How to Register for Classes

1. Review the course schedule at [http://willamette.edu/dept/registrar/info/index.html](http://willamette.edu/dept/registrar/info/index.html) for the most current information. Availability changes quickly; don’t assume that a class is still open because you saw available seats prior to your registration time.

2. Meet with your advisor to plan your schedule and receive permission to register.

3. Check your Permission to Register date and time in the “Registration” section on JASON ([https://secure.willamette.edu/services/admin.cgi/](https://secure.willamette.edu/services/admin.cgi/)).

4. Log into Web Advisor Registration to create a list of preferred sections **before your registration time**.

You may also access webadvisor directly at [https://secure.willamette.edu/WebAdvisor/WebAdvisor](https://secure.willamette.edu/WebAdvisor/WebAdvisor)

To log in you will need your user ID and password. Your user ID is your Willamette email address without the “@willamette.edu” extension. You may use your Willamette email password to access WebAdvisor. If you don’t remember your password, click on the What’s my Password? link to request a new temporary password to access WebAdvisor.

You may change your WebAdvisor password by clicking the Change Password button. This allows you to have different passwords for your Willamette email and WebAdvisor accounts. You may not change your Willamette email password from WebAdvisor.
5. Choose “Webadvisor for Current Students” at the top of the page.

6. Choose “Search for Sections” under “Registration”.

7. Choose the term for which you wish to enroll, select your preferred departments, course numbers, and sections. Click submit. Do not select courses with overlapping schedules (time conflicts), where you do not have the prerequisite(s), or if you need the instructor’s permission to register and have not yet obtained it.
8. On the “Section Selection Results” page, confirm your preferred schedule, click the “Select” box for each class, and submit.

9. Once your registration day/time arrives, log back into WebAdvisor and select “Register and drop sections”.

Registration

- Search for Sections
- Register and Drop Sections
- Manage My Waitlist
10. Change the action next to each course to “Register” and submit.

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Avail Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register</td>
<td>Spring 2013</td>
<td>ANTH-303-01 (33115) Museum Studies Seminar</td>
<td></td>
<td>01/14/2013-05/06/2014 Lecture Tuesday, Thursday 02:30PM - 04:00PM, Eaton Hall, Room 425</td>
<td>Dobkins, Rebecca</td>
<td>1 / 10 / 0</td>
</tr>
</tbody>
</table>

11. If any of your preferred classes have variable credit (like MUSIC LESSONS) you can edit the amount of credit you receive for a class (0.25, 0.5, 0.75) PRIOR to clicking “Submit.”
12. If any of your preferred classes have closed since you pre-selected them, you may add yourself to the waitlist or remove that course from your list.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitlist</td>
<td>Spring 2014</td>
<td>ANTH-303-01 (33115) Museum Studies Seminar</td>
<td></td>
</tr>
</tbody>
</table>

13. You have successfully registered when you see “Registered for this section” next to each of your preferred courses.

14. Confirm your schedule by going back to your JASON account and selecting “Class Schedule” in the “Registration” section.
15. If you want to **DROP** any of your courses go back to WebAdvisor Current Students and click on “Register and Drop Sections”

![Registration](image)

- **Search for Sections**
- **Register and Drop Sections**
- **Manage My Waitlist**

16. Check the box next to the course you want to drop then click “Submit”

<table>
<thead>
<tr>
<th>Action for ALL Pret. Sections (or choose below)</th>
<th>Preferred Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Register" /></td>
<td>Term</td>
</tr>
<tr>
<td><img src="image" alt="Spring 2014" /></td>
<td>ANTH-295-01 (39115) Museum Studies Seminar</td>
</tr>
</tbody>
</table>

### Current Registrations

<table>
<thead>
<tr>
<th>Drop</th>
<th>Term</th>
<th>Pass/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Spring 2014" /></td>
<td><img src="image" alt="ENGL-490-19 (33553) Independent Study" /></td>
<td></td>
<td>01/13/2014-05/07/2014</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Spring 2014" /></td>
<td><img src="image" alt="SPAN-322-91 (22139) Spanish Conversations Culture" /></td>
<td></td>
<td>01/18/2014-05/12/2014 Lecture Monday, Room to be Announced</td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="image" alt="Spring 2014" /></td>
<td><img src="image" alt="SPAN-437-96-01 (22164) Research/Dis Topics in Lit" /></td>
<td></td>
<td>01/20/2014-05/12/2014 Lecture Monday, Room to be Announced</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If one of my choices is not available

PART Complete only available

17. Log out.

**Additional Notes:**

- In WebAdvisor, do not use your browser’s “Back” button. Rather, use only the on-screen navigation buttons.
- You may make changes to your schedule online until the day before classes start for the semester. Once classes begin, schedule changes must be submitted on an [Enrollment Change](image) form.
- You may only enroll in 4.75 credits online; waitlisted courses do not count toward this limit. To enroll in additional credits, complete an [Enrollment Change](image) form and submit it to the Registrar’s Office. Contact the Student Accounts Office for information on additional tuition and fee charges.