How to Register Via Student Planning

A. Log in to WebAdvisor

1) Go to WebAdvisor and click on the Log In tab.

2) The User ID and Password are your Grinnell College User Name and Password. Click Submit.
3) Click on the **Students** image.

4) If you are ready to register, click **Student Planning** and proceed to Step C. Or follow the directions in Step B to run a Program Evaluation.
B. Run a Program Evaluation

1) Click **Program Evaluation** from the “Academic Planning” menu.

2) Click the “Choose One” radio button next to your Active Program and click **Submit**.

Hint: Explore other program possibilities by selecting another major from this drop-down menu.
C. Build Your Course Schedule

1) Click either the **Plan & Schedule** tab or the “Plan your Degree & Register for Classes” area.

2) It will take a moment for your data to load. Then, click the right arrow \( \rightarrow \) to move to the correct semester:
3) With the **Schedule** tab selected, you can see what courses you have already added to your plan. (May be blank if you haven’t added any courses.)

![Schedule Tab](image)

**Hint:** You can plan courses for future terms with the **Timeline** tab selected.

4) To add courses to your Fall 2015 plan, click the **Course Catalog** tab.

![Course Catalog Tab](image)

**Hint:** You can search for individual courses (MAT-115 e.g.) or an entire department’s course offerings (MAT e.g.) by using the field any time you see it.
5) In the Course Catalog view, browse courses by clicking on the name of a subject area.

6) Course offerings can be filtered by Subject, Location, Term, Days of Week, Instructor, Course Level, or Course Type.

   [Image of course catalog interface]

   **Remember!** Select the term for which you are registering.

   **Hint:** Using Course Type, you can find courses open to First Year students.
7) When you find a course you would like to add to your schedule, click on the red bar below the course description to view available sections.

8) Find the section of the course you want and click the **Add Section to Schedule** button.

Hint: If you don’t see a red bar, there are no sections of that course offered for the term of registration.
9) A popup box will open displaying any prerequisites, restrictions, or conflicts.

Hint: Select a different grading option only if different from “graded”.

10) Click the **Add Section to Schedule** button.

11) A notification will appear in the upper right corner confirming that the section has been added to your schedule.

12) Continue adding sections of courses until your schedule is complete.
13) Click back to the **Plan & Schedule** tab to view your course schedule. 

**Hint:** Make sure you are on the correct semester. If not, click the right arrow.

**Hint:** Click the X in the grey section header to remove the section from your course schedule and timeline.

14) From the left-hand scroll menu, you can **View other sections** and add them to your course schedule to work out the best schedule. Pay close attention to any ⚠️ warning messages, especially conflicting times.
D. Advisor Approval

1) When you are done building your course schedule, click on the **Advising** tab. Click the **Request Review** button to submit your course schedule to your Advisor.

2) A notification will appear in the upper right corner confirming that “Your plan is ready for review.”

3) Once your advisor has approved your schedule, sections will appear on the **Plan & Schedule** tab with a thumbs up.
E. Submitting Your Registration

1) From the Plan & Schedule tab, review your course schedule and confirm that your advisor has approved your course selections.

2) If all courses are approved, register by clicking the Register Now button.

   Alternatively, you can register for each section individually using the Register button located in the left-hand scroll menu.

3) If there are conflicts or other registration issues, a notification will appear in the upper right corner.

Remember! If you have not cleared your holds, you will not be able to register.