Frequently Asked Questions for Fall 2017 Course Registration

- **I can't access WebAdvisor because I need to complete my FERPA sign-off.**
  - Students need to complete their FERPA sign-off before registering for classes. Please first log into the Arch (arch.juniata.edu). Then, select the Students tab at the top and choose the "Student Academic Profile." Click on "FERPA information." Once you review the information and hit submit, you can then choose the link that says "Click here to continue to WebAdvisor."

- **What are my options if the course I am trying to register for is closed?**
  - Your options are to look for another section (if offered), or put yourself onto the waitlist. To "Waitlist" for a class you can go to Express Registration, type in the course synonym and click submit. When you are on the next page, use the drop down menu for that course and select "Waitlist." Please note, you should record what number you are on the waitlist which can be found under the Availability/Capacity/Waitlist column. If you are a low number you have a reasonably better chance of getting into the class than if you are a higher number.

- **What if WebAdvisor prompts me with an error message stating my classes overlap:**
  - We would advise you to use the Scheduling Assistant and remap the schedules you have chosen to see where the classes overlap. From there, you will want to edit your schedule so that all classes will fit without overlap, which might mean taking another section of a particular class or picking a different class. Please be sure to look at all of the meeting times for a course, including any discussion hours (if applicable).

- **What if WebAdvisor prompts me with an error message stating I do not have the prerequisites started to register for this class.**
  - Contact the office of the Registrar.

- **What if WebAdvisor prompts me with an error message stating that I am not eligible for Registration?**
  - Contact the office of the Registrar.

- **What if while I am scheduling, I decide that I do not want to take a class and want to remove it from my schedule.**
  - Under Registration Options, choose the link **Drop Sections.** This will take you to all the classes that you have registered for and will allow you to drop the course(s) that you desire by using the drop down menu and selecting "Drop Section." Please note that after August 4th (when registration has closed) you will not be able to make any further changes to your schedule until you meet with your advisor at Orientation or during the drop/add period once classes begin.

If you have questions in any of the following areas, please contact:

Please only call the offices below during normal business hours (9AM-4PM EST, Monday-Friday).

WebAdvisor or Course Registration: **Registrar's Office (814.641.3165)**
Academics or Course Selection: **Academic Support (814.641.3160)**
Technical Help: **Help Desk (814.641.3619 – help@juniata.edu)**