

# WEBADVISOR AND THE TECHNICAL SIDE OF REGISTRATION: WHAT STUDENTS SEE

## Contents

---

I – SETTING UP THE LC ACCOUNT .....	2
II – LOGGING INTO WEBADVISOR AND THE STUDENT MENU .....	2
III – EMERGENCY CONTACT INFORMATION .....	3
IV – TEST SCORES .....	3
V – REGISTRATION APPOINTMENT TIMES .....	4
VI – ADDING COURSES TO THE PREFERRED SECTIONS LIST .....	5
VII – REGISTERING FOR COURSES .....	7
VIII – WAITLISTING .....	9
IX – ERROR MESSAGES .....	10

## I – SETTING UP THE LC ACCOUNT

When the student sets up his/her account, there are several items that get created.

- LC email account
- WebAdvisor access
- Moodle account for use with the learning management system and placement tests

If the student hasn't yet set up his/her account, help them through it at:

[http://www.lclark.edu/information\\_technology/](http://www.lclark.edu/information_technology/)

Go to **Frequently Used Links** → **Create an LC Account**

If the student has forgotten his/her password, they can reset it. You'll also find this option under the **"frequently used links"**.

## II – LOGGING INTO WEBADVISOR AND THE STUDENT MENU

1. Login at <https://webadvisor.lclark.edu/>.
2. Choose the **"Students"** menu. (The menu may be arranged slightly differently than you see here, but the links will all be under the headers specified.)

Lewis & Clark  
Portland, Oregon

LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Ginger Ale!

The following links may display confidential information.

User Account	Communication
<a href="#">Emergency Alert Preferences</a>	<a href="#">My Documents</a>
<a href="#">Emergency Contact Information</a>	
<a href="#">Change Password</a>	

Financial Information	Registration
<a href="#">View My 1098-T Forms</a>	<a href="#">Register for Sections</a>
<a href="#">Bank Information (U.S.)</a>	<a href="#">Register and Drop Sections</a>
<a href="#">My Account Statement</a>	<a href="#">Manage My Waitlist</a>
	<a href="#">Search for Sections</a>
	<a href="#">Registration Permissions</a>

Financial Aid	Academic Profile
<a href="#">Financial aid award letter</a>	<a href="#">Grades</a>
	<a href="#">Transcript</a>
	<a href="#">Test Summary</a>
	<a href="#">My class schedule</a>
	<a href="#">Program Evaluation</a>
	<a href="#">My Exam Numbers</a>
	<a href="#">My Holds &amp; Authorizations</a>
	<a href="#">My Textbooks</a>
	<a href="#">Degree Application</a>

### III – EMERGENCY CONTACT INFORMATION

Students are required to update their emergency contact information every 180 days.



LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

CURRENT STUDENTS

Welcome Ginger Ale!

#### Emergency Contact Information

Emergency contact information entered on this page will be used if there is an urgent need to contact someone on your behalf. You may enter the same person multiple times if there is more than one contact phone number.

Name: Ginger Ale  
 LC E-Mail Address: finchj@clark.edu

First Name	Last Name	Relationship	Phone	Phone Type	Email
Ruth	Beer	Parent	503-768-7335	Home	parent@gmail.com

Contact information last updated or verified on 05/05/2013

UPDATE / VERIFY

LOG OUT MAIN MENU STUDENTS MENU HELP CONTACT US

WebAdvisor  
 POWERED BY DATATEL 3.1

### IV – TEST SCORES



LOG OUT MAIN

CURRENT STUDENTS

#### Test Summary

→

Admissions Tests	Date Taken	Score	Percentile	Status	Status Date
US History-SATII	06/04/11	710			
Science Reasoning-ACT	09/01/00	32			
Science Reasoning-ACT	09/01/11	32			
SAT WR	10/01/11	600	82		
SAT WR	05/27/11	570			
SAT CR	10/01/11	620	84		
SAT CR	05/27/11	570			
SAT Math	10/01/11	680	90		
SAT Math	05/27/11	670			

→

Placement Tests	Date Taken	Score	Percentile	Status	Status Date
Math Placement SAT => 630	06/08/12				
Placement: Fren 201	06/08/12				

→

Other Tests	Date Taken	Score	Percentile	Status	Status Date
AP Psychology	04/01/12	3			
AP US History	04/01/11	5			
AP Govt & Pol US	04/01/12	5			
AP English Lit/Comp	04/01/12	4			
AP Biology	04/01/12	5			

OK

## V – REGISTRATION APPOINTMENT TIMES

Choose the correct semester and click on the Submit button. (For the incoming students there should be only one semester listed - unless they are attending summer session.)

Choose One	Term	Description	Acad Level	Start Date	End Date
<input type="text" value="13/FA"/>	13/FA	CAS - Fall 2013	Undergraduate	09/03/13	12/18/13

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

**WebAdvisor**  
POWERED BY DATATEL 3.1

There will be 4 registration times listed

1. First round of registration to choose E&D section
2. Second round of registration to choose one additional course
3. Third round of registration where students can fill out their schedules up to 19 credits.
4. Registration opens for changes and remains open until August 16<sup>th</sup>.

Ginger Ale

### Registration Time Assignment

Start Date	Start Time	End Date	End Time
07/09/13	05:10PM	07/10/13	02:00PM
07/23/13	06:10PM	07/24/13	02:00PM
07/30/13	07:30PM	08/01/13	02:00PM
08/05/13	08:00AM	08/16/13	11:59PM

**Advisor Consent to Register (CAS Only)**

**Course/Registration Permissions**

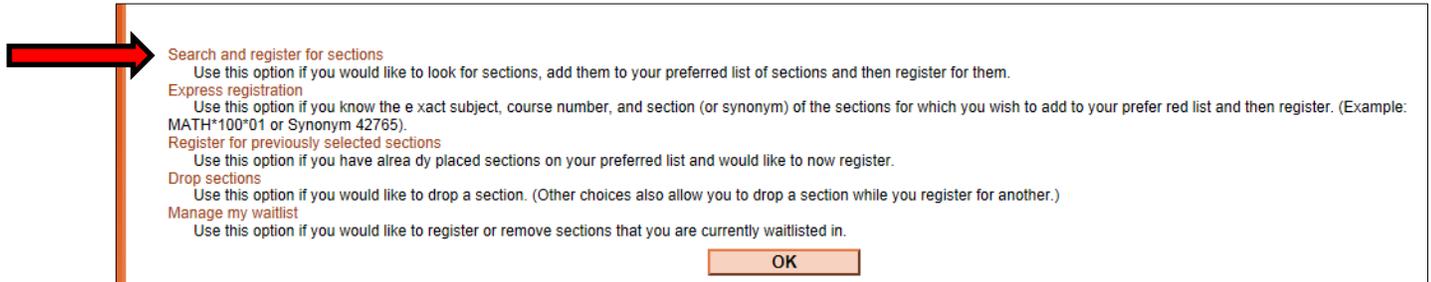
- Advisor consent is NOT required for freshmen. Students may get panicked about this so you may have to reassure them that they will be able to register.
- The CORE section for which they have permission to register is listed here. If any other instructor gave permission to register for a class for which the student didn't initially meet prerequisites, it would also be listed here.

## VI – ADDING COURSES TO THE PREFERRED SECTIONS LIST

The Preferred Sections list is essentially a shopping cart of courses that the student is interested in. These courses can be added at any time. *Students should definitely add their CORE section here before the E&D registration round.*

The student can add as many or as few courses here as s/he wants. It is GOOD to have alternates selected – especially for the last round - but there is a balance between a useful alternate list and too many to search through.

1. Under the “REGISTRATION” heading, choose **Register for Sections → Search and Register for Sections**



**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.

**Express registration**  
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH\*100\*01 or Synonym 42765).

**Register for previously selected sections**  
Use this option if you have already placed sections on your preferred list and would like to now register.

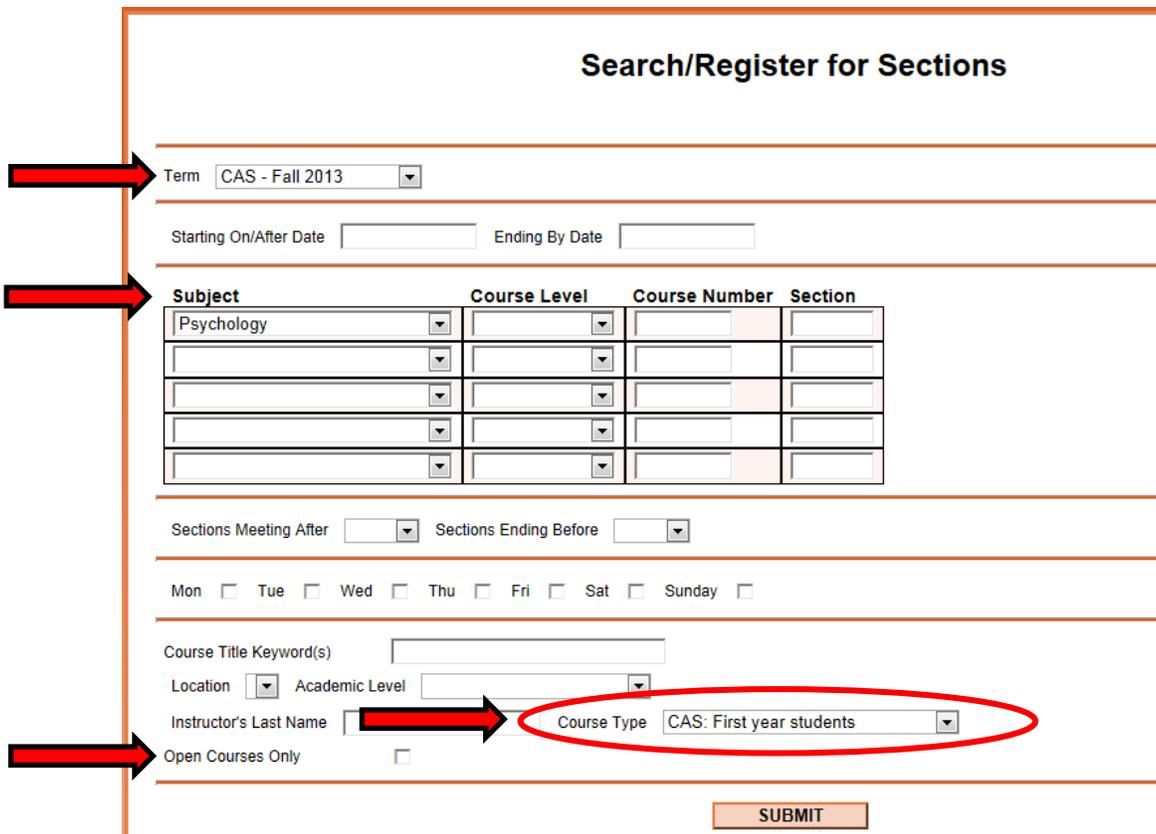
**Drop sections**  
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

**Manage my waitlist**  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

On the resulting page fill in the **Term** and other appropriate information.

- Note that for the E&D course the student can literally fill in the course number and section number
- For other courses, there are a number of parameters that can help them search



### Search/Register for Sections

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Psychology"/>	<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"/>	<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  **Course Type**

Open Courses Only

SUBMIT

From the resulting screen, students can choose courses to add to their preferred sections list. The choices made here will NOT register the student – just add items to the “shopping cart”.

### Section Selection Results

To create a "shopping cart" of possible courses, select courses below and click "Submit" at the bottom of the page. This WILL NOT register you for the courses, but will add them to you "preferred sections" list.

If you do not want to select any of these courses, you may click the "back" arrow in your browser to select other courses, or click "Students Menu" at the top of the page for other options.

For more information, you can also click on "Help" at the top of the page.

---

Narrow my search

---

Re-sort my results  ▼

---

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Addl Fee
<input type="checkbox"/>	CAS - Fall 2013	Open	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	40 / 40 / 0	4.00	
<input type="checkbox"/>	CAS - Fall 2013	Open	PSY-100-02 (34101) Introduction to Psychology		09/03/2013-12/10/2013 Lecture Tuesday, Thursday 09:40AM - 11:10AM, John R. Howard Hall, Room 102	Dr. Jerusha Detweiler-Bedell	40 / 40 / 0	4.00	
<input type="checkbox"/>	CAS - Fall 2013	Open	PSY-200-F1 (34200) Statistics I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R.	T. Watson	30 / 30 / 0	4.00	

To choose a section, click in the check box next to it and click the “submit” button.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Addl Fee
<input checked="" type="checkbox"/>	CAS - Fall 2013	Open	CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	19 / 19 / 0	4.00	

The student can choose and submit as many courses as s/he wants to the Preferred section list. Please note that students can add any course to their preferred sections list. However, they will only be able to **register** for the class if they meet the prerequisites and restrictions criteria.

The student can see his/her preferred sections list in WebAdvisor:

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text"/>	CAS - Fall 2013	CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	19 / 19 / 0	4.00	
<input type="text"/>	CAS - Fall 2013	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	40 / 40 / 0	4.00	

## VII – REGISTERING FOR COURSES

From the **REGISTRATION** heading, choose the link for **Register for Sections** → **Register for Previously Selected Sections**

From the resulting list, choose an individual action: Register for ONE course.

### Register and Drop Sections

**Statement of Student Responsibilities**

By virtue of your decision to enroll at Lewis & Clark, you are acknowledging your understanding of the expectations outlined below.

1. I understand I am expected to be familiar with the academic and administrative regulations, procedures, and policies as outlined in the applicable catalogs and handbooks.
2. I understand I am responsible for ensuring that the courses selected fulfill my degree requirements. I am expected to consult with my academic advisor or Associate Dean for Academic Affairs and discuss course selections.
3. I am financially responsible for the costs associated with my enrollment at Lewis & Clark. Any semester balance not covered by the net proceeds of fully processed financial aid are due and payable by the semester payment due date or at the time of registration, whichever is later.
4. If I find it necessary to withdraw from Lewis & Clark I must initiate a formal withdrawal by completing documentation available in the Registrar's Office. Non-attendance does not constitute withdrawal or cancel my financial responsibility. Neither my academic nor my financial record will reflect my withdrawal unless the formal withdrawal procedures have occurred. If I follow these procedures I am eligible to have my charges pro-rated according to the refund policy published in the applicable catalog.
5. I agree to pay all costs of collecting my unpaid charges.

By clicking on the "I AGREE - SUBMIT" button below, I certify that I have read and understand the Statement of Student Responsibilities above, and that I agree to this and other college policies.

Name: Ginger Ale

---

Action for ALL Pref. Sections (or choose below)

---

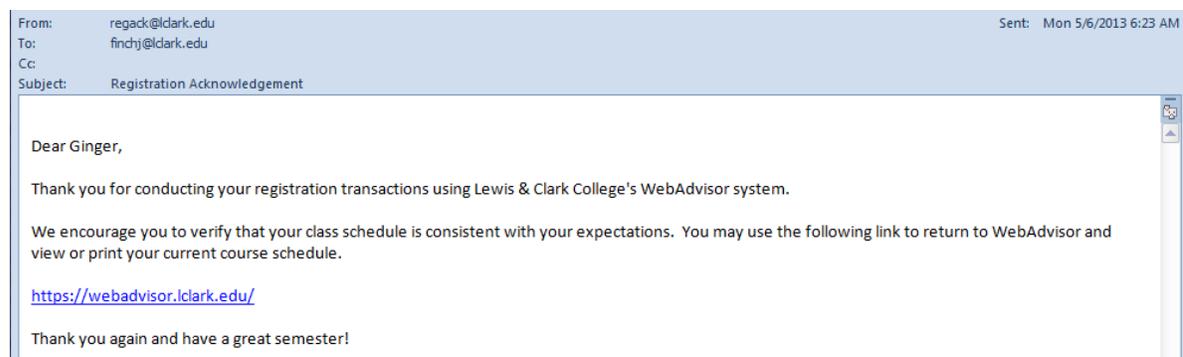
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
Register	CAS - Fall 2013	CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	19 / 19 / 0	4.00	
	CAS - Fall 2013	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	40 / 40 / 0	4.00	

---

If one of my choices is not available

---

Once successfully submitted, the student will receive an email message, and will be able to see his/her registration results.



## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013	Registered for this section		CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	4.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013		CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	4.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

During the second round of registration, the student will do much the same thing.

During the third round of registration, the student may register for multiple courses at one time by choosing multiple individual actions, or by choosing an action for ALL sections. (Note: if the student chooses the action for ALL sections, then they probably don't have any alternates listed and that could be a bad thing if some courses are full.)

Name Ginger Ale

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" value="Register"/>	CAS - Fall 2013	CHEM-105-01 (06105) Perspectives in Nutrition		09/03/2013-12/10/2013 Lecture Tuesday, Thursday 01:50PM - 03:20PM, Olin Center, Room 301	Lochner, Janis	40 / 40 / 0	4.00	
<input type="text" value="Register"/>	CAS - Fall 2013	CHEM-105L-01 (06106) Laboratory		09/09/2013-12/09/2013 Lab Monday 01:50PM - 04:50PM, Olin Center, Room 215	N. Loening	15 / 15 / 0	0.00	
<input type="text" value="Register"/>	CAS - Fall 2013	FREN-101-05 (12105) Beginning French I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 12:40PM - 01:40PM, Miller Center, Room 206	Staff	19 / 19 / 0	4.00	
<input type="text" value="Register"/>	CAS - Fall 2013	PE/A-101-22 (16122) Rock Climbing-Begin Bouldering		09/03/2013-12/10/2013 Activity Tuesday, Thursday 11:30AM - 01:00PM, Pamplin Sports Center, Room 10	J. Velasco	25 / 25 / 0	1.00	
<input type="text" value="Register"/>	CAS - Fall 2013	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	40 / 40 / 0	4.00	

If one of my choices is not available

I AGREE - SUBM

The student can choose how to handle registration if courses are not available.

If **“allow me to adjust all”** is chosen, no course is registered for unless **all** can be registered for. If the student chooses **“complete only available”**, registration will be completed for everything that is possible, and a message advising of those not processed will appear. I suggest using this option if the student is going to register for all sections listed in the preferred sections list.

### Registration Results

PSY-100-01 - Course Filled. Either add to wait list or look for an available section.

The following request(s) have been processed:

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013	Registered for this section		CHEM-105-01 (06105) Perspectives in Nutrition		09/03/2013-12/10/2013 Lecture Tuesday, Thursday 01:50PM - 03:20PM, Olin Center, Room 301	Lochner, Janis	4.00	
CAS - Fall 2013	Registered for this section		CHEM-105L-01 (06106) Laboratory		09/09/2013-12/09/2013 Lab Monday 01:50PM - 04:50PM, Olin Center, Room 215	N. Loening	0.00	
CAS - Fall 2013	Registered for this section		FREN-101-05 (12105) Beginning French I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 12:40PM - 01:40PM, Miller Center, Room 206	Staff	4.00	
CAS - Fall 2013	Registered for this section	Pass/No Pass	PE/A-101-22 (16122) Rock Climbing-Begin Bouldering		09/03/2013-12/10/2013 Activity Tuesday, Thursday 11:30AM - 01:00PM, Pamplin Sports Center, Room 10	J. Velasco	1.00	
CAS - Fall 2013	UNSUCCESSFUL registration		PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet		

## VIII – WAITLISTING

Students who are interested in wait-listing for a particular section can do that by choosing the **“waitlist”** action instead of the **“register”** action. IMPORTANT: If students are going to register in one section while wait-listing in hopes of getting into another section, they MUST wait-list themselves for the closed section **first**.

Name Ginger Ale

---

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" value="Waitlist"/>	CAS - Fall 2013	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	0 / 1 / 0	4.00	

---

If one of my choices is not available

---

**I AGREE - SUBM**

## Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013	On waitlist		PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	4.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013		CHEM-105-01 (06105) Perspectives in Nutrition		09/03/2013-12/10/2013 Lecture Tuesday, Thursday 01:50PM - 03:20PM, Olin Center, Room 301	Lochner, Janis	4.00	
CAS - Fall 2013		CHEM-105L-01 (06106) Laboratory		09/09/2013-12/09/2013 Lab Monday 01:50PM - 04:50PM, Olin Center, Room 215	N. Loening	0.00	
CAS - Fall 2013		CORE-106-23 (29123) Exploration and Discovery I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 09:10AM - 10:10AM, John R. Howard Hall, Room 243	C. Roberts	4.00	
CAS - Fall 2013		FREN-101-05 (12105) Beginning French I		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 12:40PM - 01:40PM, Miller Center, Room 206	Staff	4.00	
CAS - Fall 2013	Pass/No Pass	PE/A-101-22 (16122) Rock Climbing-Begin Bouldering		09/03/2013-12/10/2013 Activity Tuesday, Thursday 11:30AM - 01:00PM, Pamplin Sports Center, Room 10	J. Velasco	1.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
CAS - Fall 2013	Active	PSY-100-01 (34100) Introduction to Psychology		09/04/2013-12/11/2013 Lecture Monday, Wednesday, Friday 10:20AM - 11:20AM, John R. Howard Hall, Room 102	Davidson, Janet	4.00	

OK

## IX – ERROR MESSAGES

If a student does not meet the prerequisite or restriction for a class, or is trying to register for too many classes in one round, ***the error message will show up at the top of the screen in red.***

Sadly, these messages are not as bold as they should be, and students sometimes miss them. They can't figure out why their registration isn't working.

Things that will stop registration in general:

- Account holds
- Failure to complete the Emergency Contact Information

Things that will stop registration for a particular course:

- Un-met Prerequisites
- Un-met Restrictions (sophomore standing, instructor consent, declared major, etc)
- Time conflicts
- Course is full

## Register and Drop Sections

PSY-100-01 - Course Filled. Either add to wait list or look for an available section.