# Table of Contents

Accessing Student Registration and Academic Planning ................................................................. 2

Introduction to Student Registration and Academic Planning .......................................................... 3

  Home Screen ................................................................................................................................. 3

  Navigating through Student Registration and Planning: ............................................................... 4

  Progress Tab ................................................................................................................................. 4

  View a New Program .................................................................................................................... 5

  Selecting Courses ......................................................................................................................... 6

  Course Catalog Tab ...................................................................................................................... 7

  Planned or In Progress Courses .................................................................................................. 8

  Adding Courses and Sections ..................................................................................................... 9

  Plan and Schedule Tab .................................................................................................................. 11

  Advising Tab ............................................................................................................................... 13

  Test Summary Tab ...................................................................................................................... 14

  Unofficial Transcript Tab ............................................................................................................ 15

PLANNING and REGISTERING in WEBADVISOR ................................................................. 15
Student Planning Training Outline

Accessing Student Registration and Academic Planning

Student Registration and Academic Planning is accessed through WebAdvisor.
Introduction to Student Registration and Academic Planning

Getting Started with Academic Planning

Home Screen

This screen will appear after selecting “Plan, Register, Add or Drop Classes” and provides a quick view of the current semester schedule and program progress.
Navigating through Student Registration and Planning:

My Progress Tab

- Students and their advisors have the ability to view the degree plan, both “At a Glance” and in more detail.

- Color coded icons gives a more visual understanding of progress.
- Red Exclamation means Not Started.
- Yellow with check mark means course is Planned.
- Half Green circle means course is In Progress.
- Green circle with check mark means course is Complete.
- Blue circle with check mark means course requirement is Fulfilled.
View a New Program

- This is a “what if” scenario for students or advisors to use in determining other degree options.

Program Selection

Program comparison

- Change of major form must be completed in the Retention and Advisement Center for a major to be officially changed in the system.

- Simply use the “X” or use the back arrow icon to close the preview.
Selecting Courses

Select a course in the degree plan to take you to the course catalog

Courses with available sections will have an orange bar.

Click the bar to see available sections.
Course Catalog Tab

Courses can be found by searching the Course Catalog. Click on a subject to view available sections.

If a section is unavailable, there will be no orange bar. Course availability will be denoted as Fall only, Spring Only, or Fall and Spring.
Planned or In Progress Courses

If a course has been planned or is in progress, a message will show in the course description with this information.

If a course has been attempted or completed, it will also display.
Adding Courses and Sections

By clicking on the “View Available Sections”, all available sections for the semester will be displayed.

Two options are available at this point: Add Course to Plan, or Add Section to Schedule.

Please note:

- Courses will need to be approved by an Advisor before registering for a class section.
- Sections for courses already on an approved schedule do not require Advisor approval.
Adding a course to a schedule:

![Course Details]

Adding a section for an approved course:

![Section Details]

Available seats are displayed in addition to dates, times, location, and instructor.
Plan and Schedule Tab

The Plan and Schedule tab gives a quick overview of the current schedule in a clear format. The schedule can be printed or downloaded in iCal format for use with mobile devices.

- Navigate planned terms by using the backward and forward arrows.
- Add terms by selecting the + icon.
- Planned courses are visible in yellow; registered classes are displayed in green.
- The sidebar offers more information about the classes displayed.

Courses planned for future semesters which have not been approved/denied by an Advisor.

Courses planned for future semesters which have been approved/denied by an Advisor, or may have a prerequisite requirement. (No registration allowed for denied courses).
Planned, approved course with available sections. Advisor approval for registration has been provided, section decision is up to the student.

Approved course, registered.

Planned course with a time conflict.

Timeline View
Advising Tab

Student Advisor's email is listed in the Advising Tab. The Request Review button must be selected after planning a course schedule.

An email will be sent to the Advisor notifying him or her that a plan is ready for review.

Students must go back to the Schedule tab to register for classes after Advisor approval.
Test Summary Tab

Displays all test scores for the student.

---

**Test Summary**

**Admission Tests**

No tests of this type have been recorded.

**Placement Tests**

<table>
<thead>
<tr>
<th>Test</th>
<th>Date Taken</th>
<th>Score</th>
<th>Percentile</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Composite</td>
<td>3/31/2014</td>
<td>25 of 36</td>
<td></td>
<td>Accepted</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>ACT English Test</td>
<td>3/31/2014</td>
<td>21 of 36</td>
<td></td>
<td>Accepted</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>ACT Math Test</td>
<td>3/31/2014</td>
<td>23 of 36</td>
<td></td>
<td>Accepted</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>ACT Reading</td>
<td>3/31/2014</td>
<td>22 of 36</td>
<td></td>
<td>Accepted</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>ACT Science</td>
<td>3/31/2014</td>
<td>24 of 36</td>
<td></td>
<td>Accepted</td>
<td>3/31/2014</td>
</tr>
<tr>
<td>COMPASS Algebra</td>
<td>1/30/2014</td>
<td>6</td>
<td></td>
<td>Accepted</td>
<td>1/30/2014</td>
</tr>
<tr>
<td>COMPASS English/Writing</td>
<td>1/30/2014</td>
<td>6</td>
<td></td>
<td>Accepted</td>
<td>1/30/2014</td>
</tr>
</tbody>
</table>
Unofficial Transcript Tab

Displays unofficial Degree Audit transcript and undergraduate transcript. For an official Degree Audit and Transcript, please go to the Registrar’s office located in the Student Services building.

PLANNING and REGISTERING in WEBADVISOR

1. Go to seark.edu
2. Student ➔ Quick Link ➔ Web Advisor
3. Click on Web Advisor
4. Click on Login and if you don’t remember your password do one of the three steps:
   1) Click show hint to see the hint you gave yourself when registering OR
   2) Click on Account Information and reset your password OR
   3) Go to the Help Desk in the I.T. Department
5. Click on STUDENT
6. Click on Plan, Register, Add or Drop (On the right side of the menu)
7. Click Go to My Progress
8. Select a course that says “NOT STARTED” (It will be red)
9. Click on “Add Course to Plan”

10. A window will open with a pull down box for “TERM” choose the plan term that is being planned, (i.e. FALL, SUMMER)

11. After you have choosen your term click on “Add Section to Plan”. If you’re registering for more than 1 course, repeat steps 7-11.

12. Click on “PLAN AND SCHEDULE” tab

13. Click on “View Sections Available” to pick your days and times.

14. Click “Add Section to Schedule”

15. Click on “Advising Tab” and press the “Request Review” button. IF YOU DO NOT CLICK ON “Request Review” YOUR ADVISOR WILL NOT KNOW YOU ARE NEEDING APPROVAL FOR YOUR CLASSES. Check to see your notification has a green note that says “YOUR PLAN IS READY TO REVIEW” (It will take approximately 24hours for class approval)

16. Once you have an approval from your advisor, you will see in the “PLAN AND SCHEDULE” tab a “GREEN THUMBS UP” on your course. Click on “REGISTER NOW” (Check to see that your course box is green and says registered)

17. Click on “PRINT” to print the schedule or visit the Cashier’s office located in the student service building.

NOTE: ALL PLANS MUST BE APPROVED BY THE STUDENT’S ACADEMIC ADVISOR AND THE ADVISOR HOLD MUST ALSO BE RELEASED BEFORE REGISTERING FOR SECTIONS.