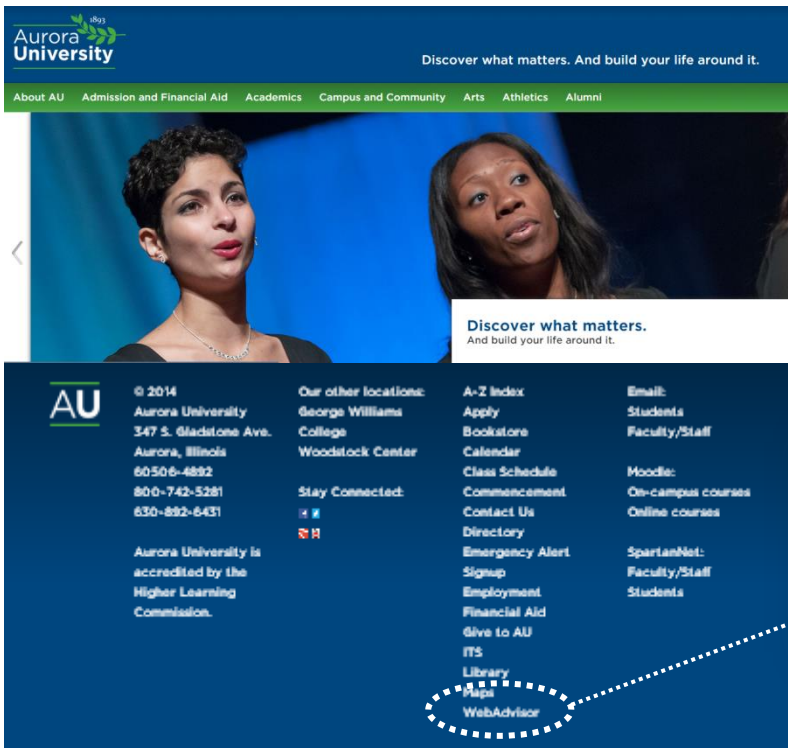
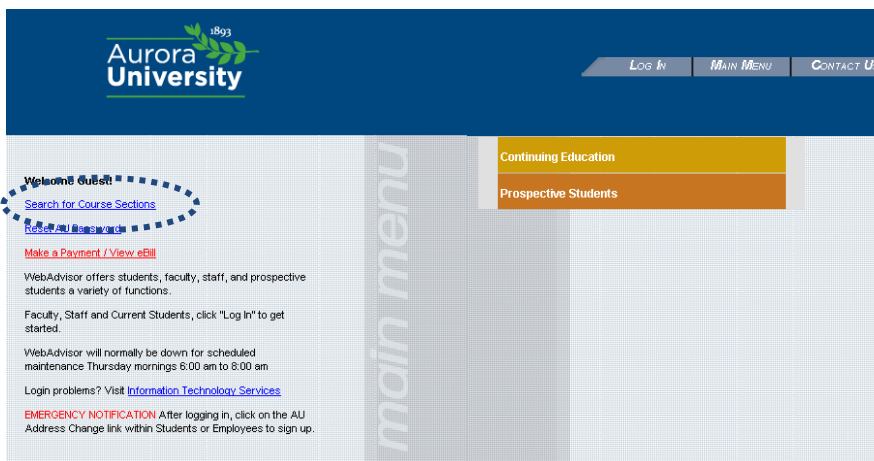


## WebAdvisor Online Registration Instructions: Searching for Courses & Registering

Be sure to use your ACADEMIC EVALUATION in conjunction with these instructions.



**Step 1:** Access WEBADVISOR from the homepage at [www.aurora.edu](http://www.aurora.edu).



**Step 2:** You will be taken to the main WebAdvisor screen. Do not log in at this time. First, use the "SEARCH FOR COURSE SECTIONS" link to check seat availability and plan your schedule. You may want to use a **ADVISING WORKSHEET** (available in the Crouse Center for Student Success) to aid in this process.

## WebAdvisor Online Registration Instructions: Searching for Courses & Registering

### Search for Sections

Term

Starting On/After Date  Ending By Date

Subjects	Course Levels	Course Number	Section	Course Types
<input type="text" value="COM-Communication"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="IDS-Interdisciplinary St"/>	<input type="text"/>	<input type="text" value="2020"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

**Step 3:** Select the TERM for which you are searching and the LOCATION as “AUR-Aurora-Main Campus.” Use the SUBJECTS drop-down to choose a subject area, and type in COURSE NUMBERS from your academic evaluation if you want to narrow your results. The search to the left will return results for all Communication courses and all sections of IDS2020 that meet before 6:00 p.m. on Monday/Wednesday/Friday. Click “SUBMIT” to view the results.

**Welcome Guest!**  
[Search for Course Sections](#)  
[Reset AU Password](#)  
[Make a Payment / View eBill](#)

WebAdvisor offers students, faculty, staff, and prospective students a variety of functions.

Faculty, Staff and Current Students, click “Log In” to get started.

WebAdvisor will normally be down for scheduled maintenance Thursday mornings 6:00 am to 8:00 am.

Login problems? Visit [Information Technology Services](#).

**EMERGENCY NOTIFICATION** After logging in, click on the AU Address Change link within Students or Employees to sign up.

**Step 4:** Once you have planned your schedule, return to the main WebAdvisor screen and LOG IN. Your username and password are the same as the information you use to log in to your AU e-mail and Moodle. After logging in, notice the message on the left of the screen that changes from “Welcome Guest!” to “Welcome [Your Name]!”

Students

**Step 5:** You will now see a “STUDENTS” menu to the right of the page. Click on this menu.

## WebAdvisor Online Registration Instructions: Searching for Courses & Registering

The screenshot shows the WebAdvisor interface with several navigation tabs: User Account, Registration, Academic Planning, Online Student Account Center, Financial Aid, and Communication. The Registration tab is active, displaying a list of links including 'Undergraduate Registration Help', 'Graduate Registration Help', 'Register for Classes', 'Search for Sections', and 'Manage My Waitlist'. A callout box with a dashed arrow points to the 'Register for Classes' link, which is highlighted in blue. The callout box contains the following text:

[Undergraduate Registration Help](#)  
[Graduate Registration Help](#)  
[Register for Classes](#)  
[Search for Sections](#)  
[Manage My Waitlist](#)

**Step 6:** Under the Registration section of this screen, click “REGISTER FOR CLASSES.” This will take you to a page with a link to the Tuition/Fees Payment Agreement Policy; click on the link. Read the policy carefully and click “ACCEPT” at the bottom of the page (left button) to continue with the registration process.

### Register for Sections

Please choose which type of registration you would like to use:

[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.

[Drop or Register for previously selected sections](#)

Use this option if you would like to drop classes or if you have already placed sections on your preferred list and would like to now

**OK**

**Step 7:** Click “SEARCH AND REGISTER FOR SECTIONS” to start the registration process. Click “DROP OR REGISTER FOR PREVIOUSLY SELECTED SECTIONS” to continue a previous registration or withdraw from a course.

### Search/Register for Sections

For undergraduate students: Dropping below full-time (less than 12 semester hours) or part-time (less than 6 semester hours) may impact your financial aid and/or athletic eligibility. Please contact the Financial Aid Office (630-844-6190 / [finaid@aurora.edu](mailto:finaid@aurora.edu)), academic advisor, and/or athletic coach before dropping a course.

Term:

Starting On/After Date:  Ending By Date:

Subject	Course Level	Course Number	Section	Course Types
Communication		2150	02	
Interdisciplinary St		2020	02	
Mathematics		1110	01	
Humanities		2100	01	

Sections Meeting After:  Sections Ending Before:

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s):

Location:  Academic Level:

Instructor's Last Name:

**SUBMIT**

**Step 8:** Now select the TERM for which you are registering. Note that you can select Fall or Spring Semester to see all module I and module II courses at the same time, or you can select each module separately.

If you are not certain of which section of a course you want yet, do not enter a section number.

Click “SUBMIT” to proceed.

## WebAdvisor Online Registration Instructions: Searching for Courses & Registering

### Section Selection Results

For undergraduate students: Dropping below full-time (less than 12 semester hours) or part-time (less than 6 semester hours) may impact your financial aid and/or athletic eligibility. Please contact the Financial Aid Office (630-844-6190 / [finaid@aurora.edu](mailto:finaid@aurora.edu)), academic advisor, and/or athletic coach before dropping a course.

Narrow my search

Re-sort my results [NAME Section Name, Term]

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Max Credit	Comments
<input checked="" type="checkbox"/>	Spring Semester 2015	Open	<a href="#">COM-2150-02 (42734) Human Relations &amp; Interaction</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 02:35PM - 03:40PM, Dunham Hall, Room 001 (more)...	Maria Stefanel	11 / 30 / 0	4.00	4.00	Course Type: Aesthetic & Expressive
<input checked="" type="checkbox"/>	Spring Semester 2015	Open	<a href="#">HUM-2100-01 (39927) The Arts &amp; Human Experience</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 12:00PM - 01:05PM, Institute for Collaboration, Room 108 (more)...	Mark Plummer	8 / 30 / 0	4.00	4.00	Course Type: Aesthetic & Expressive
<input checked="" type="checkbox"/>	Spring Semester 2015	Open	<a href="#">IDS-2020-02 (41049) Trajectories of Human History</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 10:40AM - 11:45AM, Institute for Collaboration, Room 210 (more)...	Libby K. Escobedo	5 / 26 / 0	4.00	4.00	PRE-REQS: Take IDS-1600 or IDS-1610 with a grade of C or better and ENG-1000.
<input checked="" type="checkbox"/>	Spring Semester 2015	Open	<a href="#">MTH-1110-01 (40288) Quantitative Reasoning</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Tuesday, Thursday 08:00AM - 09:45AM, Institute for Collaboration, Room 314 (more)...	Anne Morlet	2 / 30 / 0	4.00	4.00	

**Step 9:** The sections meeting your criteria will be displayed. In the SELECT column, check the sections for which you wish to register or waitlist and click "SUBMIT."

### Register and Drop Sections

For undergraduate students: Dropping below full-time (less than 12 semester hours) or part-time (less than 6 semester hours) may impact your financial aid and/or athletic eligibility. Please contact the Financial Aid Office (630-844-6190 / [finaid@aurora.edu](mailto:finaid@aurora.edu)), academic advisor, and/or athletic coach before dropping a course.

Name Mercedes K. Fabio

Action for ALL Pref. Sections (or choose below) [RG Register]

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
[Register] [Remove from List] [Waitlist Section]	Spring Semester 2015	<a href="#">COM-2150-02 (42734) Human Relations &amp; Interaction</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 02:35PM - 03:40PM, Dunham Hall, Room 001 (more)...	Maria Stefanel	11 / 30 / 0	4.00	
	Spring Semester 2015	<a href="#">HUM-2100-01 (39927) The Arts &amp; Human Experience</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 12:00PM - 01:05PM, Institute for Collaboration, Room 108 (more)...	Mark Plummer	8 / 30 / 0	4.00	
	Spring Semester 2015	<a href="#">IDS-2020-02 (41049) Trajectories of Human History</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Monday, Wednesday, Friday 10:40AM - 11:45AM, Institute for Collaboration, Room 210 (more)...	Libby K. Escobedo	5 / 26 / 0	4.00	
	Spring Semester 2015	<a href="#">MTH-1110-01 (40288) Quantitative Reasoning</a>	Aurora - Main Campus	01/05/2015-04/25/2015 Lecture Tuesday, Thursday 08:00AM - 09:45AM, Institute for Collaboration, Room 314 (more)...	Anne Morlet	2 / 30 / 0	4.00	

**Step 10:** The next screen will process your registration by collecting your chosen courses in your PREFERRED SECTIONS list. You can either choose to REGISTER for all of the courses in your PREFERRED SECTIONS by using the drop down menu at the top of the page, or you can choose an action for each course. You MUST CLICK "SUBMIT" to complete your registration.

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2015		<a href="#">PED-1150-S1-01 (40173) Pleas</a>		02/23/2015 Physical Activity Monday, Wednesday 10:40AM - 11:30AM, Room 401 (more)...	Annie Craig	1.00	
<input type="checkbox"/>	Spring Semester 2015		<a href="#">PSY-3380-01 (39207) Brain &amp; Behavior</a>	Aurora - Main Campus	04/25/2015 Lecture Tuesday, Thursday 03:15PM - 05:00PM, Institute for Collaboration, Room 306 (more)...	Matthew Rasmussen	4.00	

**IMPORTANT NOTES:** If you try to register for a closed course, you will receive an error message indicating your registration cannot be processed. You will have the option of selecting "Waitlist" as an action for that section. You must then select "Register" again as an action for all of the other courses for which you wish to register.

When your Registration Results display, review the page to be sure your registration is correct. Click OK to return to the main WebAdvisor menu.

You will receive a confirmation e-mail to your AU e-mail account. This e-mail will contain payment due dates, a link to your E-Bill, and a link to the Deferred Payment Application Form.

## WebAdvisor Online Registration Instructions: Enrolling in a Waitlisted Course

If you have added yourself to a section's waitlist, please remember you are not guaranteed a seat in the course. If a seat opens for you, an e-mail will be sent to your AU e-mail account to notify you. The e-mail will indicate a deadline for you to enroll in the section. If you do not enroll by the deadline, you will be removed from the waitlist.

You may place yourself back on the waitlist by going through the registration process again, and waitlisting for the section.

You must clear any holds (i.e. immunization, student account) in order for the waitlist registration to be allowed. The e-mail will indicate any holds you currently have.

If you have completed fewer than 30 credits, you do not have access to online registration. In this case, you will need to **immediately** forward the e-mail you receive to your advisor. Your advisor's name will be indicated on the e-mail you receive. If an advisor is not indicated, you can forward the e-mail to [crousecenter@aurora.edu](mailto:crousecenter@aurora.edu).

The screenshot shows the WebAdvisor interface with a navigation menu on the left and a main content area on the right. The navigation menu includes sections for User Account, Online Student Account Center, Financial Aid, and Communication. The main content area is titled 'Registration' and contains several links. A callout box with a dashed border and an arrow points to the 'Manage My Waitlist' link in the 'Registration' section. The callout box contains the following links: Undergraduate Registration Help, Graduate Registration Help, Register for Classes, Search for Sections, and Manage My Waitlist.

**User Account**

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)
- [Change Password](#)
- [Address Change](#)
- [FERPA Release Information](#)
- [Insurance Waiver/Enrollment](#)

**Online Student Account Center**

- [View My 1098-T Forms](#)
- [Make A Payment / View eBill](#)
- [Student Authorization Hold Form](#)
- [Online Partnership Verification Form](#)
- [OnLine Bill Tutorial](#)

**Financial Aid**

- [Financial aid award letter](#)

**Communication**

- [Advisor Remarks To Student](#)
- [My Documents](#)
- [E-mail My Advisor\(s\)](#)

**Registration**

- [Undergraduate Registration Help](#)
- [Graduate Registration Help](#)
- [Register for Classes](#)
- [Search for Sections](#)
- [Manage My Waitlist](#)

**Academic Evaluation**

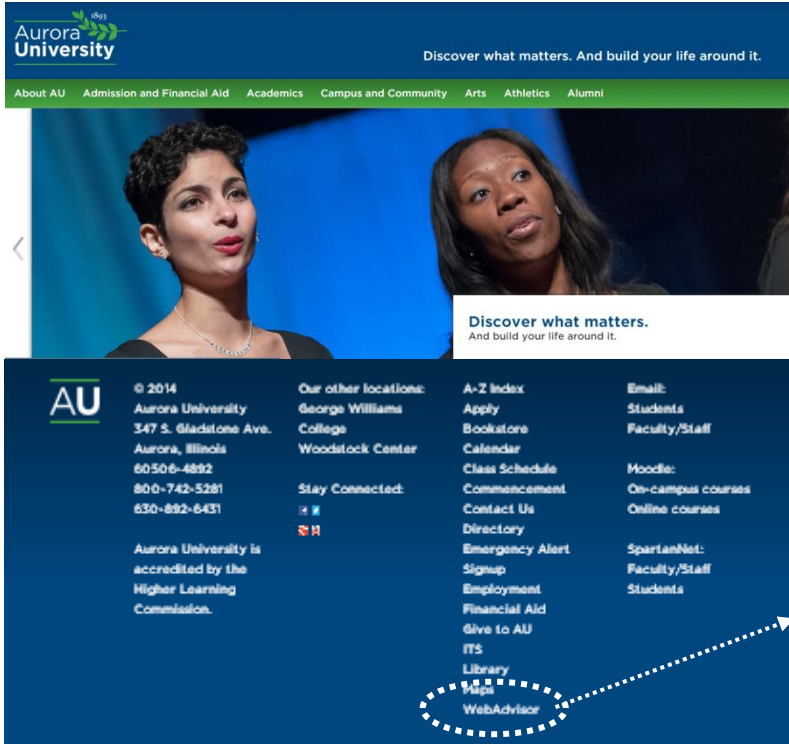
- [Application for graduation](#)
- [Undergraduate Registration Help](#)
- [Search for Sections](#)

**Grades**

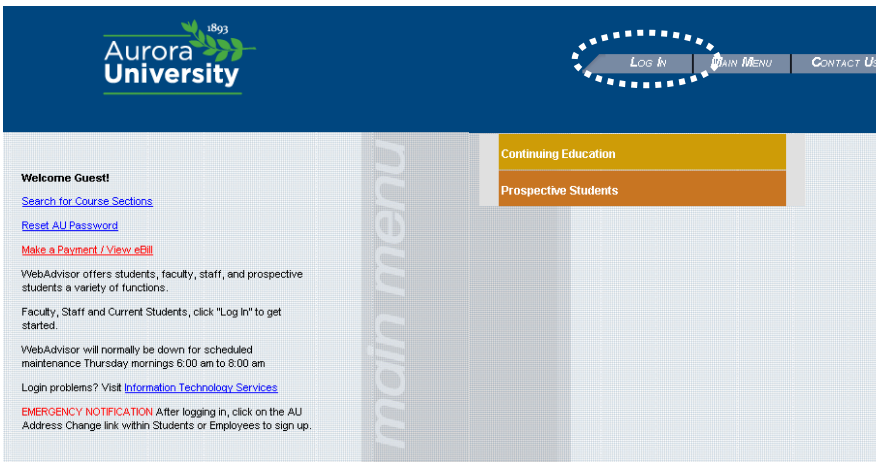
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Academic Evaluation](#)
- [Application for graduation](#)
- [Transcript Request](#)
- [Transcript Request Status](#)
- [Enrollment verification request](#)
- [Enrollment verification request status](#)
- [My profile](#)
- [My Schedule](#)

After logging in to WebAdvisor, click the "MANAGE MY WAITLIST" link. You will then see the course for which you are waitlisted, with a drop-down menu to the left. Choose REMOVE to remove yourself from the waitlist, or REGISTER to enroll yourself in the section. You MUST CLICK "SUBMIT" at the bottom of the page to process this registration.

## WebAdvisor Online Registration Instructions: Withdrawing From Courses



**Step 1:** Access WEBADVISOR from the homepage at [www.aurora.edu](http://www.aurora.edu).



**Step 2:** Log in to WebAdvisor. Your username and password are the same as the information you use to log in to your AU e-mail and Moodle. After logging in, notice the message on the left of the screen that changes from "Welcome Guest!" to "Welcome [Your Name]!"

Students

**Step 3:** You will now see a "Students" menu to the right of the page. Click on this menu.

## WebAdvisor Online Registration Instructions: Withdrawing From Courses

The screenshot shows the 'Registration' section of the WebAdvisor interface. A callout box with a dashed border and arrows points to the 'Register for Classes' link. Other links in the callout include 'Undergraduate Registration Help', 'Graduate Registration Help', 'Search for Sections', and 'Manage My Waitlist'. The background shows various navigation menus like 'User Account', 'Online Student Account Center', 'Financial Aid', and 'Communication'.

**Step 4:** Under the Registration section of this screen, click “REGISTER FOR CLASSES.” The Tuition/Fees Payment Agreement Policy will be displayed. Read this policy carefully and click “ACCEPT” at the bottom of the page to continue with the withdrawal process.

### Register for Sections

Please choose which type of registration you would like to use:

[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.

[Drop or Register for previously selected sections](#)

Use this option if you would like to drop classes or if you have already placed sections on your preferred list and would like to now register.

OK

**Step 5:** Click “DROP OR REGISTER FOR PREVIOUSLY SELECTED SECTIONS” to **withdraw** from a course.

### Register and Drop Sections

For undergraduate students: Dropping below full-time (less than 12 semester hours) or part-time (less than 6 semester hours) may impact your financial aid and/or athletic eligibility. Please contact the Financial Aid Office (630-844-6190 / [finaid@aurora.edu](mailto:finaid@aurora.edu)), academic advisor, and/or athletic coach before dropping a course.

Name: Mercedes K. Fabio

Action for ALL Pref. Sections (or choose below)

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>		You do not have any preferred sections.						

**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2014		<a href="#">ACC-2020-01 (35363) Prins of Managerial Accounting</a>	Aurora - Main Campus	01/07/2014-05/01/2014 Lecture Tuesday, Thursday 08:00AM - 09:15AM, Dunham Hall, Room 101	Don Danner	3.00	
<input type="checkbox"/>	Spring Semester 2014		<a href="#">ECN-2030-01 (37551) Principles of Economics</a>	Aurora - Main Campus	01/07/2014-05/01/2014 Lecture Tuesday, Thursday 10:00AM - 11:45AM, Dunham Hall, Room 007	Ileana Brooks	4.00	
<input type="checkbox"/>	Spring Semester 2014		<a href="#">MIT-3220-01 (37553) Management Information Systems</a>	Aurora - Main Campus	01/07/2014-05/01/2014 Lecture Tuesday, Thursday 01:15PM - 02:30PM, Institute for Collaboration, Room 124	James Young	3.00	
<input checked="" type="checkbox"/>	Spring Semester 2014		<a href="#">MKT-3350-03 (39546) Consumer Behavior</a>	Aurora - Main Campus	01/06/2014-05/02/2014 Lecture Monday, Wednesday, Friday 09:20AM - 10:10AM, Institute for Collaboration, Room 202	Shawn Green	3.00	
<input type="checkbox"/>	Spring Semester 2014		<a href="#">PSY-3350-03 (39554) Child &amp; Adolescent Development</a>	Aurora - Main Campus	01/06/2014-05/02/2014 Lecture Monday, Wednesday, Friday 10:40AM - 11:45AM, Institute for Collaboration, Room 316	David Rudek	4.00	

If one of my choices is not available  
 ALL Allow me to adjust all

SUBMIT

**Step 6:** A list of your current and future courses will be displayed. Click the box to the left of the class from which you would like to withdraw (under the “Drop” column). Click SUBMIT.

The page will refresh and will indicate you were withdrawn from the course or if there was a problem processing the withdrawal. If there was a problem, contact the Crouse Center for Student Success at 630-844-6870.