

Quick Guide to WebAdvisor Student Planning for Graduate and CCE Students

(updated 10/15/15)

1. Access the portal home page. Go to “WEBADVISOR FOR STUDENTS,” on the right under “WebAdvisor/Self-Service.” Choose “ACADEMIC PLANNING,” then “STUDENT PLANNING AND REGISTRATION.” The screen has two sides: “View Your Progress” and “Plan your Degree & Register for Classes.”
 - a. If you have trouble accessing your academic record using WebAdvisor try emptying your cache. Call the HelpDesk at 508-767-7060 if you’re stuck.

2. You can post courses to your schedule for a new semester by clicking on either “View Your Progress,” or “Plan your Degree & Register for Classes.”
 - a. If you start from “View Your Progress,” click on any course listed as “Not Started” in your degree audit (click on the course name and number). The “Course Catalog” view will show you the description of the course and its availability. Click on “Add Section to Schedule” or “Add Course to Plan” (be sure to “select a term” from the pull down menu).

 - b. If you start from “Plan your Degree & Register for Classes,” use the “<” and “>” buttons to select the desired semester. Click on “Course Catalog” found above the weekly schedule grid to locate courses. Type in a course subject or scroll through the disciplines to find courses and proceed as above in 2.a.

3. Go back to “Plan & Schedule,” using the tab, and advance to the desired term. Courses you’ve added to your schedule now appear on the left and the calendar on the right will show when the various sections meet. You may also view other sections of courses, if any are offered.

4. Click on your chosen section, and a pop-up window will appear. Click on “Add Section to Schedule.” The other sections will disappear, and the added one will appear in dark yellow on the calendar and in the listing.

5. At your designated registration time, go to the portal and access WebAdvisor to register. Click “Plan and Schedule” and advance to the selected term. You can register for courses individually by clicking the “Register” box on the left under each section. Or you can register for ALL courses by clicking the “register now” box in the top right of the screen. Successful registrations appear in green on the calendar and in the listing.

6. Tech Problems? Call the Registrar’s Office (508) 767-7355. Advising problems? Contact the Director of your graduate program.