Steps for Registering for Fall 2017 Courses

WebAdvisor will be open for students attending the August Orientation to register their Fall classes from Monday, July 24th to Friday, August 4th.

1) Open up an internet browser and access the Arch by typing arch.juniata.edu. Firefox and Internet Explorer are the preferred browsers.
2) Log in using your Juniata Account log in information.
3) Once you have successfully logged in, move your cursor over the applications tab at the top and click on the link that says WebAdvisor.
   - Please note that you may have to complete your FERPA sign off. Please read the FERPA policy and click Submit. After clicking Submit, you should be brought to a screen with a link that says "Continue to WebAdvisor." Click that link.
4) Once you are on the WebAdvisor page, log in again by clicking the tab at the top right called "Log In" with your Juniata Account log in information.
5) Once you have successfully logged in, click the students button (Blue).
6) Click "Registration Options" under Registration on the right side of the page.
7) You will be given a list of choices:
   - **Express Registration**: This is the easiest way to register. Use this option if you know the 5-digit number (called the synonym, which is in parenthesis in the same box as the course title) for a specific course that you wish to add to your preferred list and then register. A slightly longer way to enter a course is by the exact subject, course number, and section number.
   - **Search and Register for section**: Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.
   - **Register for previously selected sections**: Use this option if you have already placed sections on your preferred list and would like to now register.
   - **Drop Sections:** Use this option if you would like to drop a section.
   - **Manage My Waitlist:** Use this option if you would like to put yourself on a waitlist for a closed course or remove sections that you are currently waitlisted in.
8) Once you hit submit in the step above, you will go to a screen that shows the selections you just made. You then need to register for **each course** by using the drop down menu to select Register. Then, you must click Submit at the bottom.
   - Once you hit Submit, please check to make sure there are no messages in red at the top of the page and that all your class were "Successfully Registered" (Located on the left side of each course). If you do receive an error message, please refer to the "Frequently Asked Questions" document located on the Advising and Course Selection webpage.
9) Once you have scheduled your classes, please look up your class schedule to ensure that your registration is complete.
   - This can be done by returning to the main menu of WebAdvisor and selecting the Student tab again (Blue).
   - On the left side of the screen under Academic Profile, click the link "My class schedule." Choose the semester that you just scheduled for and click Submit. Make sure the number of credits and the classes you registered for are all there.