
St. Thomas University

**ONLINE REGISTRATION
INFORMATION BOOKLET
2005 - 2006**

For WebAdvisor

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Introduction

Welcome to St. Thomas University's online registration system using **WebAdvisor**. Students can use the *WebAdvisor* online student information system to access their grades, transcripts, class schedules, course offerings, and to register for and drop courses. This booklet will instruct you on the online registration component of *WebAdvisor*. Information on other components of *WebAdvisor* can be found in the WebAdvisor Information Booklet under Current Students on www.stu.ca.

When to Register for the 2004-2005 Academic Year

Course offerings for the 2004-2005 academic year are now available online at www.stu.ca. Students requiring academic advising are encouraged to contact their academic advisors and/or department chairs.

Access to online registration will commence:

Thursday, March 17 at 7:00 am, for all students with 84 or more potential credit hours

Monday, March 21 at 7:00 am, for all those students with 48 or more potential credit hours

Wednesday, March 23 at 7:00 am, for those students with fewer than 48 potential credit hours **AND WHOSE USER NAMES ARE BETWEEN "gbbbb" and "gxvzz"**

Thursday, March 24 at 7:00 am, for those students with fewer than 48 potential credit hours **AND WHOSE USER NAMES ARE BETWEEN "gxwbb" and "gzzzz"**

* potential credits hours are calculated by adding the number of credits you have successfully completed with the number of credits you are currently registered for in this semester.

Where to Register Online

You will be able to **register online on any computer that has internet access on or off campus**, once you are granted registration access as indicated above. For example if you are a third-year student who will successfully accumulate at least 84 credit hours by the end of this term, you will be able to access online registration on Thursday, March 17, 2005 and anytime after.

Preparing to Register for Courses Online

In preparation for registration, it is highly recommended that you prepare your timetable of courses and alternatives **before attempting to register online**. You should refer to the online course offerings located on www.stu.ca/current/offerings to select your courses, prior to registering. You should also have a list of alternative courses ready in the event that your first choice of courses are full. It is also recommended that you check the St. Thomas University calendar if you suspect that a prerequisite is required for a particular course. The online registration system will not let you register for a course if you have not met the prerequisite. However, if you are currently registered in the prerequisite the system will allow you to register for the course.

A blank form is included at the back of this booklet to help you plan your schedule before you attempt to register online.

Students needing timetable advice should contact Student Affairs which is located on the top floor of the Welcome Building (452 - 0616 or email stu_afrs@stu.ca).

Know your *WebAdvisor* Username and Password

You must know your *WebAdvisor* username and password in order to gain access to online registration. If you have not used *WebAdvisor* in a while you should try logging on to *WebAdvisor* prior to the early registration period. If you have forgotten your username and/or password please send an email to mywebpasswd@stu.ca, including your student number, social insurance number and birth-date or visit the Registrar's Office.

Registering for Classes

In order to register for classes you must be a current or newly admitted student. To register for classes select the Register for Classes option from the WebAdvisor for Students main menu. When you select this option you will be presented with **Search and Register for Classes** (see below).

Search and Register for Classes

Search and Register for Classes allows you to browse through the timetable according to the search criteria you enter, and select courses you wish to register for.

1. Fill in your search criteria. **The only “required” field on this screen is term, however to avoid being timed out please select a subject also.**
2. When you have entered all your search criteria click on the SUBMIT button at the bottom of the screen.
3. A screen will be displayed with all the courses that meet your search criteria
4. To register for the desired courses, click on the check box (in the column, titled Select Course(s)) to the left of each course. You may check (ie. register for) more than one course at a time.
5. The Take For column should always indicate **Credit**. Other options in this drop down menu will not be accepted.
6. When you have checked all the courses, on this screen, that you wish to register for, click the SUBMIT button at the bottom of the screen.
7. A screen will then be displayed with all the courses that you selected to register for from the preceding screen. At the top of the screen you will see the message, **This confirms your selected courses - click Submit to register**. The purpose of this screen is to allow you to view the courses that you have selected and to give you the opportunity to confirm that these are the courses for which you wish to register. It does not mean that you are registered in these courses. **You must click on the SUBMIT button at the bottom of this screen to process your registration in the displayed courses !** If you do not want to register in the courses listed, click the MENU button in the top right hand corner of the screen to cancel your course selections.
8. Once you have clicked the SUBMIT button your registration request will be processed.
9. A screen will be displayed listing all the courses you are now registered in, indicated with a status of **Registered**. This will include courses that have not yet been graded from the 2004-2005 academic year (terms 04/S1, 04/S2) as well as the courses you have just selected for the 2005-2006 academic year (term 05/S1, 05/S2). Please note that a status of **Failed** next to a course indicates that you were not successful in registering for that course. There will also be a brief explanation of why you were not successful in registering for that course under the Meeting Information column. (See **Some Common Error Messages** below.)

Dropping Classes

If you wish to drop courses for which you are registered, select Drop Classes from the student main

menu. When you have selected this menu option:

1. A screen will be displayed listing all courses that you are registered in.
2. To drop a course(s) click on the check box to the left of the course(s) you wish to drop.
3. Click on the SUBMIT button on the bottom of the screen.
4. A screen will then be displayed. A message at the top of the screen will confirm the courses that you have dropped. Courses that you are still registered in will also be displayed on this screen. A summary box at the bottom of the screen will indicate the number of credit hours you are still registered in for each term.

You cannot drop courses using *WebAdvisor* beyond the “last day to drop courses”. This date is determined by the Registrar’s Office. Check the St. Thomas University calendar or Registrar’s Office to get a list of these dates. Beyond the “last day to drop courses” you must receive special permission from the Registrar’s Office to drop courses. If permission is given the Registrar’s Office will process the drop request.

Auditing Courses

If you wish to audit a course please contact the Registrar’s Office.

Trying to Register in an “Overload” of Courses

Without permission from the Registrar’s Office, *WebAdvisor* online registration will not allow you to registrar for more than the equivalent of five courses per semester. If you try to register for more the following message will be displayed: “Registration in course puts student in overload. Petition is required.” If you wish to register in more than 15 credit hours per semester you must fill out a “Petition for Overload” form from the Registrar’s Office. The Registrar’s office will review all requests for overload **after July 1, 2005**. If your request has been granted a flag will be set on your account that will allow you to register for an overload. You will not be notified formally that permission was or wasn’t granted, but you are encouraged to attempt to register in your overload course(s) after July 1, 2005. If the overload petition is granted *WebAdvisor* will allow you to register in a maximum of 18 credit hours per semester.

Courses that Require Instructor’s Consent

There are some courses that require the instructor’s consent before you can register for the course. If you try to register for a course that requires the instructor’s consent the following message will be displayed “Student requires instructors consent to register”. The proper procedure for registering for a

course that requires instructor's consent to request permission from the instructor teaching the course. If the instructor grants you permission to register for the course they will notify the Registrar's Office who will then set a flag on your account that will enable you to register for the course.

What to do if a Course is Full

St. Thomas University no longer compiles "wait-lists" for courses. If a course is full it will have a "closed" status next to the course when you use [Search for Classes](#). If you are interested in registering for a course that has a "closed" status please keep checking the "status" of the course. If a student drops a course that has a closed status the status will change to Open. The first student to attempt to register for this course after a student has dropped it, will obtain this space.

Verifying Your Class Schedule

After you have finished registering and or dropping courses you should ALWAYS check your class schedule using [My Class Schedule](#) to ensure that your registration and changes to your registration have been processed to your satisfaction. Remember it is your responsibility to ensure that your schedule is accurate and complete.

Frequently Asked Questions

What do I do if I forgot my password for WebAdvisor?

If you forgot your WebAdvisor password send an email (you must include your student number, date of birth and social insurance number in the body of your email) to mywebpasswd@stu.ca.

When do I register?

The registration schedule is outlined in this document on page -2-, titled When to Register for the 2005-2006 Academic Year.

What are potential credit hours?

Potential credit hours are calculated by adding the number of credits you have successfully completed with the number of credits you are currently registered for in this semester.

Will the courses I am going to register for in Intersession be counted in the calculation of my potential credit hours?

No.

I need advice on choosing courses, where do I go?

Students needing timetable advice should contact Student Affairs which is located on the top floor of the Welcome Building (452 - 0616 or email stu_afrs@stu.ca).

How do I register for UNB courses?

To register for UNB courses you must fill out a UNB course registration form available at STU's Registrar's Office.

How do I register for an overload of courses?

If you wish to register for more than the equivalent of five courses per semester, you must fill out a "Petition for Overload" form from the Registrar's Office. These requests for overloads will not be reviewed until July 1, 2005. You are encouraged to attempt to register in your overload course(s) after July 1, 2005. If the overload petition is granted *WebAdvisor* will allow you to register in a maximum of 18 credit hours per semester.

How do I audit a course?

If you wish to audit a course please contact the Registrar's Office.

Can I register for Intersession/Summer Courses using WebAdvisor?

Yes. Intersession courses can be viewed and registered for under the 05/I1 term and Summer courses can be viewed and registered for under the 05/I2 term any time after March 28, 2005.

WebAdvisor will not let me register for a course because it is saying I do not have the required prerequisite(s). I think I do have the required prerequisite(s). What do I do?

If you think you do have the required prerequisite(s) for a course but *WebAdvisor* will not let you register for it, please contact the Registrar's Office immediately.

I am a UNB student and I want to register for STU course(s). Can I use STU's WebAdvisor to register?

No. If you are a UNB student you must contact UNB's Registrar's Office to register for STU's courses.

Some Common Error Messages

After you have attempted to register for courses a screen will be displayed listing all of the courses you are currently registered for. This screen will display courses that you are currently enrolled in for the 2004-2005 academic year (terms 04/S1, 04/S2) **as well as** courses that you have "early registered" for the 2005 -2006 academic year (terms 05/S1, 05/S2). You will note on that screen that the first three columns namely, Course Name and Title, Status, and Meeting Information contain vital information regarding the courses that you have attempted to register for. If the status of the course is "**Registered**" then you have successfully registered in that course. If the status is "**Failed**" you have not been successful in registering for that courses and a brief explanation of why you were not successful will be displayed in the Meeting Information column next to the Failed status. Below is a list

of some common error messages that you will see associated with Failed statuses.

Course Name and Title	Status	Meeting Information	Action to Take
TEST 1234 A	Failed	A Granted Petition is required for registration in TEST 1234 A	Contact Registrar's Office
TEST 1234 A	Failed	Student requires instructor consent to register in TEST 1234 A	Contact Instructor
TEST 1234 A	Failed	Registration in TEST 1234 A puts student in overload. Petition is required.	Complete a "Petition for Overload" form and submit it to the Registrar's Office.
TEST 1234 A	Failed	Course TEST 1234 prerequisites are in process (Partially Complete).	Check STU Calendar. If you have completed the required pre-req contact Registrar's Office.
TEST 1234 A	Failed	Student registered in cross-listed course.	You can not register in a course and a course it is cross-listed with at the same time.

2005- 2006 Course Selection Work-Sheet

FIRST CHOICE COURSE SELECTIONS:

SYNONYM	SUBJECT	COURSE #	SECTION	TERM (05/S1 or 05/S2)
<i>Example: 1234</i>	<i>ENGL</i>	<i>1000</i>	<i>A1</i>	<i>05/S1</i>

ALTERNATIVE COURSES:

SYNONYM	SUBJECT	COURSE #	SECTION	TERM (05/S1 or 05/S2)
