

ONLINE REGISTRATION – WEBADVISOR

Spring Term 2012

You can complete your online registration from off campus at any computer with internet access. You can also use a computer on campus. Student Central (1st floor, Centennial Hall, north) has three PCs as well as staff available to assist you (see WebAdvisor Support below). Other locations where students can use a PC to register are the Library Commons and Uplink on the 4th Floor Centennial Hall.

If you require assistance during your registration use the online help function within each WebAdvisor screen, or drop by Student Central, or call us:

From March 20 to April 2, please call **779-UWIN (8946) or 1-800-956-1824** (for those living outside of Winnipeg). See WebAdvisor Support Hours below. We can help you with searching, selecting, registering, deleting classes, placing your name on the wait list, and resetting your password.

After April 2, call (204) 779-UWIN (8946) or (toll-free) 1-800-956-1824, or visit Student Central for general information, how to register online, wait list information, how to drop classes, and pay tuition.

WebAdvisor Support Hours:

Monday to Thursday, 8:30 a.m. to 5:30 p.m., Fridays 8:30 a.m. to 4:15 p.m. (Daylight Savings Time).

NOTE: Student Central is not open weekends or statutory holidays.

Accessing WebAdvisor – Getting Started

- 1) Using your Internet browser, go to www.uwinnipeg.ca
- 2) Click on the ‘**WebAdvisor**’ link under the **Academics** heading on the UWinnipeg home page. This will take you to the Welcome Guest! screen.
- 3) Click on **LOG IN** located in the upper right or lower right navigation bar.
- 4) Enter your User ID and password.
 - a) If you are a **returning** student, this is the same User ID and password that you used for WebAdvisor registration and your University Webmail account.
 - b) If you are a **new** student, you were mailed a User ID and temporary seven digit password shortly after you applied for admission.
 - c) If you have forgotten your password, use the Password Hint option or go to Student Central to have your password reset. If you do not have the letter with your original seven digit password, you can either go to Student Central and request a reprint of your letter (be sure to bring your Student ID Card as proof of your identity) or fax them a letter with your request to update your personal record with an alternate email account. Send your sign letter to the Student Central fax line (204) 783-4996.
- 5) Click the “**SUBMIT**” button at the bottom of the screen. If this is your first time logging in, it will take you to the ‘**Change My Password**’ screen. If the system does not recognize your User ID or password, contact (204) 779-UWIN (8946) to have your password reset.

Note: The system will lock you out after three unsuccessful attempts.

Your Password

Tip 1: Change your password to something that you can recall easily, but that is not obvious (e.g. *not* your birth date or street address).

Tip 2: Be sure you enter a “hint” to prompt your memory in the future.

If you've logged in before, you can skip this step, but you can choose to change your password at any time (see below).

Changing Passwords

- 1) Using your Internet browser, go to www.uwinnipeg.ca
- 2) Click on the 'WebAdvisor' link under the **Academics** heading to access the Welcome Guest! screen.
- 3) Click "Guests."
- 4) In the lower right side you will see "My User Account"
- 5) Click on "Change My Password"
 - a) Enter your User ID then your old password.
 - b) Enter your new password.
 - c) Re-enter your new password to verify or confirm your password change.
 - d) Enter a password HINT to remind you of the password, should you forget it in the future.
- 6) Click "SUBMIT."

What's my User ID?

- 1) Using your Internet browser, go to www.uwinnipeg.ca
- 2) Click on the 'WebAdvisor' link under the **Academics** heading to get to the Welcome Guest! screen.
- 3) Click "Guests."
- 4) In the lower right side you will see "My User Account"
- 5) Click on "What's my User ID?" Enter your last name and then your student number, as directed.
- 6) Click "SUBMIT."

Forgot Your Password?

- 1) Using your Internet browser, go to www.uwinnipeg.ca
- 2) Click on the 'WebAdvisor' link under the **Academics** heading to get to the Welcome Guest! screen.
- 3) Click "Guests."
- 4) In the lower right side you will see "My User Account."
- 5) Click on "Forgot My Password" and enter your User ID.
- 6) Click "SUBMIT."

Before you REGISTER – Have a PLAN

At least a day or two before you register in WebAdvisor, start by making a plan of the courses you need to take in the Spring Term.

To plan your registration, use WebAdvisor, the Spring Timetable (in PDF), the Course Calendar, and some blank Timetable Worksheets.

Tip: Check to see if you have the prerequisite(s), co-requisite, and make sure your classes do not conflict with each other. You will not be able to register otherwise.

Step 1. First, label your worksheet "Spring." This worksheet will help you plan the course sections you wish to take in the Spring Term and also prevent course sections from conflicting with each other.

Step 2. Use WebAdvisor, the [Course Calendar \[PDF\]](#) and the [Spring Timetable \[PDF\]](#) to identify courses that you want to take for your degree program. In WebAdvisor, click on “Search for Courses/Register” located directly beneath the “Registration” heading found in the Current Students menu. Enter the search criteria. You must always select a “Term” (this is a required field) and at least one other field, such as a subject/department, course level, course number and/or section number.

CURRENT STUDENTS

Section Information

Title	Intro to Business I
Course Section Number	BUS-1201-001
Description	INTRODUCTION TO BUSINESS I (Le3) This course introduces basic terminology, concepts, theories and some qualitative and quantitative analytic techniques of the most important subject areas in business. Emphasis is placed on relating course material to current events in the business world. Course delivery is primarily by lecture, complemented by videos and guest speakers, and is supported by a website. Restrictions: Students may not receive credit for both this course and the former BUS-1101/6.
Credits	3.00 CEUs
Start Date	02 May 2011
End Date	28 June 2011
Academic Level	UUG - UW Undergraduate

<p>Meeting Information</p> <div style="border: 1px solid black; padding: 2px; font-size: 0.8em;">05/03/2011-06/28/2011 Lecture Tuesday, Thursday 08:30AM - 10:20AM, Buhler Centre, Room 2BC55</div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left; border-bottom: 1px solid black;">Faculty name</th> <th style="text-align: left; border-bottom: 1px solid black;">Phone</th> <th style="text-align: left; border-bottom: 1px solid black;">Extension</th> <th style="text-align: left; border-bottom: 1px solid black;">E-mail address</th> <th style="text-align: left; border-bottom: 1px solid black;">Instructional Method</th> </tr> <tr> <td style="border: 1px solid black;">Grant Wainikka</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;">g.wainikka@uwinnipeg.ca</td> <td style="border: 1px solid black;">Lecture</td> </tr> </table>	Faculty name	Phone	Extension	E-mail address	Instructional Method	Grant Wainikka			g.wainikka@uwinnipeg.ca	Lecture
Faculty name	Phone	Extension	E-mail address	Instructional Method							
Grant Wainikka			g.wainikka@uwinnipeg.ca	Lecture							

Prerequisites

None

Supplies

None

Title	Author	Publisher	Copyright	ISBN	Price	Req.	Comments
To Be Determined							

Click on the section name and title. This will open the **Section Information** screen (as shown in the box above). Read the course description, the prerequisites, co-requisites (if any) and any course restrictions (for example, the same or similar course material may have been offered in a past year using a different number. Taking the course will prevent you from earning another credit toward your degree).

Step 3. Check the [Spring Timetable \[PDF\]](#) document to see if there are any special course “Notes.” The course “Note” can be found above the course section number. Some course notes have information that students need to be made aware of before they decide to register. For example, some course sections are intended for students in the off-campus programs while other course sections are cross-listed with another department. By knowing that this course section is cross-listed, you can decide which cross-listed course section you want to take for your degree program.

Step 4. While in WebAdvisor check the course section to ensure that the date and time offered has not changed. Check to see if the Status is Open, Closed or Waitlisted. Also, check to see if the course section you want to take is offered on the UW campus. Some courses offered are intended for special groups and are offered off-campus. Only the students in these programs should be

Tip: Select courses in the following order:

- Select courses with one section,
- Select courses with lab sections,
- Select courses with multiple sections.

Classes with Labs

Tip 1: Classes with labs fill up faster than classes without. So, register for the classes that have a lab first.

Tip 2: In most science classes, a lab is considered a co-requisite to the lecture section. Be sure to select a lab.

scheduling these course sections on their timetable worksheet.

Step 5. Select course section by clicking in the box in the Select column. Only select those course sections you wish to be registered in. Also, be sure to pencil-in the course title onto your timetable worksheet. For example, print “BUS-1201-001,” in the time slots Tuesday and Thursdays from 08:30 a.m. to 10:20 a.m.

Co-requisite classes that do not meet your selection criteria may be displayed.

Section Selection Results

Plan and prepare to register for your classes before going to the Register/Drop Course Sections screen. Check for course prerequisites and use a Timetable Worksheet to prevent time conflicts between classes and labs, which are offered at various start times in each of the terms.

When registering for the Fall & Winter Term, we suggest you register in the following order: first, select and register your Fall/Winter classes, second, select and register your Fall classes, and finally, select and register your Winter classes.

If you are registering for your first Modern Language class (i.e., French, Italian, or Spanish), you may need to contact a departmental advisor to ensure you are registering at the right level.

Note: If any class requires a co-requisite lab (or course), the co-requisite lab (or course) will also be displayed.

If Meeting Information is showing "room to be announced" or "more...," click on Section name and Title and then refer to the information for that course. The room number and additional date and time information will be displayed on that screen.

Re-sort my results: TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	LW Spring Term 2011	Open	BUS-1201-001 (99530) Intro to Business I	U of W Campus	05/03/2011-06/28/2011 Lecture Tuesday, Thursday 08:30AM - 10:20AM, Buhler Centre, Room 2BC55	G. Wainikka	24 / 58 / 0	3.00	
<input checked="" type="checkbox"/>	LW Spring Term 2011	Open	BUS-1201-002 (02625) Intro To Business I	U of W Campus	07/12/2011-08/18/2011 Lecture Tuesday, Thursday 10:30AM - 12:20PM, Buhler Centre, Room 2BC55	B. Wood	40 / 58 / 0	3.00	

Step 6 a). As shown in the box above, when you click “Submit,” this tells WebAdvisor to bring the selected course section(s) to the next screen – the **Register/Drop Course Sections** screen. Continue to search and select courses in the Spring Term and be sure to pencil in your course selections onto the timetable worksheet.

Step 6 b). Remember to plan alternate course sections should you have to place your name on a wait list for your preferred courses. Please see the section on [Wait Lists](#) [PDF] for important wait list information.

Note: A lecture section and a lab section must be registered together at the same time. The lab section is a co-requisite to the lecture section. If the lecture section is full, be sure to select “Waitlist” in the Action drop-down box and be sure the lab section is blank in the “Action” drop-down box.

Lab sections cannot be waitlisted. Registering for a lab without a lecture section does not mean you will be registered in the lecture sometime in the future. Lab space is limited. If you are registered in the lab without a lecture section you will be removed without notification. Labs seats are reserved for waitlisted students who are registering for a lecture and a lab at the same time.

REGISTER ON YOUR APPOINTMENT DAY/TIME

Once you have scheduled your courses onto your timetable worksheet and your course selections saved in the **Register/Drop Course Section** screen, you are now ready to register.

Step 7. On the start date and time of your registration appointment, login to WebAdvisor and click on the **Register/Drop Course Sections** link (make sure that all the course sections and lab sections on the screen **DO NOT** have anything in the “Action” column). At this time you should be able to see what

Register/Drop Course Sections

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
Waitlist	UW WinterTerm 2011	ACS-1453-004 (95971) Intro Computers	U of W Campus	01/06/2011-04/05/2011 Lecture Tuesday, Thursday 04:00PM - 05:15PM, Wesley Hall, Room 1W07	W. Schlosser	4 / 28 / 4	3.00	
Waitlist	UW WinterTerm 2011	ENGL-2102-004 (96344) Intro Creative Writ	U of W Campus	01/05/2011-04/04/2011 Lecture Monday, Wednesday 04:00PM - 05:15PM, Manitoba, Room 3M60	P. Depasquale	-4 / 25 / 7	3.00	
Register Remove from List Waitlist	UW WinterTerm 2011	ENGL-2311-050 (97407) Shakespeare	U of W Campus	01/05/2011-04/04/2011 Lecture Monday, Wednesday 06:00PM - 09:00PM, Manitoba, Room 3M64	B. Christopher	0 / 35 / 11	6.00	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available

Accept* I hereby acknowledge that the courses entered are correct and agree to accept my registration as it is listed above. I also hereby agree to honour all financial and academic obligations in accordance with the University's Academic Regulations and Policies regarding Fees and/or Withdrawal Procedures as specified in the current calendar.

SUBMIT

space is available in the “Available/Capacity/Waitlist” column on the right side of your screen. If there is space available in the class, click on “Register” in the “Action” column. If there is no space available, you can place your name on the waitlist” by clicking on “Waitlist” in the “Action” column. The last option is to select “Remove from List” should you decide not to take it. See the screen below.

Step 8 a). Before you start processing your registration, select “**Complete only available**” in the “If one of my choices is not available” field.” The reason for this is to ensure that if one course section requested in your list does not get registered, for whatever reason, then the remainder of the course sections requested will be registered.

NEW: In the WebAdvisor Register/Drop Course Section screen is **an electronic registration acceptance** check box. Please read the acceptance line and click on the Accept box.

Step 8 b). To register your classes, click “**Submit.**” There is often a few minute delay during peak hours of registration – do not worry, this is normal.

If you follow this process, your registration processing time will be shorter. Once WebAdvisor has completed processing your request you will receive a **Registration Results** screen and this will show you whether you are “Successful” or “Unsuccessful” in registering for your classes. If your registration is successful you will receive a confirmation of registration email message from DTELTECH. This is automatically sent to your new Webmail account. If you were unsuccessful, the **Registration Results** screen will give you specific details as to why it could not register one or several course sections (or

Tip 1: Do not register for the same course (or lab) twice. For example, Academic Writing, RHET-1105, is offered more than once in the Spring term. Only one RHET-1105 or RHET-1110 is required to meet your Writing Requirement. If you register for the same course twice you will be charged twice on your Registration Financial Statement.

Tip 2: Call WebAdvisor Support at 799-8946 (or outside Winnipeg, call toll-free at 1-800-956-1824) if you have any questions.

labs) at that time. Please pay particular attention to these messages and take the necessary steps to correct.

Step 8 c) When you have completed registering your Spring Term course sections, click “Submit” at the bottom of the screen to return to the **Current Students** menu.

Step 9. The following should be done after you have successfully registered for your Spring Term classes:

- a. Click the online **Registration / Financial Statement** link under the **Registration** heading. This will display a Registration Statement for each term that you request in the drop-down box,
- b. Under **Academic Profile**, click **Transcript** to see the classes you have just registered, or
- c. Under **Academic Profile**, click **My Class Schedule** for each term to see when your lectures and labs are scheduled,
- d. Under **Financial Information**, click **My Account** to see how much you owe in each term, or
- e. Check the **UWSA Health Plan Fees and Opt-out Information** link for Student Health Plan information,
- f. Check your UW email account for your confirmation of registration message(s) as well as check for any Registration notification email messages,
- g. Check **My Profile** to see if we have your correct address, postal code and phone number(s). Changes to your personal information found on the screen can be made by using a Personal Update Form found either at Student Central or on the U of W webpage (www.uwinnipeg.ca/index/services-rcdsforms). Complete the form and submit it to Student Central or fax it to (204) 783-4996.

Tip: The online Registration / Financial Statement does not always show when the **lab** is scheduled. Try using **My Class Schedule**.

Tip: Double-check your class schedule just before classes start in May (and subsequent class start dates thereafter). This will ensure that the class time, day or room has not changed.

Step 10. How to Keep Your WebAdvisor Work Area Neat and Tidy:

You should keep your Register/Drop Course Sections screen free of unwanted and unused course sections and lab sections.

When you plan and prepare to register for each term, you might select a lot of course sections and lab sections from the Search for Courses/Register screen. The course sections and labs you select will be brought into your Register/Drop Course Sections screen. They will remain there forever in your Register/Drop screen unless you either register or drop them from the list.

The best time to remove the unwanted, unused courses or labs is right after you finish your registration or after you are settled into the classes during the first two weeks of the term.

To remove them simply select “RM Remove from List” from the **Action** column’s drop-down menu, or better still, use the **Action for ALL** field and select “RM Remove from List” from the drop-down list. Click on the **Accept** box and then click **SUBMIT**.