

## Register for Classes

- Online registration is only available during specific times during the academic year.
- Remember that you will be timed out after 30 minutes of inactivity. Be prepared to complete your registration selections. Otherwise, you may have to log back into WebAdvisor.
- Additional information regarding WebAdvisor can be located at <http://it.worcester.edu>, beside the Student Training heading.

### Register for Classes

1. Follow the directions in [WebAdvisor Overview and Login](#) found at <http://it.worcester.edu> beside the Student Training heading.
2. On the Current Students – WebAdvisor for Students Menu screen, under Registration, select **Search/Register for Sections**.
3. Use the **drop-down menus** to choose at least two fields on which to search. Remember to select the **Term**.
4. Click **Submit**.

A list of classes that meet the search criteria displays.

Narrow my search

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Re-sort my results Term, Section Name

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Select Section (s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2006	Closed	<a href="#">BA-100-01 (013834) Introduction to Business</a>		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 09:30AM - 10:20AM, Sullivan Academic Center, Room 102	R. Oudan	0 / 28	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	<a href="#">BA-100-02 (013845) Introduction to Business</a>		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:20PM, Sullivan Academic Center, Room 102	R. Oudan	12 / 28	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	<a href="#">BA-100-E1 (013924) Introduction to Business</a>		01/17/2006-05/09/2006 Lecture only Tuesday 06:00PM - 09:00PM, Sullivan Academic Center, Room 103	J. Kovac	23 / 25	3.00	
<input type="checkbox"/>	Spring Semester 2006	Open	<a href="#">BA-100-EL (013925) Introduction to Business</a>		01/17/2006-05/14/2006 Lecture only Days to be Announced, Times to be Announced, Room to be Announced	J. Mahoney	10 / 25	3.00	

5. Click the **Select Section checkbox** beside the course in which you want to register and click **Submit**.

The Register and Drop Sections screen displays.

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- Preferred Sections that meet selected criteria display at the top of the screen.
- Sections in which the student already is registered display at the bottom.

### Register and Drop Sections

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Action for ALL Pref. Sections (or choose below)

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**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text" value=""/> Register Remove from this list	Spring Semester 2006	<a href="#">BA-100-02 (013045)</a> <a href="#">Introduction to Business</a>		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:20PM, Sullivan Academic Center, Room 102	R. Oudin	12 / 28	3.00	
<input type="text" value=""/>	Spring Semester 2006	<a href="#">BA-200-E2 (014704)</a> <a href="#">Principles of Management</a>		01/18/2006-05/11/2006 Lecture only Thursday 08:00PM - 09:00PM, Sullivan Academic Center, Room 205	S. Morreale	21 / 25	3.00	

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**Current Registrations**

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring Semester 2006		<a href="#">PH-100-R1 (012000)</a> <a href="#">Science Fiction</a>		01/18/2006-05/12/2006 Lecture only Monday, Wednesday, Friday 08:30AM - 09:20AM, Sullivan Academic Center, Room 307	Sullivan, R E	3.00	
<input type="checkbox"/>	Spring Semester 2006		<a href="#">EN-210-R1 (012687)</a> <a href="#">Survey of American Lit</a>		01/18/2006-05/10/2006 Lecture only Monday, Wednesday 03:00PM - 04:15PM, Sullivan Academic Center, Room 307	K. Weierman	3.00	
<input type="checkbox"/>	Spring Semester		<a href="#">HS-101-04 (014451)</a> <a href="#">Personal</a>		01/17/2006-05/14/2006 Lecture only Monday, Wednesday, Friday 01:30PM - 02:30PM, Science &	S. Cunningham	4.00	

6. To register for All preferred Sections, select **Register** from the Action for All Sections (or choose below) drop-down menu.

Or...

To register only for specific Preferred Sections, use the **Register/Remove from this list drop-down menu** beneath **Action**.

7. Click **Submit**.

8. Continue to make selections from the Student menu or click **WebAdvisor LogOut** on the Menu bar to log out of WebAdvisor.