Computer Tutorial

Express Registration

Purpose: To show students how to use Express Registration to register for courses.

Log into WebAdvisor. Then, select “Students” from the menu on the right side of the page.

IMPORTANT: Express Registration can only be used when students know the course and section numbers of the courses for which they want to register. For instructions on how to log in, change your password, and search and register for sections in WebAdvisor, please see the demo “How to Register.”

The “Current Students” page will open.
Under the “Registration” section, select “Register for Sections.”

The “Register for Sections” page will open.
Type your contact information in the provided fields. A red asterisk will appear next to the required fields. Then, click “Submit.”

**Note:** Please provide as much information as possible, as the college will use the information provided here to contact you when needed.
Once you have read the “Payment Plan Terms,” click “Agree.”

On the next page, select “Express registration.”
The “Express Registration” page will open.

On the “Express Registration” page, you will search for courses by “Subject,” “Course Number,” “Section Number,” and “Term.” You may search for up to ten courses at one time.

Note: You will not search for courses by “Synonym.”
First, select the subject of the course for which you are searching from the “Subject” drop-down menu. In this example, I am searching for an “English Composition” course.

**Note:** It is important that you leave the “Synonym” box empty.

Next, type the three digit course number in the “Course Number” box.
Then, type the three digit section number in the “Section Number” box.

Select the term for which you would like to take the course from the “Term” drop-down menu.
Once you have entered the “Subject,” “Course Number,” “Section Number,” and “Term” for each course for which you are searching, click “Submit.”

The “Register and Drop Sections” page will open. The courses listed on this page will match the criteria that you entered on the previous page.
You must select the “action” you would like to take for each course. If you would like to take the same action for all of the courses listed, you may select an “Action” from the drop-down menu at the top of the page. If you would like to “Register” for all of the courses, select "RG Register" from the drop-down menu. If you do not want to register for any of the courses, select the “Action” “RM Remove from List.”

If you would like to register for at least one of the courses you selected, but do not want to register for every course, then you may select an “Action” for each course individually. Select “Register” from the drop-down menu next to the course(s) you wish to add. Select “Remove from List” for any courses you wish to remove from the list.

Once you have selected an action for each course, click “Submit.”
# Register and Drop Sections

**Name:** Janet Learner

<table>
<thead>
<tr>
<th>Action for ALL Pref. Sections (or choose below)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove from List</td>
<td>Fall Term 14</td>
<td>ENG*105/25 (00832) - Composition I</td>
<td>IHCC Ottumwa Campus</td>
<td>08/27/2014-11/12/2014 ICN course Monday, Wednesday 08:00AM - 09:56AM, Advanced Technology Center, Room 107</td>
<td>R. Scott</td>
<td>18 / 25</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Register</td>
<td>Fall Term 14</td>
<td>HIS*110/91 (00597) - West: Ancient to Early Mod</td>
<td>IHCC Ottumwa Campus</td>
<td>09/26/2014-11/13/2014 Lecture Tuesday, Thursday 08:00AM - 09:56AM, Arts &amp; Sciences Complex - Oll, Room 125</td>
<td>H. Davison</td>
<td>42 / 48</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>Register</td>
<td>Fall Term 14</td>
<td>MAT*110/10 (09620) - Math for Liberal Arts</td>
<td>IHCC Ottumwa Campus</td>
<td>08/27/2014-11/12/2014 Lecture Monday, Wednesday 08:00AM - 09:56AM, Arts &amp; Sciences Complex - Oll, Room 116</td>
<td>C. Walker</td>
<td>15 / 17</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

**Current Registrations**

<table>
<thead>
<tr>
<th>Drop</th>
<th>Term</th>
<th>Pass/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>You are not currently registered for any sections.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If one of my choices is not available

ALL Allow me to adjust all

![Submit Button](submit-button.png)
The “Registration Results” page will open.

The “Status” of each course that appeared on the “Register and Drop Sections” page will appear at the top of this page.

The course(s) for which you are registered will appear at the bottom of the page.
Click “OK” to return to the WebAdvisor “Current Students” page.

Congratulations! You now know how to use Express Registration to register for courses.

---

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

For further assistance on this topic or other technical issues, please contact the IT Help Desk
Phone: (641) 683-5333 | Email: helpdesk@indianhills.edu | Web: www.indianhills.edu/helpdesk