

How to Register for Courses

Students register for courses in Web Advisor for Students in the Portal. You may access the Portal from www.salve.edu by clicking on *SALVEtoday* in the top right corner of the page:

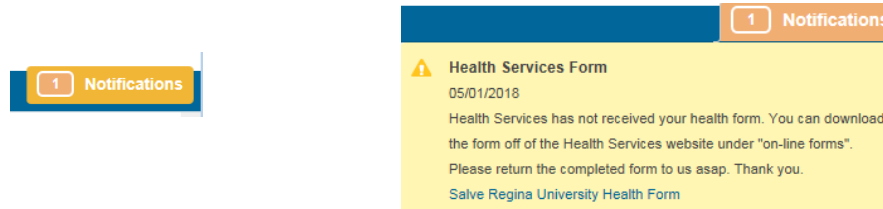


Click on PORTAL LOGIN in the top right corner of the *SALVEtoday* page:

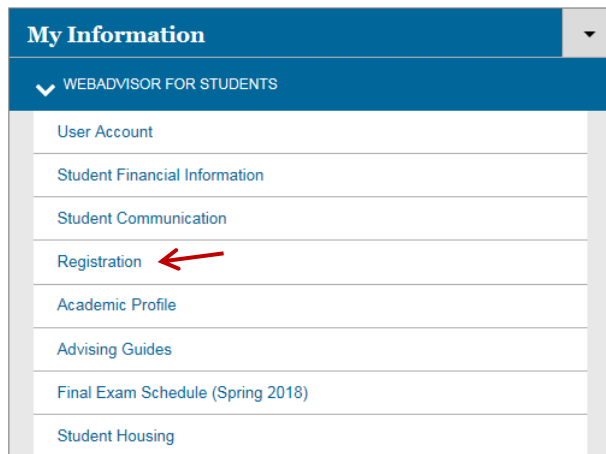
A blue rectangular button with the text "PORTAL LOGIN" in white, capital letters.

Log into the Portal using your Salve email address and password.

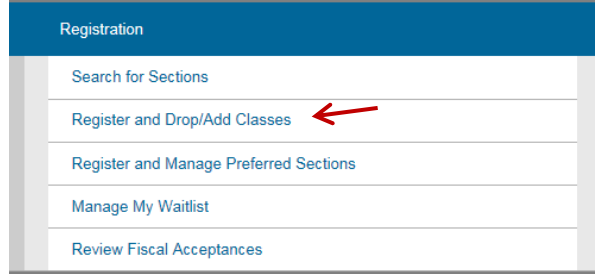
If you have any **holds or restrictions** that need to be cleared up before you register, you will see a yellow box with a number in the upper right corner of the home page once you log in. Click on the link for notifications and follow the instructions noted for each hold.



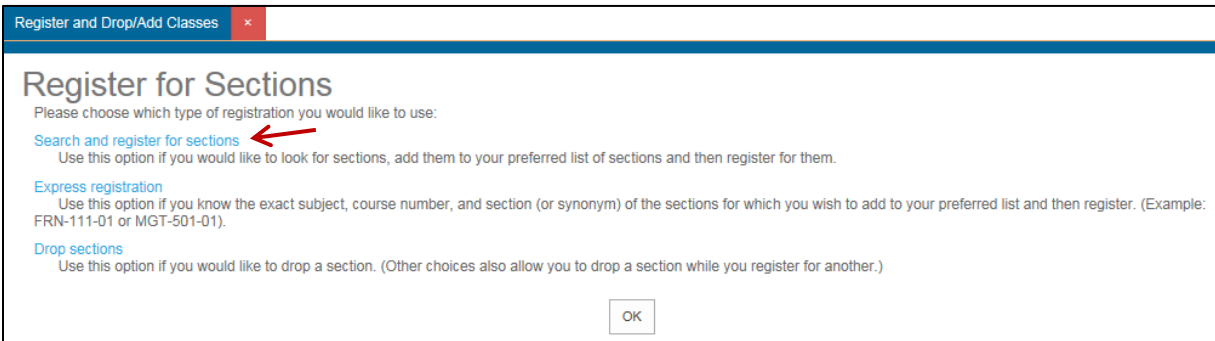
To register, select Web Advisor for Students (under My Information). The following menu displays. Select **Registration**.



When you click on **Registration**, four links display:



Click on **Register and Drop/Add Classes**. Select **Search and register for sections**:



To begin your search, a minimum of two items must be selected: use **Term** and **Subject**. It may be easier to search for one subject at a time as the list of possible choices can be very long. Click on **Submit** when finished.

A screenshot of the 'Search/Register for Sections' form. The form has a 'Go back' button at the top left. The 'Term' field is set to 'Fall 2018 Undergraduate'. Below the term field are 'Starting On/After Date' and 'Ending By Date' fields. The 'Subject' field is set to 'Biology', which is highlighted in blue. Below the subject field are four rows of 'Course Level', 'Course Number', and 'Section' dropdown menus. Below these are 'Sections Meeting After' and 'Sections Ending Before' dropdown menus. There are checkboxes for 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Sat', and 'Sunday'. Below these are 'Course Title Keyword(s)', 'Location', and 'Academic Level' dropdown menus. At the bottom, there is an 'Instructor's Last Name' field and a 'SUBMIT' button. A red arrow points to the 'Biology' text in the Subject field.

A list of classes that match your selection displays. You can select one or more. To select a course, **click in the box to the left of the course**, under the Select column. Click on the **Submit** button at the bottom of the page to add the course to your Preferred Sections (the Preferred Sections area is similar to a shopping cart).

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105-01 Human Anatomy & Physiology I	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Room to be Announced	R. Dunn	27 / 30 / 0	4.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105-02 Human Anatomy & Physiology I	Main Campus	09/05/2018-12/19/2018 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Room to be Announced	R. Dunn	29 / 30 / 0	4.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105-03 Human Anatomy & Physiology I	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, O'Hare, Room 107	D. Faculty	29 / 30 / 0	4.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105L-01 Human Anatomy & Physigy I Lab	Main Campus	09/11/2018-12/04/2018 Lab Tuesday 11:00AM - 01:00PM, O'Hare, Room 258	D. Faculty	20 / 22 / 0	0.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105L-02 Human Anatomy & Physigy I Lab	Main Campus	09/05/2018-12/05/2018 Lab Wednesday 01:00PM - 03:00PM, O'Hare, Room 258	D. Faculty	21 / 22 / 0	0.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105L-03 Human Anatomy & Physigy I Lab	Main Campus	09/05/2018-12/05/2018 Lab Wednesday 03:15PM - 05:15PM, O'Hare, Room 258	D. Faculty	21 / 22 / 0	0.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105L-04 Human Anatomy & Physigy I Lab	Main Campus	09/10/2018-12/10/2018 Lab Monday 03:15PM - 05:15PM, O'Hare, Room 258	D. Faculty	21 / 22 / 0	0.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-105L-05 Human Anatomy & Physigy I Lab	Main Campus	09/07/2018-12/07/2018 Lab Friday 02:00PM - 04:00PM, O'Hare, Room 258	D. Faculty	22 / 22 / 0	0.00
<input checked="" type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-110-01 Human Bio:physiology & Health	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, O'Hare, Room 117	D. Faculty	26 / 30 / 0	3.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-110-02 Human Bio:physiology & Health	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, O'Hare, Room 117	D. Faculty	27 / 30 / 0	3.00
<input type="checkbox"/>	Fall 2018 Undergraduate	Open	BIO-110-03 Human Bio:physiology & Health	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday 11:00AM - 12:15PM, O'Hare, Room 110	D. Faculty	19 / 30 / 0	3.00

★ The Available/Capacity/Waitlist section indicates if seats are available in a course: the first number is how many open spots are available, the middle number is class capacity, and the third is the number of students on the waitlist (if available).

The next page requires that you agree to the Statement of Financial Responsibility. After you agree to that statement, you are brought to the Preferred Sections page (below), where you may finalize your registration:

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input checked="" type="button" value="Register"/>	Fall 2018 Undergraduate	BIO-110-01 Human Bio:physiology & Health	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, O'Hare, Room 117	D. Faculty	26 / 30 / 0	3.00

Select **Register** under the Action column for each courses you are planning to take. If a course is full, you may add yourself to the waitlist using "Add to Waitlist" in the drop-down menu. Click on the **Submit** button when you are ready to register.

Action

IMPORTANT: Until you select Register and click on SUBMIT, you are not registered.

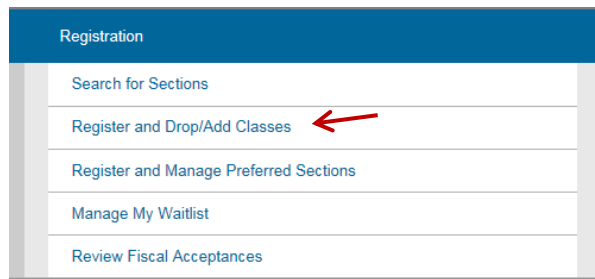
If your registration is successful, you will receive a confirmation message and your classes will display under “Current Registrations.” To be officially registered, your classes must appear under this heading.

You will receive a message at the top of the page in red if your registration is not processed. Common messages include the following:

Type of Message	Solution
Undergraduate Student Athletes need a minimum of 12 credits.	Ensure you have at least 12 credits when you select your courses for registration.
Class is full.	Select another section of the class or add yourself to the waitlist, if available. Otherwise, select another course.
Business Office, Dean of Student, and Financial Aid holds prevent registration.	Check with the Office that placed the hold on the record.
Credit Overload. Students may register online for up to 17 credits (exception: Education or Nursing majors may register for 18 credits).	First-year students may not overload in their first semester. All future overload requests are processed in the Office of the Registrar.

Dropping a class

You may Drop a class in Web Advisor for Students under **Registration**:



Click on **Register and Drop/Add Classes**.

Select **Drop** sections:

Register and Drop/Add Classes x

Register for Sections

Please choose which type of registration you would like to use:

[Search and register for sections](#)
Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: FRN-111-01 or MGT-501-01).

[Drop sections](#)
Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

Select the box in the **Drop** column to the left of the course you intend to drop, and click on **Submit**.

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input checked="" type="checkbox"/>	Fall 2018 Undergraduate		ACC-101-01 Financial Accounting	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Room to be Announced	J. Carlone	4.00
<input checked="" type="checkbox"/>	Fall 2018 Undergraduate		ACC-101L-01 Financial Accounting I Lab	Main Campus	09/05/2018-12/05/2018 Lab Wednesday 08:00AM - 08:50AM, McKillop Library, Room 006	J. Carlone	0.00

If one of my choices is not available

Your revised schedule will appear in Current Registrations.

A student may drop all but their last class in a term on Web Advisor. To drop all classes, you will need to come to the Office of the Registrar.

Waitlists

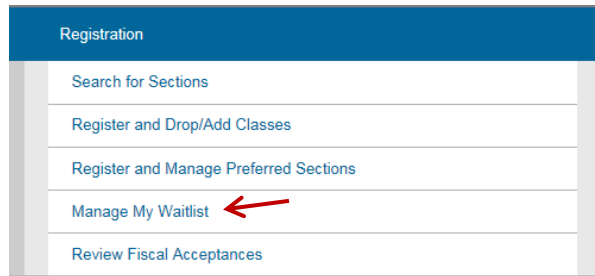
If a waitlist is available for a full class, you may add yourself by selecting **Add to Waitlist** from the drop-down menu and clicking on **Submit** on the Preferred Sections page.

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="button" value="Add to Waitlist"/>	Fall 2018 Undergraduate	DNC-100-01 Introduction to Dance	Main Campus	09/05/2018-12/10/2018 Studio Monday, Wednesday 02:30PM - 03:45PM, Antone Center, Room 125	M. Gamba	12 / 20 / 0	<input type="text" value="3.00"/>
<input type="button" value="Add to Waitlist"/>	Fall 2018 Undergraduate	PSY-100-02 Introduction to Psychology	Main Campus	09/05/2018-12/10/2018 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, O'Hare, Room 103	P. Martasian	0 / 35 / 3	<input type="text" value="3.00"/>

If a seat opens up, you will be notified via *email to your Salve account* that you have permission to register.

Use **Manage my Waitlist** from the Registration Menu on Web Advisor to register yourself if you receive an email with permission to register for a waitlisted course.



You have two days from when you receive the email to register. If you don't register, you are removed from the waitlist and the next student is notified.

It is important to register for a backup (alternate) class if are on the waitlist for a spot in a class—you may not get in it. Check your Academic Evaluation to see other courses you need to complete your degree.