting Business 2016	Program Completion must b Progress	e verified by the Registrar.	
Description This program prepares students for positions in the accounting departments of large and small private businesses and service agencies such More		Total Credits (3 of 60) 3 Total Credits from this School (3 3 3 3 3 3 3 3 3 3	of 15)	60
Program Notes Show Program Notes				

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)

ACNT-	1303 Int	tro to Accounting I (3 Credits) Add Course to	Plan			
Analyzes reconcili	Analyzes, classifies, and records business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)					
Requi	isites:	None				
Locat	ions:	Main Campus, Off Campus, Online				
Offer	ed:	All Terms				
> v	/iew Ava	ilable Sections for ACNT-1303				

Figure 3

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

Course Details							
ACNT-1303: Intro to Accounting I Analyzes, classifies, and records business transactions in a manual and computerized environment. Emphasis is on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec/lab)							
Credits	3						
Locations Offered	Main Campus, Off Campus, Online						
Requisites	None						
1	This course is typically offered: All Terms						
Term	Select a Term						
	Close Add Course to Plan						

Figure 4

12. 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

13. 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

14. Once you have added all courses to your plan, click "Plan & Schedule" (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

Plan your Degree and Schedule your courses

Schedule Timeline Advising Petitions & Wain	rers				
< > Fall 2016 — +					
🎔 Filter Sections > 🛗 Save to iCal 🗎 Print					
ENGL-1301: Composition *	A	Sun	Mon	Tue	Wed
	6am				
Approved	7am				
View other sections	8am		ENG ENG ENG ENG ENG 1301 1301 1301 1301 1301 03 04 05 07 08		ENG ENG ENG ENG ENG 1301 1301 1301 1301 1301 03 04 05 07 08
ENCL 1201 02: Composition L	9am		03 04 03 07 00		05 04 05 07 00
Seats Available: 3 Instructor: Ross, G Time: MW 8:00 AM - 9:25 AM	10am		ENGL-1301-09		ENGL-1301-09
Dates: 8/22/2016 - 12/9/2016 Location: Main Campus Liberal Arts 218 (Lecture)	11am				
ENGL-1301-04: Composition I	12pm				
Seats Available: 3 Instructor: Danner, M Time: MW 8:00 AM - 9:25 AM Datas: 8/22/2016 - 12/9/2016	1pm				
Location: Main Campus Liberal Arts 217 (Lecture)	2pm				
ENGL-1301-05: Composition I Seats Available: 10	3pm				
Instructor: Swanson, S Time: MW 8:00 AM - 9:25 AM Dates: 8/22/2016 - 12/9/2016	4pm				
Location: Main Campus Liberal Arts 101 (Lecture)	5pm				
ENGL-1301-07: Composition I Seats Available: 2	6pm				

Figure 9

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



Figure 10

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



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							P Search for cou	irses		
Schedule Timeline Advising Petitions & Wai	vers									
Fall 2016 -+ Register									Register N	low
🗣 Filter Sections > 🛗 Save to iCal 🖨 Print						PL	anned: 6 Credits	Enrolled: 0 Credits	Waitlist	Credits
ENGL-1301-03: Composition I	^	Sun	Mon	Tue	Wed	Thu	Fri		Sat	
Approved	5am									•••••
Planned	6am									
Credits: 3 Grading: Graded Instructor: Ross, G 8/22/2016 to 12/9/2016 Seats Available: 3	7am 8am		S ENGL-1301-03		S ENGL-1301-03					
> Meeting Information Register	9am									
> View other sections	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)