WebAdvisor Registration Guide

Undergraduate and Graduate Studies student registration is completed online using any computer with internet access. Please read this guide and watch the videos at **www.uwinnipeg.ca/student-planning** to help you get started. If you require further assistance with your registration, there are help buttons in WebAdvisor. You can also contact Student Central via Zoom, by phone, by email, or visit in person.

Student Central's Contact Info:
Phone: 204.779.UWIN (8946)
1.800.956.1824 (toll-free)
Email: registration@uwinnipeg.ca
Zoom: Queue via the **myVisi**t app by Q-Nomy (turn off location services)

Student Central's Hours:
Monday to Friday
8:30 a.m.to 4:30 p.m. (closed holidays)
Walk-in Visits:
First Floor, Rice Centre
(489 Portage Ave entrance)

Updated: 1-Jun-23

Table of Contents

STEP 1
Access WebAdvisor

1.1 Click on **Current Students** at the top left-hand side.
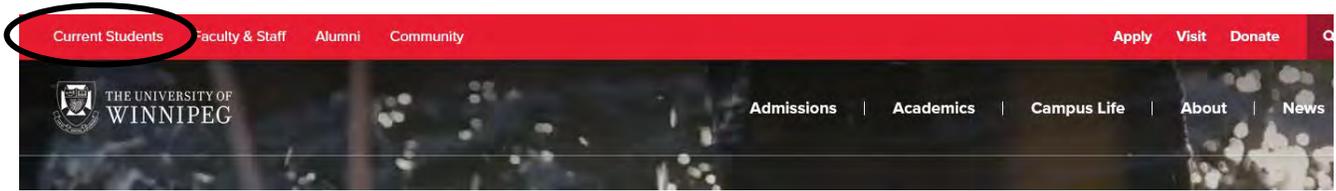
1.2 Among the eight, red buttons, click the **WebAdvisor** link.
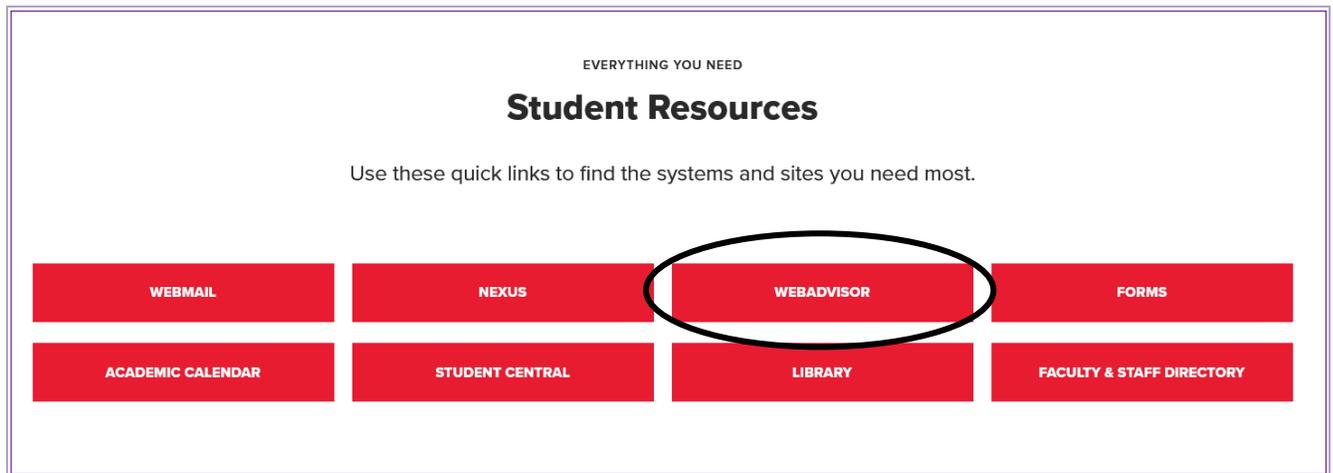
1.3 Enter your username and password and click the **Sign In** button
   - **Returning students**: Continue with your same username and password for WebAdvisor, Nexus, and Webmail. If you are prompted to change your password, see page 13 for further details.
   - **New students**: Your username and a temporary, seven-digit password were emailed to you shortly after you applied for admission.
   - **If you have lost or forgotten your username or password**, use the **Forgot your Username?** and/or **Forgot your Password?** options by clicking on them or contact Student Central to have your password reset to a temporary, seven-digit password. Username and password information will not be given over the phone - it can be given in person with photo ID, emailed to an account on file, or provided on Zoom with photo ID.
   - **SEE PAGE 13 for detailed information on creating a password.**

1.4 Students must confirm and/or update their emergency contact's information at least yearly in WebAdvisor. Students will not be able to register until they click on their **username**, select **Emergency Information**, make any necessary changes and then click **Confirm**. Students may choose to include health information that may be important in a medical emergency (eg. allergies.)

2.1 Choose the **Student Planning** module.
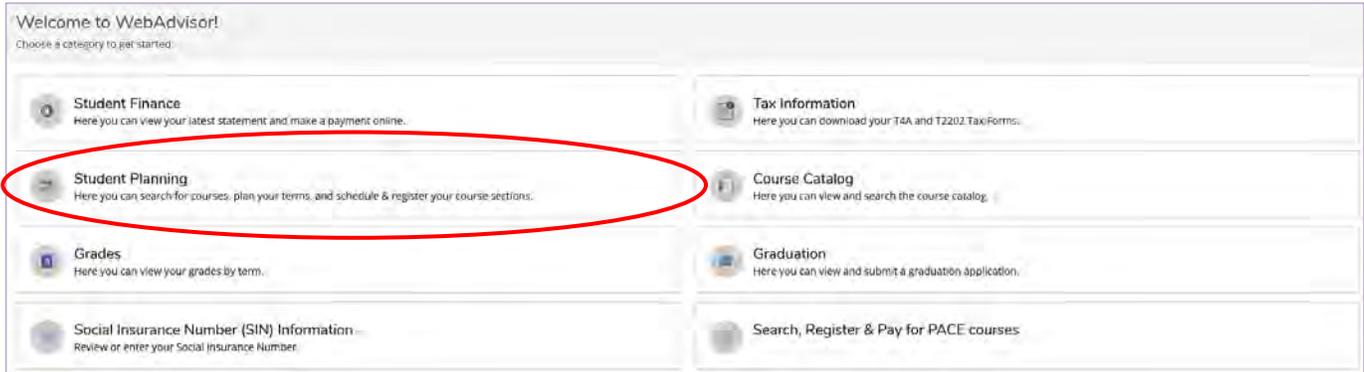
2.2 Click on your **username**, select **Emergency Information**, make any necessary changes and then click **Confirm**.

To create a plan of courses for one term (or for several future terms), you can approach it in two ways: through My Progress (see #2.3 below) and/or by searching the Course Catalog (see #2.4 next page). As you choose courses, you add them to your plan (see #2.7-2.10). This will be just a plan; you will still need to timetable course sections and actually register for them before each term (Steps 3 and 4). Let's start with the plan...

2.3 A) Click on **View Your Progress** or **Go to My Progress.** This will show your progress in your declared degree and major. You can select courses from the degree requirements.
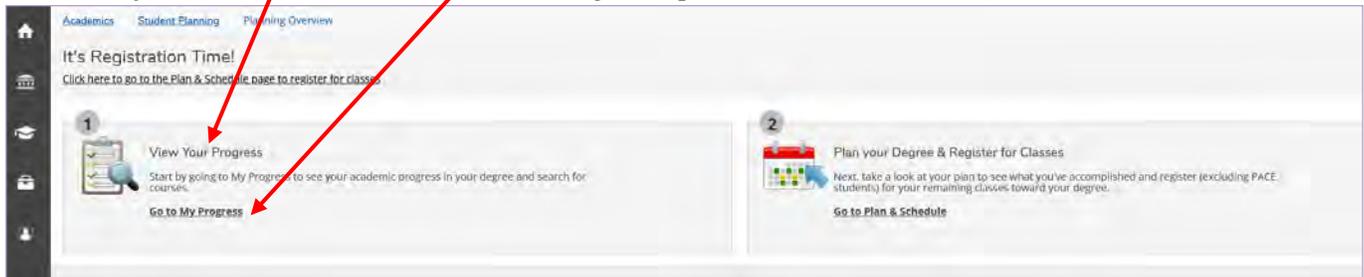
B) To find a course that can be used to fulfill a requirement, click **Search**
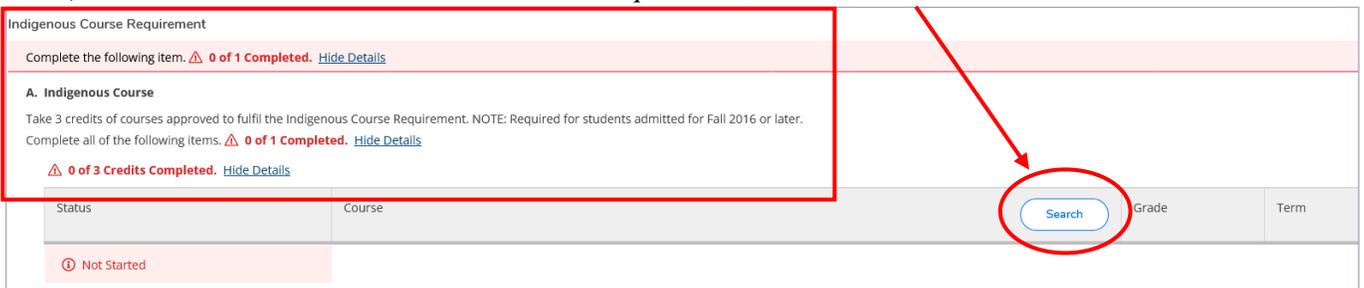
or click on the course number.
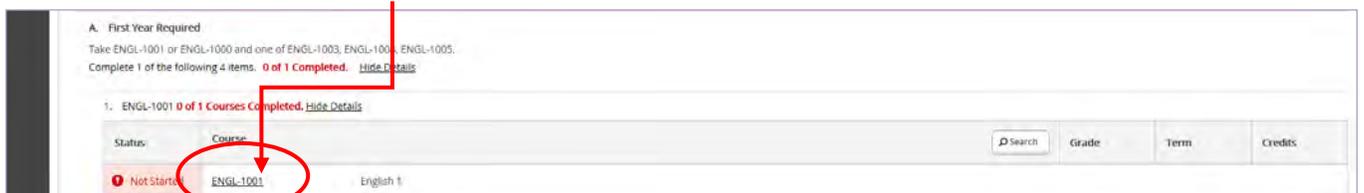
2.4 A) Click on **Course Catalog**.
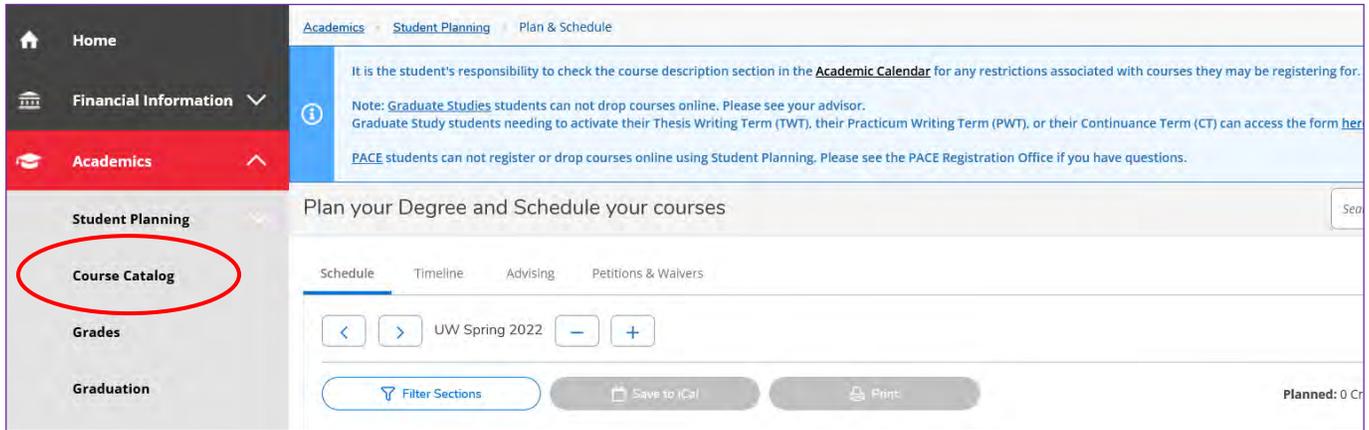
B) Locate and click on the "UW" subject (department) of interest (Classics, French, Physics, etc.) or use the search box to type in the subject. "Grad" departments are for Master's-level students.
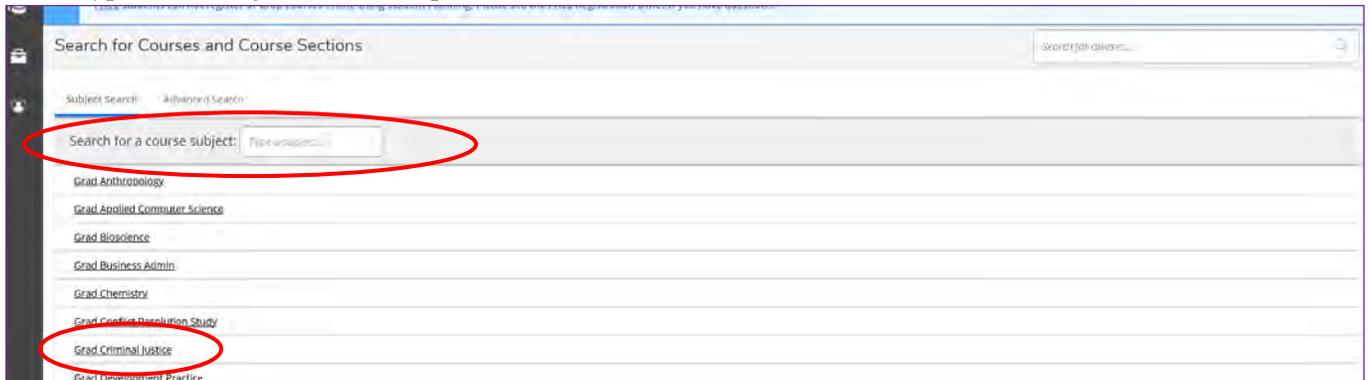

You can filter (on the left-hand side) the available sections by subject, location, term, day, time, instructor, course level, course type and instruction type.

2.5 Click on **Add Course to Plan**.
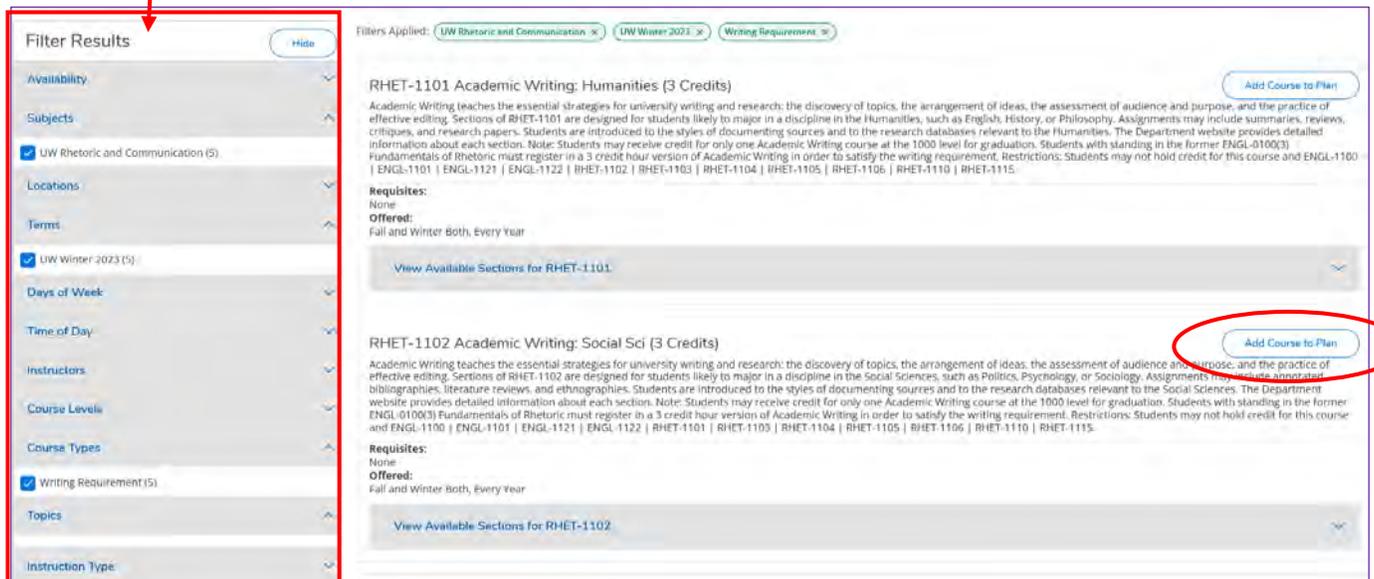
2.6 Select the term to which you would like to plan the course and click **Add Course to Plan**.
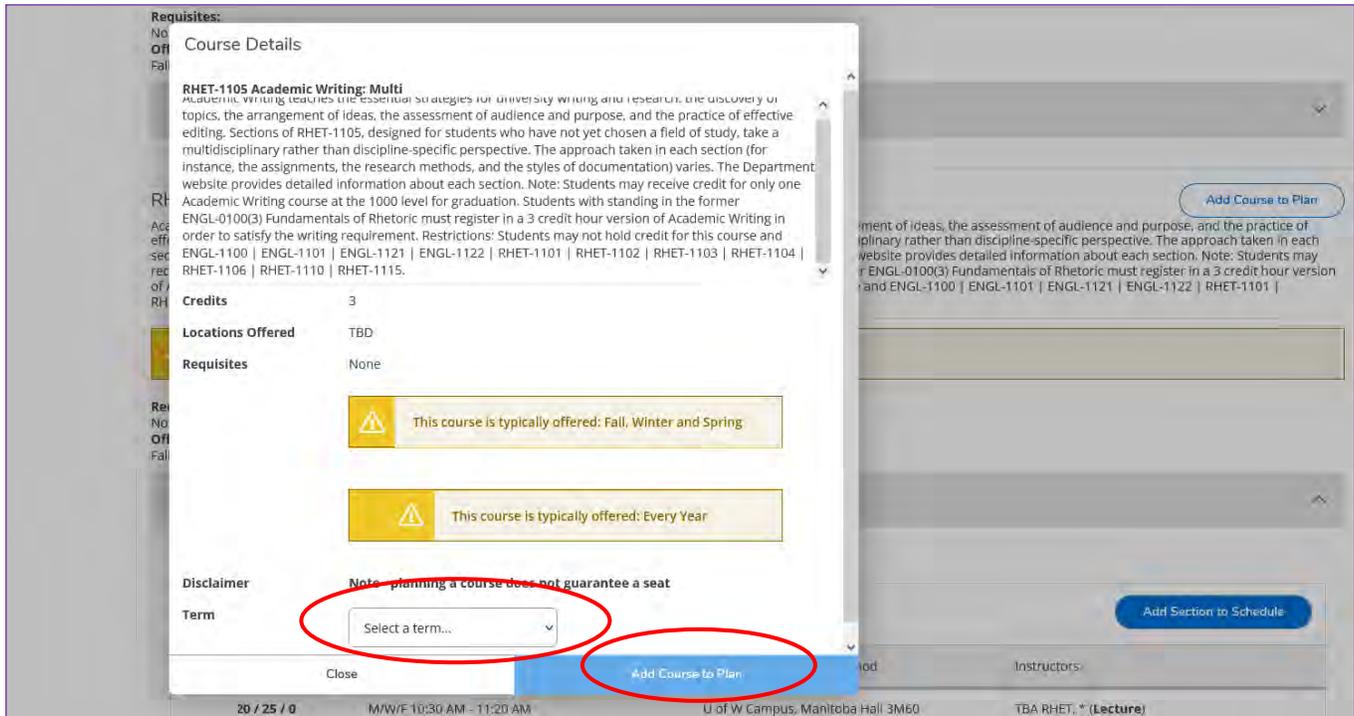
2.7 Note the confirmation message.
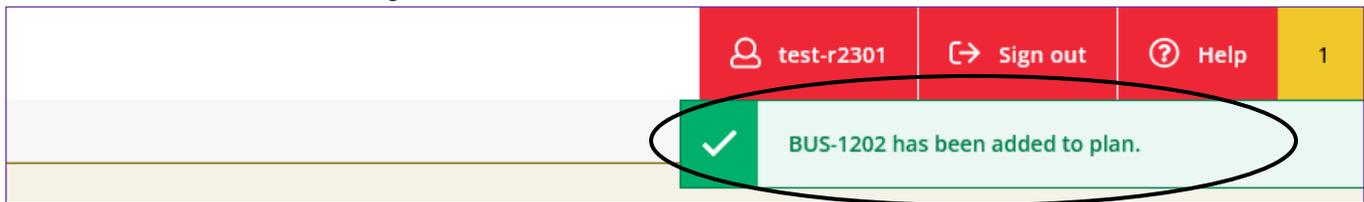
2.8 Click on **My Progress** or **Course Catalog** and repeat for all courses you plan to take in various terms.

Note 1: **You are NOT registered at this stage.** Yellow courses are planned, not registered.
You are only able to timetable specific sections of courses for the upcoming term (see Step 3).

- Undergraduate students: You cannot register for the upcoming term until your assigned registration start date/time or open registration (see Step 4).
- Graduate Studies students: Your timetabled sections must be **approved** by your assigned advisor before proceeding to Step 4.

Note 2: If, after adding a course to the plan, your plan changes, remove those courses you are no longer going to take. It is important to keep the plan up-to-date, so the **My Progress** section is as accurate as possible. **Degree audit/My Progress in Student Planning is unofficial**. For an official degree audit:

- Undergraduate students may make an appointment with an academic advisor.
- Graduate Studies students may make an appointment with their program chair and/or advisor.

To remove *both a course and/or any planned sections* for that course, click the **X** to the right of the course name.
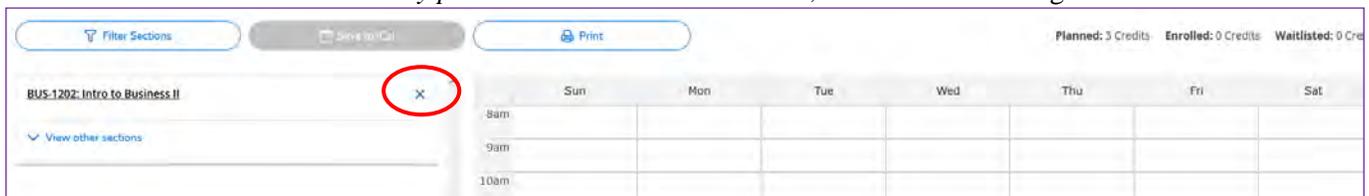
3.1 Click on **Plan your Degree & Register for Classes** or **Go to Plan & Schedule**.

3.2 Choose the term to timetable specific sections of courses by clicking the right and left arrows to toggle between terms. There are *three* fall/winter terms to look at between Sept-Apr: Fall Term (Sept-Dec), Winter Term (Jan-Apr) and Fall/Winter Term (Sept-Apr). Six-credit-hour courses tend to span Fall/Winter Term. Use the + button to add any missing terms (such as Spring Term) or – button to delete unnecessary terms.
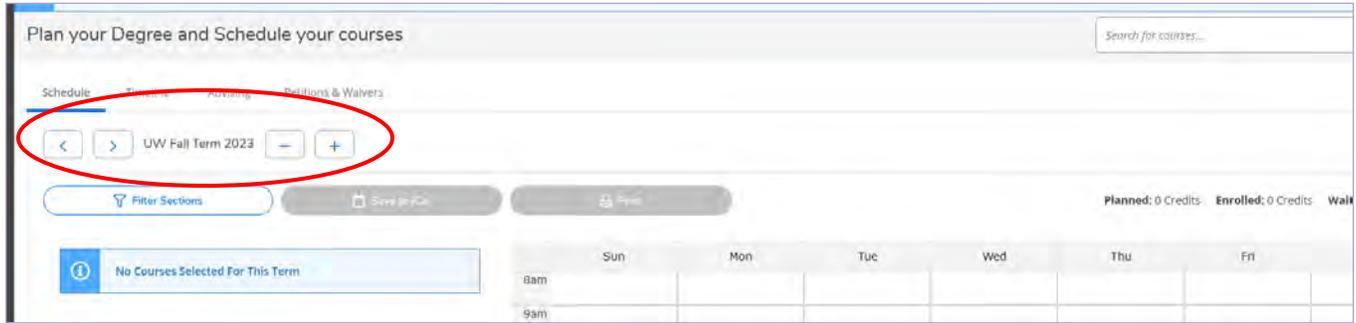
3.3   Listed on the left and on the timetable view, click on **View other sections** of one of the courses planned in step 2 to expand it, and see all of the sections of that course that are offered in this specific term. Sections can differ in terms of day, time, professor, location and method of delivery (in person, online – synchronous or asynchronous) Take note if there are seats available in your preferred section.

Sometimes, there are multiple pages of section options. Scroll through the pages with the arrows.
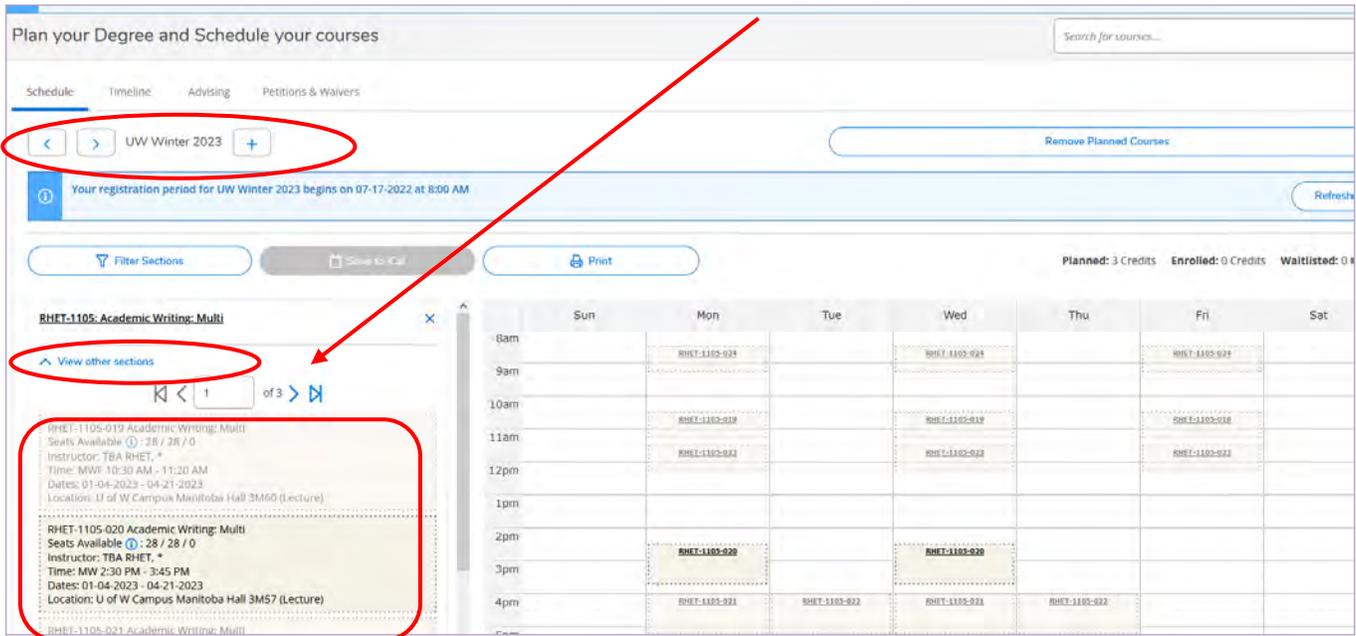
3.4 Click on your preferred section to select it.
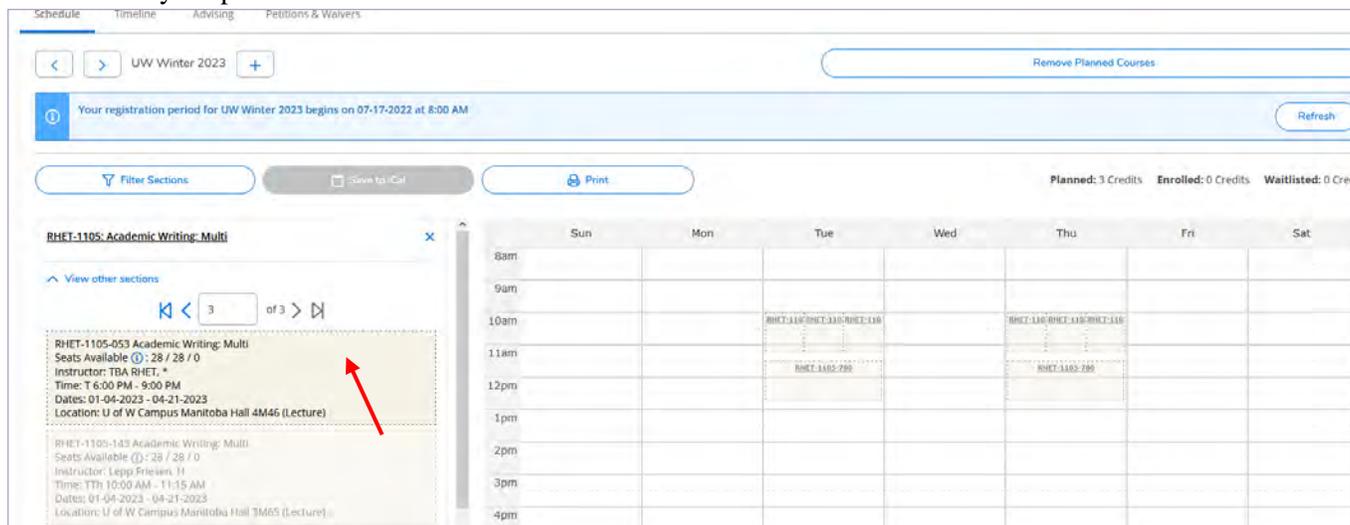
3.5 Important! Scroll down and read the (pre)**Requisite**(s) for the course. Also, read the **Course Description** for any Restrictions and the **Additional Information** for important section-specific information. Click on **Add Section** to timetable it.
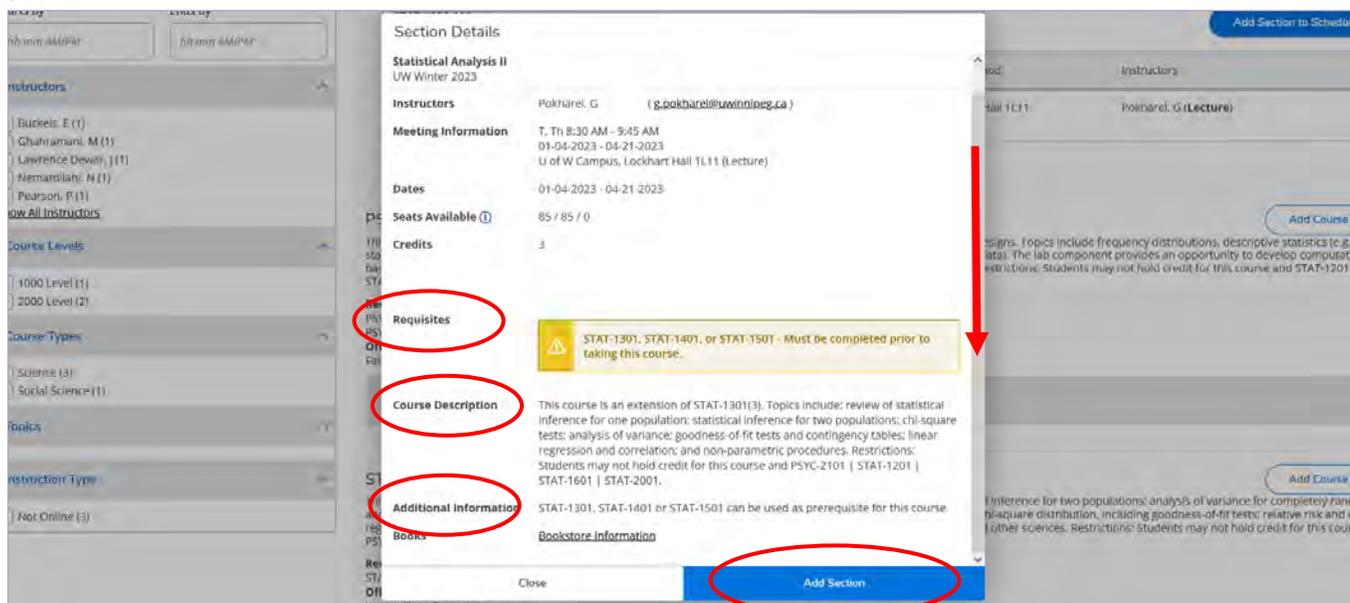
3.6 Note the confirmation notification.
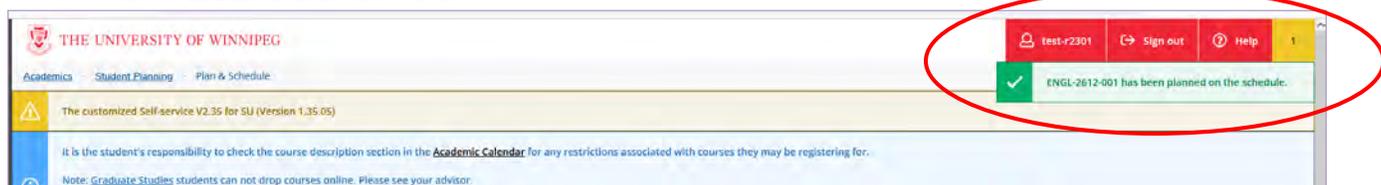
Note: *You are NOT registered at this stage.* Yellow sections are planned, not registered. The **Register** button on the left will only be visible after your assigned registration date and time, or during open registration. If it is visible, proceed to Step 4. If it is not visible, check your assigned registration date and time **and/or** confirm your emergency contact info (step 1.4).

3.7 Repeat for all courses you plan to take in the upcoming or current terms. It is recommended to plan back-up courses/sections in case your preferred ones are full/waitlisted by the time you register.

STEP 4
Registering on/after your Assigned Date and Time

Eligible students are assigned a registration start date/time via Webmail if admitted before the open registration period. Your start date/time is the earliest that you can register for classes. If you are unable to register then, you have not missed your assigned time; you can still register with WebAdvisor up until the start of the term. Visiting Students aren't assigned a time; they register during open registration.

4.1 Login to **WebAdvisor**.
4.2 Choose **Student Planning**.
4.3 Click on **Plan your Degree & Register for Classes** or **Go to Plan & Schedule**.

4.4 Click the arrow to select the appropriate term(s). Always register Fall Term before Fall/Winter or Winter Terms.

4.5 Click on **Register Now** to register for all sections planned in the term or **Register** to register for individual sections. (For courses with labs, use the **Register Now** button – see also page 12.)
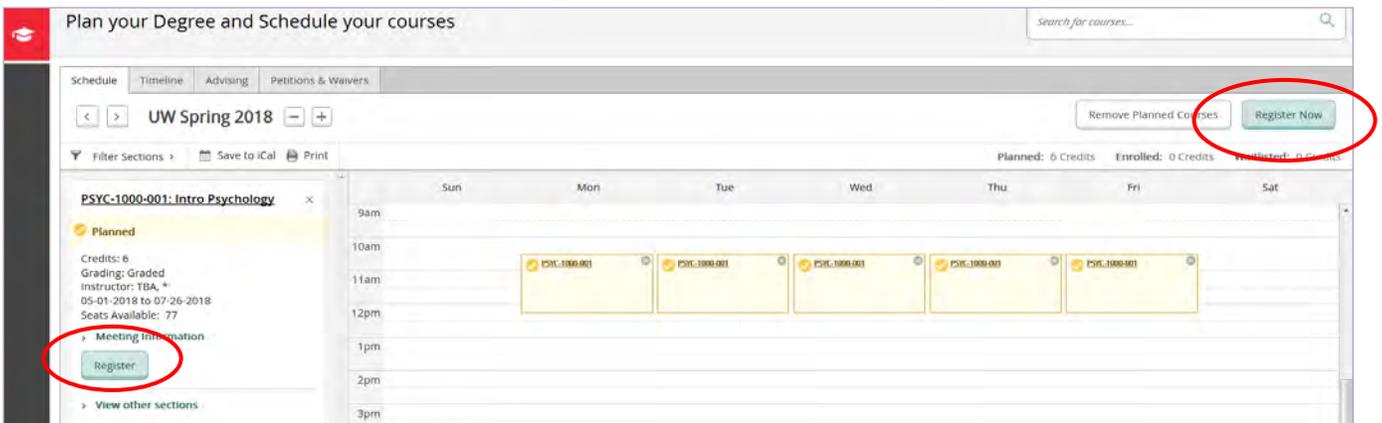
4.6 Carefully read and **Accept** the University's legal statement. **Students are academically and financially responsible for the courses in which they register.**

4.7 Note the confirmation notification(s) (see p. 11 for errors), that the box is **green,** there is a checkmark by the section number, it says registered on the left, and the **Register** button has changed to a **Drop** button.
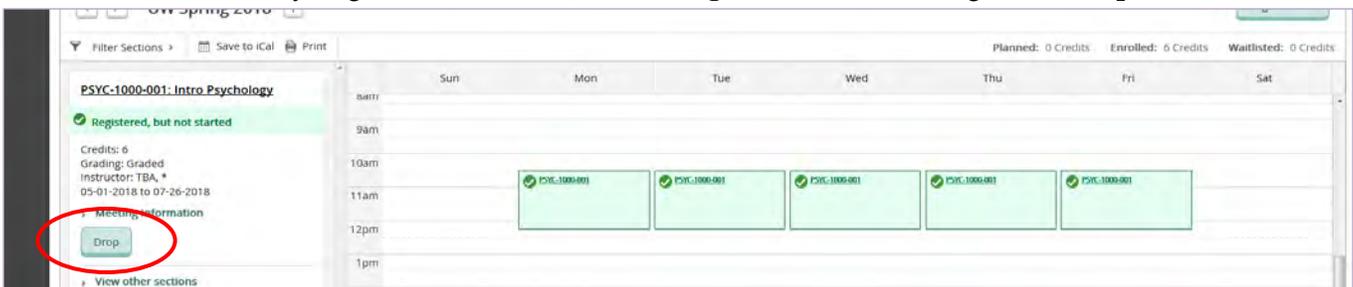
4.8 Repeat for other courses and/or term(s) as applicable (eg. Fall, Fall/Winter, Winter Terms).

Waitlists

Add to waitlist: If a section of a course is full, or has an established waitlist, you can add yourself to the waitlist. To the left of your schedule, there is a list of courses and sections. Select **Waitlist** for the planned section. If there is no waitlist button for a section with no available seats, the section does not have a waitlist option. Lab sections do not have waitlists.
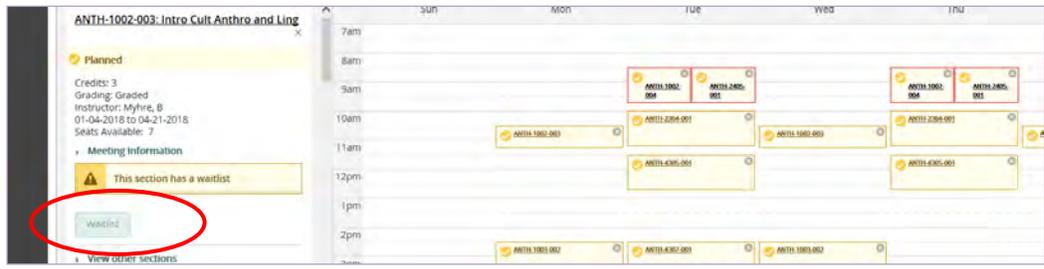
Drop off waitlist: If you would no longer like to be on the waitlist, click **Drop Waitlist**. It is important to keep your waitlist information current in order to facilitate an efficient waitlist process for all students.
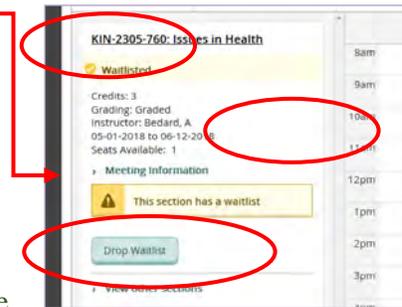
Register from waitlist:

Undergraduate Students: If a seat opens up for a waitlisted section, an email will be sent to your **UWinnipeg Webmail account**. Please ensure you check your UWinnipeg email every day. If you do not register within the timeframe specified in the email, the seat on the waitlist will be offered to the next student on the waitlist, and you will be removed from the waitlist.

Graduate Studies Students: If a seat opens up for a waitlisted section, an email will be sent to your **UWinnipeg Webmail account** and you will automatically be registered into the section. Please ensure you check your UWinnipeg email and WebAdvisor regularly.
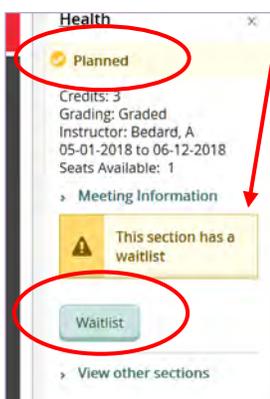
Why a waitlist button?: A course section may appear to have seats available, but not give you the option to register in it (even though it is after your registration date/time and you have confirmed your emergency contact info). It is likely that the course section is either cross-listed or that there is an established waitlist. Add yourself to the waitlist. The automated waitlist offers available spots to students in the order of the waitlist (see above). You cannot jump the queue.

Registered or waitlisted?: A course section may fill up and start a waitlist AFTER you have successfully registered in it. The course section will say that it *has* a waitlist. It does not mean that *you* are on the waitlist. If the button says, **Drop** and the course section is **green** and says **registered**, you are registered in the course. If the button says, **Drop Waitlist** (take yourself off of the waitlist) and the course section is **yellow** and says **waitlisted**, you are on the waitlist. If the button says, **Waitlist** (add yourself to the waitlist) and the course section is **yellow** and says **planned**, you have neither registered for the course, nor put yourself on the waitlist.
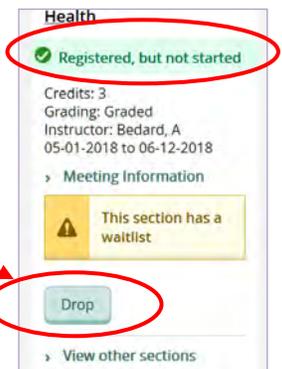
Students are responsible for checking tuition fees owing *on a regular basis*. Invoices are not mailed out.
Note: Undergraduate Studies – U-Pass and UWSA Health Plan fees update every few business days.
Graduate Studies - fees may not be visible until 7-10 business days after registration.

5.1 Click on **Student Finance** found under "Financial Information".

5.2 This will show the **Account Summary** or balance for each term. The overall balance can be found on the top right of the screen. Note the **date due.**
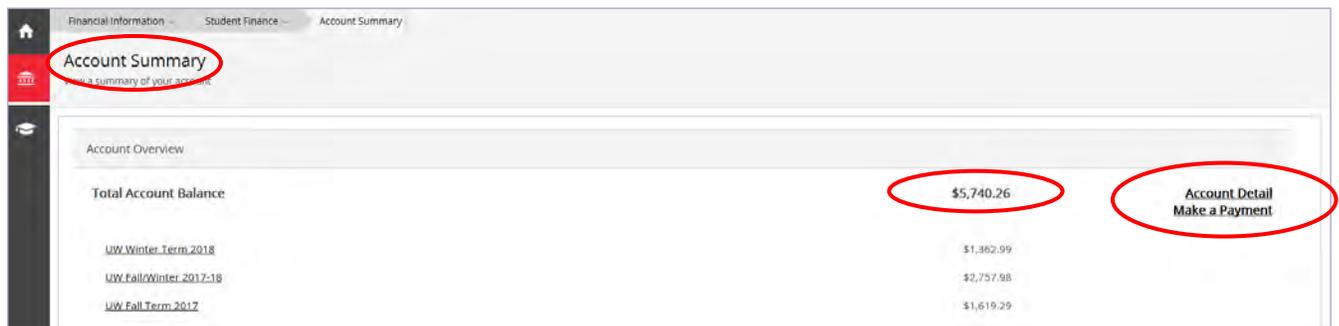
5.3 You can see a detailed listing of your fees by selecting **Account Detail** or by clicking on a specific term.

5.4 Details are broken down by term. Change the term using the drop-down menu at the top. The **Account Detail** view will show, as applicable, the current charges to that individual term, payments, awards, refunds, payment plans and the overall remaining balance for that term. Click on **Expand All** to expand the charges and you will also see the courses that you are registered in for that term.
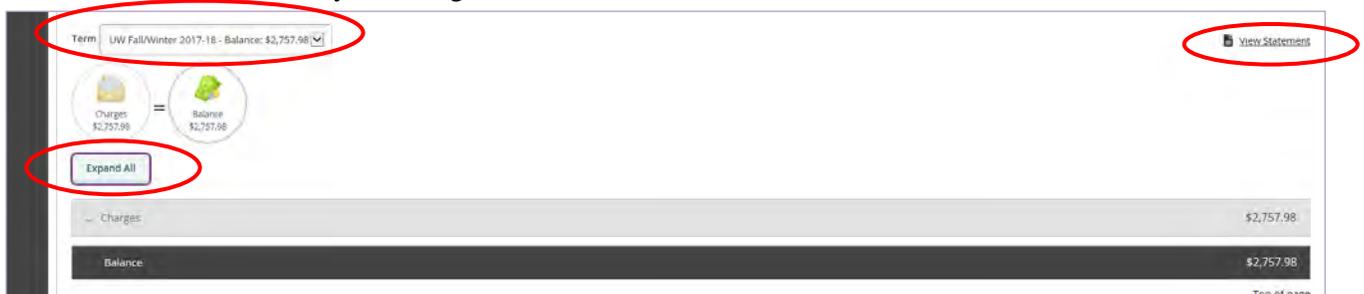
5.5 To obtain a Registration/Financial Statement, click on **View Statement** to the right of the term menu to create a PDF version. Payments are made through online banking bill payment (international payments are made via flywire.com). See https://www.uwinnipeg.ca/fees/payment-info.html.

5.6 To obtain a receipt, either A) expand the **Payments** section for the appropriate term and click on the receipt number *or* B) click on **View Statement** to the right of the term to access the registration/financial statement

Note: T2202 tax receipts for tuition fees will be posted on WebAdvisor on February 28 following the end of the tax year.

If you run into difficulties with WebAdvisor, click on the Help icon at the top, right-hand corner of the screen, watch videos at www.uwinnipeg.ca/student-planning, or read these hints:

A) Problems creating a new password:

When trying to create a new password on WebAdvisor, please ensure that your password meets the conditions outlined below. If you are still unable to create your password, please contact the Technology Service Desk (servicedesk@uwinnipeg.ca) or Student Central (studentcentral@uwinnipeg.ca). A new password must:

- Must not contain parts of your User ID
- Must not contain parts of your first or last name that exceed two consecutive characters
- be between 9-24 characters in length
- not be one of your last three passwords
- contain at least one upper case letter
- contain at least one lower case letter
- contain at least one number
- contain at least one special character from the following list: comma (,), exclamation mark (!), double quotation mark ("), single quotation mark ('), number sign (#), dollar sign ($), percent sign (%), star (*), plus (+), hyphen (-), underscore (_), period (.), forward slash (/), caret (^), square open parenthesis ([), square closed parenthesis (]), accent grave (`), open parenthesis [(] or closed parenthesis [)]

B) Student must confirm Emergency Information:

Students must confirm and/or update their emergency contact's information yearly. Students will not be able to register until they go to the Emergency Information page and select **Confirm**. Students may choose to include health information that may be important in a medical emergency (eg. allergies.)
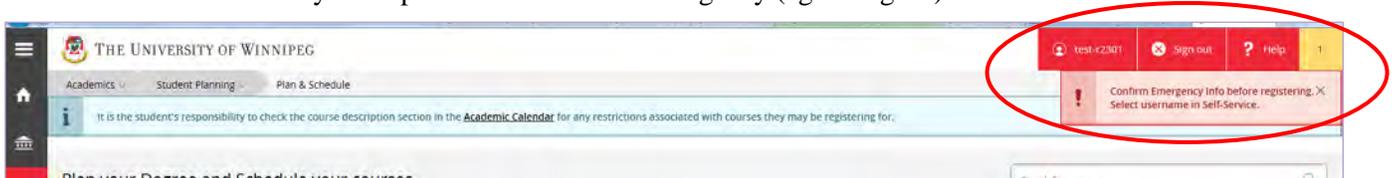
Click on your **User ID**. Then select **Emergency Information**.

Make any necessary changes and then click on **Confirm**.

C) No sections available. Can't timetable a course:

If you are timetabling a three-credit-hour course, ensure you are planning either the **Fall** or the **Winter Term**, not **Fall/Winter Term**. Most six-credit-hour courses will have sections scheduled in the full-year, **Fall/Winter Term**.
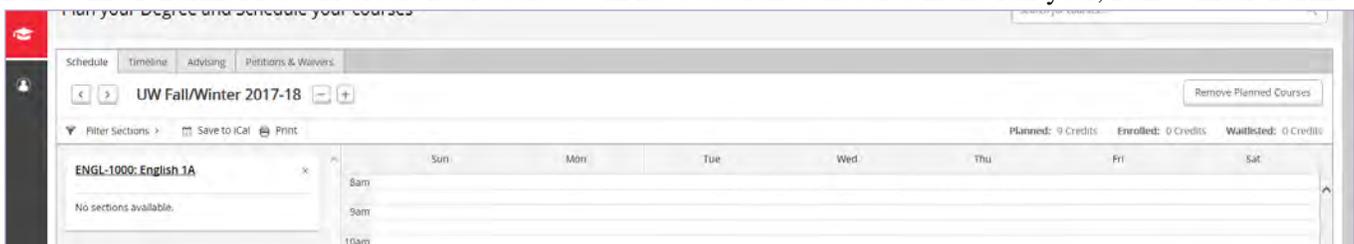
D) Prerequisite(s) Not Started/Completed:

Make sure that you register in your Fall and Fall/Winter courses first and then your Winter Term courses. This is required when a course in the Fall Term is a prerequisite to a course in the Winter Term.

Check to see if you have the prerequisite(s) for the course by clicking on the course title. If you do not meet the prerequisite requirement(s), but still feel you have the knowledge and experience to be successful in the course, you can request a prerequisite waiver from the department chair or the course instructor. Be prepared to state why you feel you have the necessary background for the waiver. If a prerequisite waiver is granted, the chair or the instructor will either input a waiver or send an e-waiver to Student Central. You will be able to register into the course if space permits, or place yourself on the waitlist once the waiver is entered.

E) Course Lecture and Lab Sections Must Be Taken Concurrently:

Courses with both a lecture and lab section must be registered together at the same time. Do not register in a lab without the course or the course without the lab! You can be removed from either one if you do not have both. To register off the waitlist (when a spot becomes available) for a course with a lab, use the **Register/Student Planning** link and select **Register Now** to register for both the course and lab sections in **Plan & Schedule**.

F) Registering in a Course with a Lab When There Are No Available Seats in the Lab:

If there is another section of the lab with available seats, you must register in that lab. If there are no lab seats available in any lab section, please contact Student Central.

G) Waitlist for a Course with a Lab:

Labs do not have waitlists. Select **Waitlist** for the lecture section to be placed on the waitlist for the lecture section.

Undergraduate Students: If a spot becomes available during registration, you will be sent a time-sensitive email to your UWinnipeg Webmail account. Check your Webmail regularly as the spot will be held for you for a limited time. To register from the waitlist for a course and a lab, use the **Register/Student Planning** link and select **Register Now** to register for both the course and lab in **Plan & Schedule**.

Tip: Check your Webmail at least on week days. Permissions to register in a waitlisted course are usually emailed Monday-Friday. The permission is time sensitive and will expire if you miss the email (or don't check Plan & Schedule.)

Graduate Studies Students: If a seat opens up for a waitlisted section, an email will be sent to your **UWinnipeg Webmail account** and you will automatically be registered into the section.

H) Graduate Studies Courses Must Be Approved

All Graduate Studies course sections must be approved by a student's assigned Program Advisor and/or Program Chair before being allowed to register.
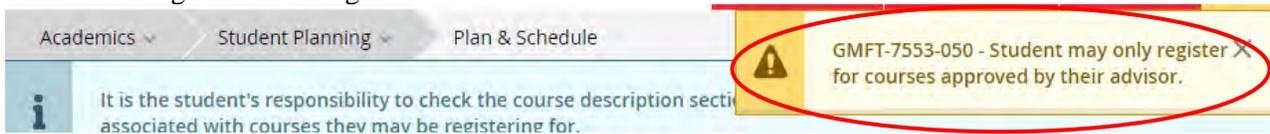
I) Granted Petition/Permission Forms and Honours-level Courses:

Granted petition = permission. Some courses require that you have permission from the Department Chair or permission from the course instructor before you can register. This is the message you will see in WebAdvisor: "XXXX-9999 – A Granted Petition is required for registration in XXXX–9999–000."

Honours-level Faculty of Arts courses also require you to meet with the Department Chair or designate prior to registering for honours courses.

If you are granted permission to take a course, the department will enter in the permission or send an e-permission form to Student Central to add to your student record. A Student Central representative will email your Webmail to let you know when we have processed the form.

J) Granted Petition is Required - Language Courses:

Granted petition = permission. If you are registering in your first French class, you need to take a placement test https://www.uwinnipeg.ca/french-studies/french-placement-test.html. For other languages (e.g. Italian, Spanish), you should contact the Modern Languages Department Assistant (204.786.9107) to ensure you register at the right level and to obtain permission for the applicable course.

K) Granted Petition is Required - Transition-Year Program (TYP) Sections:

Only students in the TYP program can register for courses with sections 140 to 145.

L) CATEP and WEC Sections:

Only students in the CATEP program can register for courses with sections 245 to 249. Only students in the WEC program can register for courses with sections 250 to 259.

M) Time Conflict:

Student Planning aims to prevent students from registering for courses with times that overlap. The time conflict will be indicated by a red box around the section on the timetable and a message on the left side.

N) Holds:

WebAdvisor will prevent you from registering in and dropping out of courses if you have any holds on your account. Holds are displayed at the top of the WebAdvisor page after you attempt to register in classes.

Common holds include:

Fee Hold – You might have outstanding tuition or late fees. Check your balance (Step 5) and then make arrangements for the payment to clear the hold.
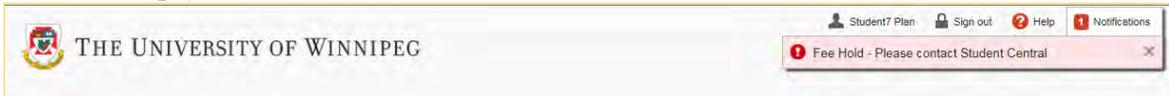
Registration Hold – Certain groups of students, such as Brandon University's Psychiatric Nursing students and International Exchange students, cannot modify their registration on WebAdvisor. These students should discuss registration changes with their appropriate program advisor.
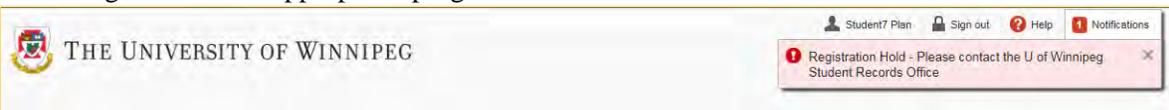
Library Hold – You might have outstanding books to return and/or library fines to pay. Please contact the library to make arrangements for payment and clear the hold.

Athlete Hold – Athletes need permission from the Director of Athletics to make course changes once the year begins. Permission forms are sent to Student Central to register the student.

Study Permit Hold – International students (undergraduate studies) must show their study permit to the International, Immigrant and Refugee Student Services (IIRSS) when they arrive in Canada and every year. Graduate Studies students submit their study permit to Eric Benson.

Other Hold – Please contact Student Central if you are unsure about a hold on your account.

To <u>drop</u> a class when you have a hold, you need to contact Student Central to act on your behalf.

Note: Emails to registration@uwinnipeg.ca or studentcentral@uwinnipeg.ca should always be sent from your UWinnipeg Webmail account and include your name and student number.

## Dropping a Course – Undergraduate Students

CEASING TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL.

1. Undergraduate students can drop a registered course up until its final voluntary withdrawal date. Please check The University of Winnipeg website for refund and voluntary withdrawal dates for your courses
http://uwinnipeg.ca/registration/withdrawal-schedules.html

The **Withdrawal Schedules** are on www.uwinnipeg.ca, click on **Current Students** and then **Withdrawal Schedules** on the Registration card.
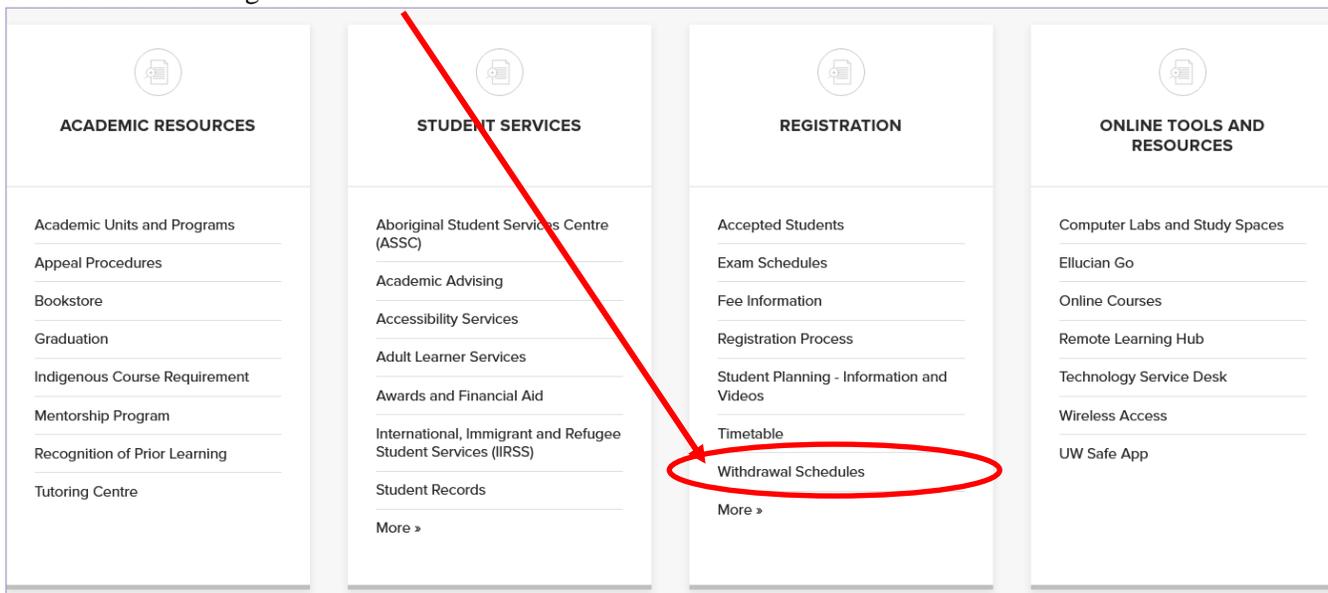

2. To drop a course, login to WebAdvisor and click on **Plan & Schedule**. Click on the arrows to toggle to the appropriate term. This will show your "Current Registrations" in green.

3. Click **Drop** in the box at the course section list to the left of the timetable.
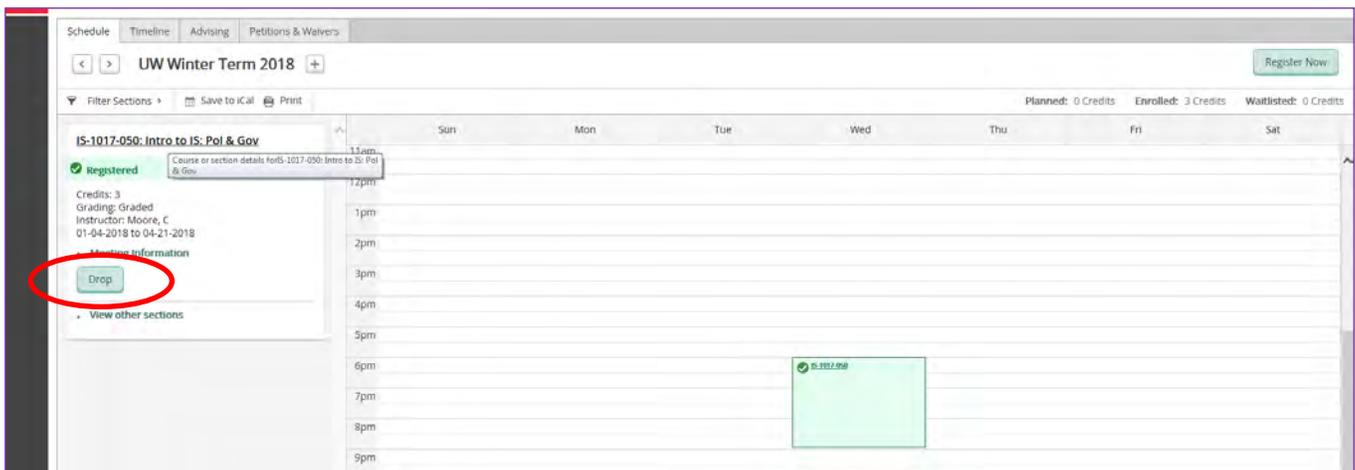
4. Read the University's Legal Statement and select **Accept** (or Cancel).
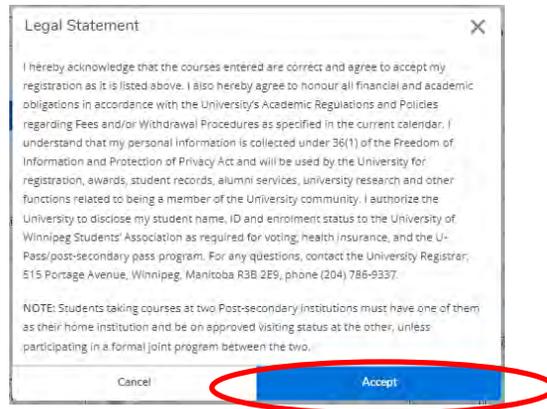
5. *Carefully* read the **Register and Drop Sections** summary to ensure you are processing the desired transaction(s). Select **Update** (or Cancel).
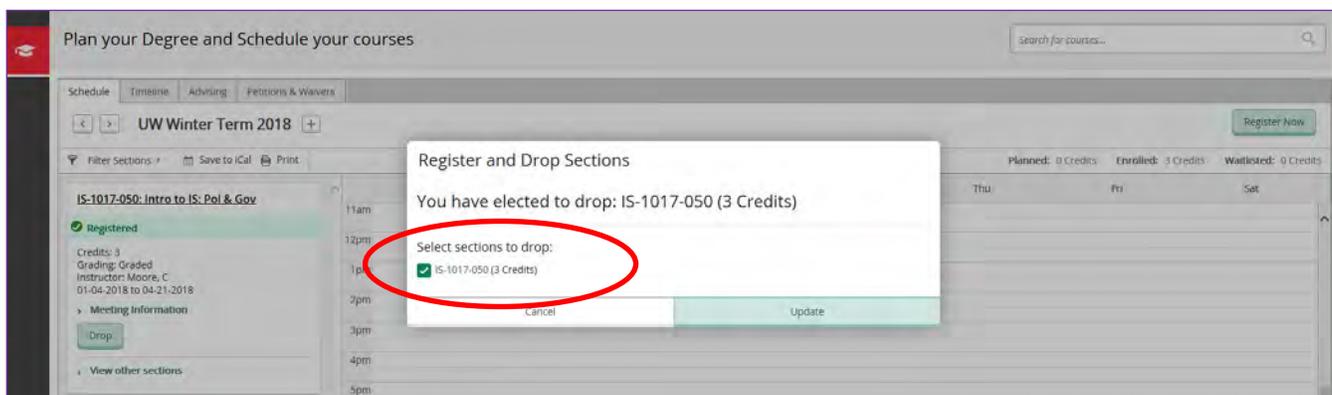
6. Note the confirmation notification(s) in the top, right-hand corner of the screen. (Refer to pages 13-16 for any error messages.)

Ways to Verify your Course Drop – Undergraduate Students

In addition to the summary screen message, there are several other ways to confirm that you successfully dropped the course(s):

- Click **Plan & Schedule** in Student Planning again. Verify the dropped course is no longer on the timetable. (It is a good idea to completely delete the planning (yellow) of the course section too.)
- View your unofficial transcript by clicking on the link for **Unofficial Transcript** under "Academics on the left-hand side." Choose **Undergraduate Unofficial Transcript** for undergraduate studies. The dropped course should no longer be listed.
- You can view your **Registration Statement** by selecting **Student Finance** under "Financial Information." Click on **Student Finance** and then **Account Details**. In the "Account Details" section, choose the appropriate term to view using the drop-down menu and either expand the "Charges" and "UW Tuition" sections or click on **View Statement.** If you withdraw from the course and are eligible for a refund, the dropped course will not appear (because you are no longer charged for it.) If you are still being charged for the course, verify that it says "Dropped" in the "Status" column.

Note: Nexus is not an exact reflection of your registration. Courses usually remain on Nexus after they have been dropped. Contact: nexus@uwinnipeg.ca

Dropping a Course – Graduate Studies Students

CEASING TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL.

Graduate Studies students cannot drop courses online and must contact their Program Advisor and/or Program Chair. All Graduate Studies students must complete a Withdrawal/Course Change Form, have it approved accordingly, and then email it to Eric Benson or bring it to Student Central. Please check The University of Winnipeg website for refund, voluntary withdrawal dates, etc.: https://www.uwinnipeg.ca/graduate-studies/current-students/withdrawal-information-procedures.html

Ways to Verify your Course Drop – Graduate Studies Students

There are several ways to confirm that your course drop has been processed:

- Click **Plan & Schedule** in Student Planning. Verify the dropped course is no longer on the timetable.
- View your unofficial transcript by clicking on the link for **Unofficial Transcript** under "Student Planning" menu. Choose **Grad Studies Transcript** for Graduate Studies. The dropped course should no longer be listed.
- You can view your **Registration Statement** by selecting **Student Finance** and then **Account Details**. In the "Account Details" section, choose the appropriate term to view using the drop-down menu and either expand the "Charges" and "UW Tuition" sections or click on **View Statement.** If you withdraw from the course and are eligible for a refund, the dropped course will not appear (because you are no longer charged for it.) If you are still being charged for the course, verify that it says "Dropped" in the "Status" column.

Note: Nexus is not an exact reflection of your registration. Courses often remain on Nexus after they have been dropped. Contact: nexus@uwinnipeg.ca

View your Grades

There are usually two ways to view your final grades (your unofficial transcript).
Method A:

1. Log into **WebAdvisor**.
2. Choose the **Grades** module.
3. Click on the applicable term(s) to expand.
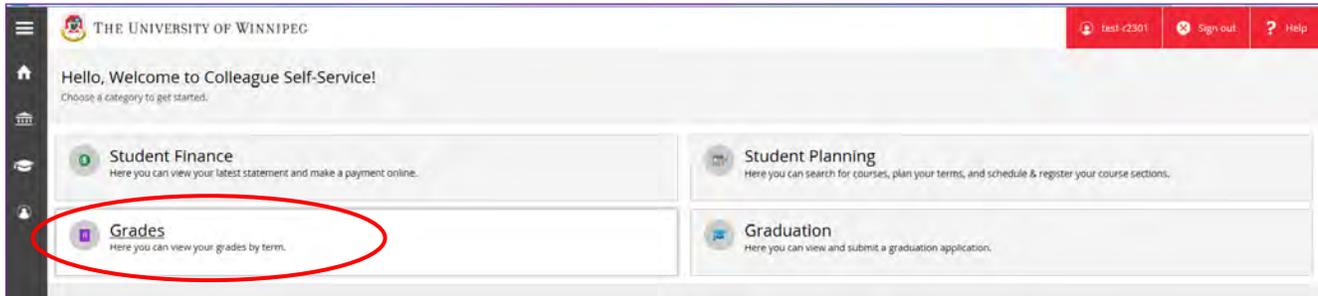
Method B:

1. Log into **WebAdvisor**.
2. Choose **Academics** on the grey, left-side menu.
3. Click on **Unofficial Transcript**.
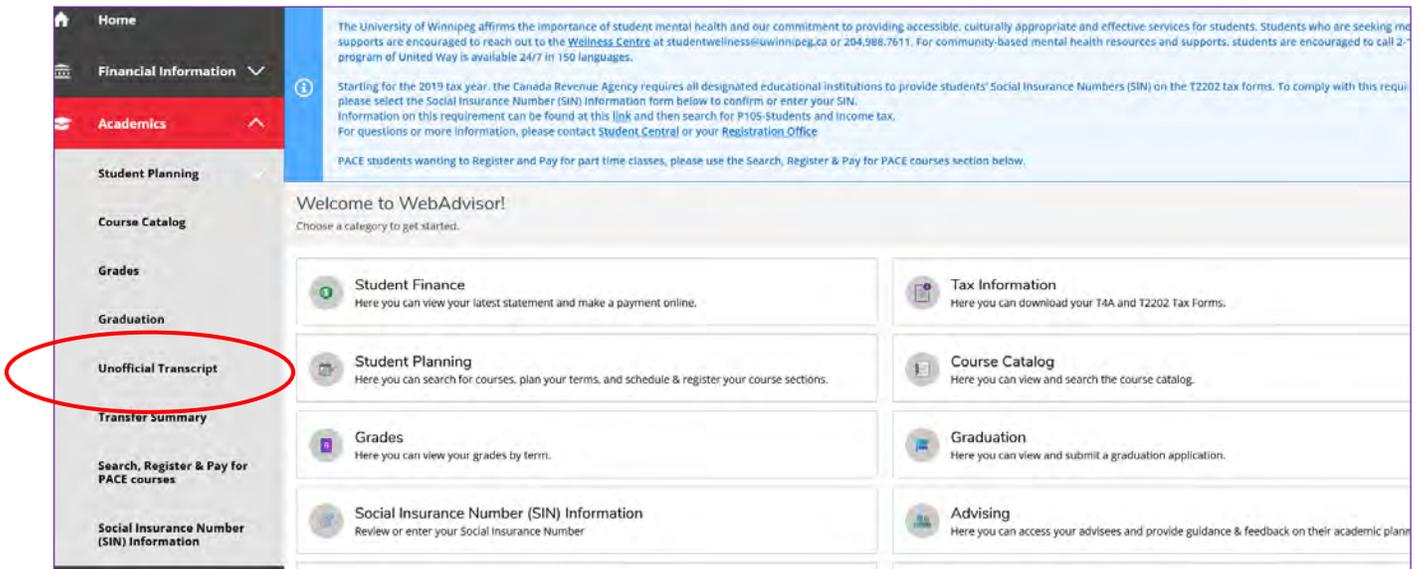
4. Select **Undergraduate Unofficial Transcript** or **Grad Studies Transcript**. This will open a printer-friendly, PDF file.

Note: Fall Term grades are posted about the third week of January. Fall/Winter and Winter Term grades are posted about the third week of May. Most Spring Term grades are posted the third weeks of July and August.