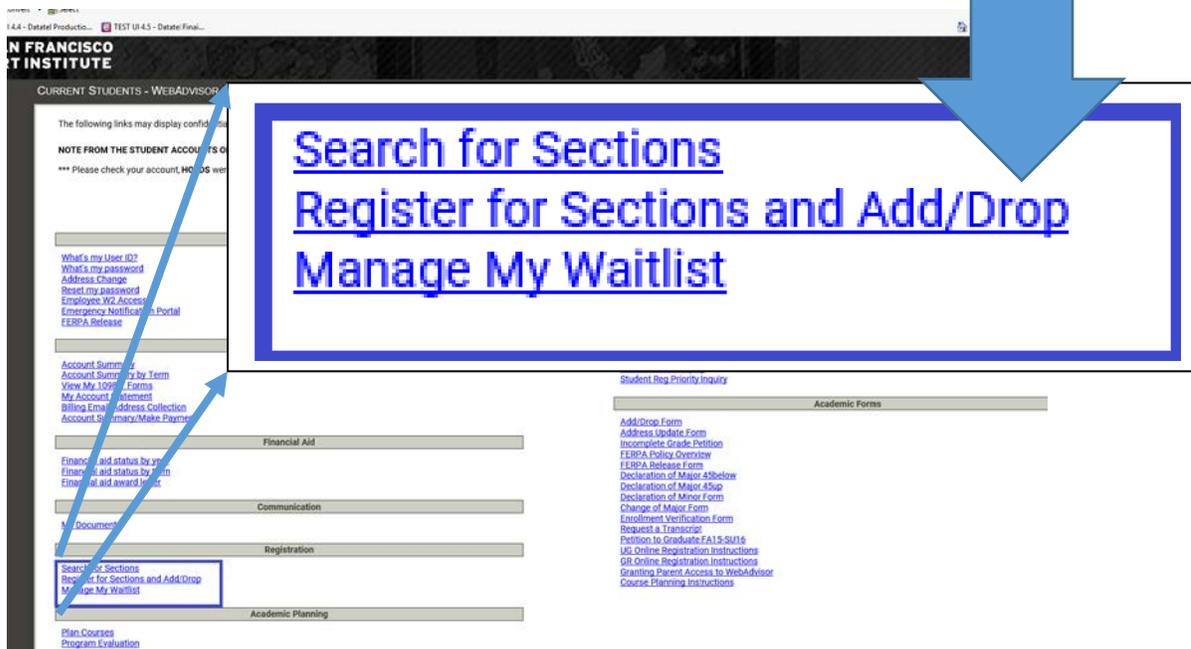


How to Register for Courses in WebAdvisor

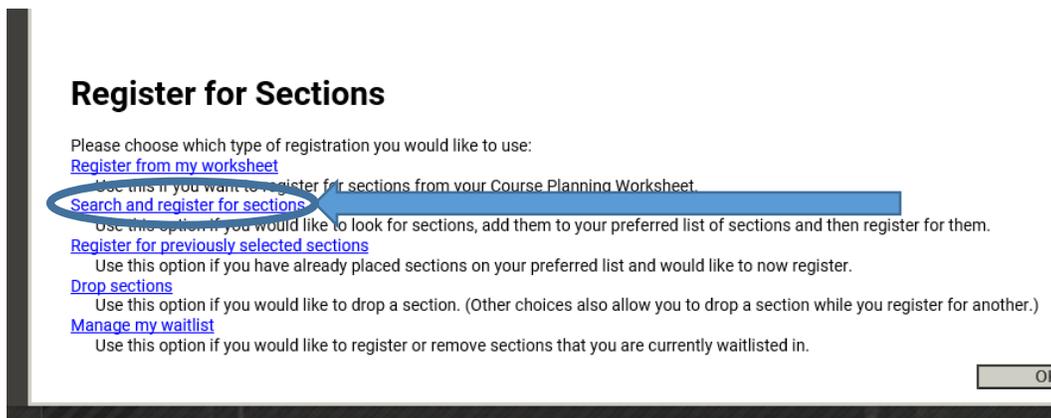
These instructions will be most helpful to students who:

- do not require advisor approval to register (undergraduate sophomores & junior students; graduate students).
- know generally which courses they want to register for.

- 1) Login to [WebAdvisor](http://webadvisor.sfai.edu) (webadvisor.sfai.edu). Click on the “Students” menu
- 2) Click on “Register for Sections and Add/Drop” under “Registration”



- 3) In “Register for Sections” click on “Search & Register for Sections”



- 4) You can search for multiple courses at a time or only one course at a time. You may want a list of all offered courses in a certain department (all NG courses for example), or you may know the exact course number and sections number (SC-100-02 for example). You can also filter courses by day/time, keywords, instructor last name, or location.

Search/Re

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="New Genres"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Sculpture"/>	<input type="text"/>	<input type="text" value="100"/>	<input type="text" value="02"/>
<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 Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

- 5) In this example, the search would get you all possible NG courses for the Fall 2017 and SC-100-02 if it exists. Here the student has ticked the SC-100-02 and NG-114 options to register for. Click Submit.

Re-sort my results ▼

Select	Term	Status	Section Name and Title	Location	Meeting Informa
<input type="checkbox"/>	Fall 2017	Open	NG-100-01 (1673) New Genres I	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-100-02 (1674) New Genres J	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-100-03 (1675) New Genres I	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-101-01 (1676) New Genres II	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-102-01 (1677) Beginning Video	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-102-02 (1678) Beginning Video	Main Campus	08/29/2017-12/09/2
<input checked="" type="checkbox"/>	Fall 2017	Open	NG-114-01 (1679) Beginning Performance, Sound	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-204-01 (1680) Installation	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-206-01 (1681) Photoworks: Conceptual Photo	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-220H-01 (1682) Off the Cuff	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-220I-01 (1683) Sound/Image	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-240-01 (1684) History of Video Art	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-307A-01 (1685) Advanced Projects: Street	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-380-01 (1686) Undergraduate Tutorial	Main Campus	08/29/2017-12/09/2
<input type="checkbox"/>	Fall 2017	Open	NG-399-01 (1687) Directed Study	Main Campus	08/29/2017-12/09/2
<input checked="" type="checkbox"/>	Fall 2017	Open	SC-100-02 (1751) 3D Strategies: Begin Sculpture	Main Campus	08/29/2017-12/09/2

- 6) In the “Register and Drop Sections” screen. Choose the action “Register,” “Remove from List,” or “Waitlist”.

Name Frodo Baggins
REG USERUG.01AL.SOURCE:WESTS04A

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections Section of Pending courses -- these courses are NOT YET REGISTERED for!!!

Action	Term	Section Name and Title	Location	Meeting Informr
<input type="button" value="Register"/>	Fall 2017	NG-114-01 (1679) Beginning Performance, Sound	Main Campus	08/29/2017-12/09/2
<input type="button" value="Remove from List"/>	Fall 2017	SC-100-02 (1751) 3D Strategies: Begin Sculpture	Main Campus	08/29/2017-12/09/2
<input checked="" type="button" value="Waitlist"/>	Spring 2016	NG-220K-01 (1314) Conceptual Drawing	Main Campus	01/19/2016-05/05/2016 Room 115
<input type="button" value="Waitlist"/>	Fall 2015	AT-205-01 (0881) Illustration		08/29/2015-12/11/2015 (more)...

ignore past courses in pending section. you cannot delete if semester/yr has passed

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting In
<input type="checkbox"/>	Fall 2017	Current	ENGL-090-01 (1320) Language Support for Artists	Main Campus	08/29/2017-
<input checked="" type="checkbox"/>	Fall 2017	Registrations has all your currently registered courses	HUMN-217-01 (1637) Human Rights	Main Campus	08/29/2017-
<input type="checkbox"/>	Fall 2017		NG-206-01 (1681) Photoworks: Conceptual Photo	Main Campus	08/29/2017-
<input type="checkbox"/>	Spring 2016		HUMN-222-01 (1285) A Room Of One's Own	Main Campus	01/19/2016-
<input type="checkbox"/>	Spring 2016		NG-101-01 (1308) New Genres II	Main Campus	01/20/2016-
<input type="checkbox"/>	Spring 2016		NG-241-01 (1319) ICA: Performance Art	Main Campus	01/25/2016-
<input type="checkbox"/>	Spring 2016		PH-220M-01 (1317) Off the Wall!	Main Campus	01/19/2016-

In this example the student wants to register for NG-114 and SC-100-02 for Fall 2017. Hit the "Submit" button at the bottom of the page:

Action	Term	Section Name and Title
Register <input type="button" value="v"/>	Fall 2017	NG-114-01 (1679) Beginning Performance, Sound
Register <input type="button" value="v"/>	Fall 2017	SC-100-02 (1751) 3D Strategies: Begin Sculpture
<input type="button" value="v"/>	Spring 2016	NG-220K-01 (1314) Conceptual Drawing
<input type="button" value="v"/>	Fall 2015	AT-205-01 (0881) Illustration

7) In the "Registration Results" screen

CURRENT STUDENTS

Registration Results

The following request(s) have been processed:

Term	Status	Section Name and Title	Location	Meeting Information	Faculty
Fall 2017	Registered for this section	NG-114-01 (1679) Beginning Performance, Sound	Main Campus	08/29/2017-12/09/2017	To be Announced
Fall 2017	Registered for this section	SC-100-02 (1751) 3D Strategies: Begin Sculpture	Main Campus	08/29/2017-12/09/2017	To be Announced

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
Fall 2017		ENGL-090-01 (1529) Language Support for Artists	Main Campus	08/29/2017-12/09/2017

WEBADVISOR ERRORS

If you receive any **red error messages**, please resolve them before attempting to register again. Alternatively, you may try to register for courses that do not have errors first. Then once you have resolved the errors, you may try to add the courses again at a later time. For more on error resolution, consult our [Guide on WebAdvisor Errors](#). If you are still experiencing problems with WebAdvisor error messages, contact the [Registrar's Office](#).

- 8) The final step to registering is printing your class schedule as confirmation of your registration. Be sure to keep this record as it will serve as your proof of registration, which you may need if you ever need to dispute a registration claim later (thought you added a class but it has since disappeared from your record; thought you dropped a course before the refund deadline)

ier's office in order to clear your hold to avoid delays in registration. ***

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Unofficial Transcript](#)
- [Program Evaluation](#)
- [My class schedule](#)
- [My profile](#)
- [Search for Sections](#)
- [Student Waitlist Inquiry](#)
- [Manage Parent Access](#)
- [Add Parent/Guardian/Other](#)
- [View Parent Rights](#)
- [Student Holds Inquiry](#)
- [Student Reg Priority Inquiry](#)

Academic Forms

- [Add/Drop Form](#)
- [Address Update Form](#)
- [Incomplete Grade Petition](#)
- [FERPA Policy Overview](#)
- [FERPA Release Form](#)
- [Declaration of Major Intent](#)

PRINT THIS OUT!!!

Schedule

0609813 Frodo Baggins
Term
 Spring 2016

Total Registered Credits 12.00

Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date
PHI-220M-01 (1317) Off the Wall!	New	01/19/2016-05/05/2016 Lecture Tuesday, Thursday 09:00AM - 11:45AM, Main Campus Building, Room 9	3.00			01/19/16
NG-241-01 (1319) JGA: Performance Art	New	01/25/2016-05/02/2016 Lecture Monday 04:15PM - 07:00PM, Main Campus Building, Room 9	3.00			01/19/16
NG-101-01 (1308) New Genres II	New	01/20/2016-05/04/2016 Studio Monday, Wednesday 01:00PM - 03:45PM, Main Campus Building, Room 9	3.00			01/19/16
HUMN-222-01 (1285) A Room Of One's Own	New	01/19/2016-05/03/2016 Lecture Tuesday 01:00PM - 03:45PM, Main Campus Building, Room 18	3.00			01/19/16

OK