

Preparing for Registration

Look at your program evaluation.

- To look at your program evaluation:
 - Log in to WebAdvisor and Click on the “Student Menu
 - Under Academic Profile, select “Program Evaluation.”

Coker College Academic Evaluation Report Date: 10/01/14					
Student: Jane Doe (0016215)					
Program:	Business Administration (BA) (BA.BA)				
Catalog:	13-14				
Anticipated Completion Date:					
E-Mail Address:	rrichardson@coker.edu				
Advisor: Robin Richardson Student Location: D Class: SO					
To graduate from Coker College, you need to:					
1. Complete 120 total semester hours.					
2. Complete 30 semester hours at Coker.					
3. Complete 30 semester hours of courses at the 300/400 level.					
4. Attain an overall Coker GPA of 2.00.					
5. Complete 18 semester hours at Coker for your major.					
6. Attain a GPA of 2.0 for your major.					
NOTE: GPA MAY BE INCORRECT. Attempted hours and grade points for repeated courses and incomplete grades are not computed into your GPA until courses are completed.					
Program Summary: (In Progress)					
	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining
Institutional Credits:	30.00	0.00	30.00	1.00	29.00
Institutional GPA:	2.000		Not Met		
Overall Credits:	120.00	38.00	82.00	1.00	81.00
Overall GPA:	2.000		Not Met		
(*) Anticipates completion of in-progress and registered courses					

Understanding Your Program Eval

Program Evaluation refers to the degree plan you will use to plan your courses and check your progress toward graduation. At the top, it list information such as your academic advisor, your class level, and your anticipated graduation date. It also details what courses you need for LASP, your major, and another degree requirements you have such as a minor or specialization. You program evaluation and degree requirements will change if you change your Major, Minor, Concentrations, or Specializations.

- First Block: Trans4mations
 - Shows requirements and process towards Trans4mation
- Second Block: Liberal arts Studies Program (LASP)
- Third Block: Academic Major
 - This section will detail what classes you need for your major and your progression in your major
 - There are a minimum of 30 hrs in every major
 - Some majors require a specific GPA and admission into the department
- Program Additions/Free Electives
 - Students can complete the specific requirements for additional majors, minors , and/or specializations, or courses of personal interest.

Understanding your Academic Advisors

Your Academic advisor or advisors are listed at the top of your program evaluation. The chart below will tell you what part of the program evaluation that person is assigned to advise. If you have questions about the requirements for a specific part of your program, please direct that question to that advisor.

Advisor Type	Advisor Type Description
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1MAJ	First Major Advisor
2MAJ	Second Major Advisor
1MIN	First Minor Advisor
2MIN	Second Minor Advisor
SPC	Specialization
HONOR	Honors Advisor

Understanding your Class Level and Day you Can Register

Your Class level is located at the top of the Program Evaluation.

- Class Level is determined by the total number of semester hours earned. This does not include the course you are taking in the current semester or current term.

<u>Class Level</u>	<u>Hours Earned</u>
Freshman	0-27 hours
Sophomore	28-57 hours
Junior	58-89 hours
Senior	90+ hours

Search and Register for Courses

- Use your Program Evaluation to see which courses are labeled as **NOT STARTED** in your program. These are the course you should plan to register for in the coming semesters and terms. Use your academic catalog to determine if the course has a prerequisite and if the prerequisite is complete for the course.
 - Write down a list of these courses.
 - Use this list of courses to search for available sections for the current term.
- In Webadvisor, Select the “Student Menu” under the title “ Course Registration/ Schedule”, select “ Register or Drop Course Sections”.
 - In the Next Screen, Select “Search and Register for sections”. In the next screen, select “2016 Fall”.
 - In the fields following select the subject and course number of one of the courses from your list. Complete this step for up to five course at a time.
 - Example: If the course is COM 101, select Communications from the drop down menu and type 101 in the course number field.
 - **NOTE- There are a few expectations to this rule. The course number for the course PE 215 is PE 215w because it is an online only course.**

- **New Course Labeling - Some Course Numbers now have letters included. The letters denoted either the location where the course is taught or that the course is for honors students. For example, COM 101H would designate a COM 101 section that is open to only honors students.**

<u>Letter</u>	<u>Letter Description</u>
C	Course taught at the Hartsville Site
F	Course taught at the Florence Site
H	Honors Students Only
L	Lab Course
M	Course taught at the Marion Site
N	Course taught at the Northeastern Tech Site
T	Course taught at the Midlands Tech Site
W	Online Course

- The “Section Selection Results” Screen will populate. This screen shows all the sections of the courses you entered.
 - Pay close attention to the “Location” and “Meeting Information” fields.
 - All traditional day course will have a location as Coker Main Campus.
 - Meeting information will detail the days and times that the course meets.
 - Pay close attention to the “Status” and “Available/ Capacity/ Waitlist” fields.
 - There are four options for course status.

<u>Status</u>	<u>Status Description</u>
Open	You can register for the course
Waitlisted	You can add the course to your waitlist
Waitlist Full	You can not add the course to your waitlist until a space on the waitlist is available
Closed	You can neither register for course or add the course to your waitlist

- The first number in the “Available/ Capacity/ Waitlist” field shows how many seats are open in the course. If the number is 0, there are no more seats in the course.

- The second number in the “ Available/ Capacity/ Waitlist” field shows how many seats are available in the course. If the number is 20, there are only 20 seats in the course.
- The last number in the “ Available/ Capacity/ Waitlist” field shows how many students are available on the waitlist. If the number is 1, there is 1 student on the waitlist for the course.
- Check the SELECT option next to the course sections that you want to either register for or add to your waitlist.
- The “ Register and Drop Sections “ Screen will populate. This screen shows all the course sections you selected.
 - In the “Action” Drop down, there are five options.

<u>Action</u>	<u>Action Description</u>
Register	Use to register for the course
Satisfactory/ No Credit	Use to register for the course Pass/Fail
Audit	Use to register for the course that will not count for your credit hour total or for a grade
Remove from List	Use to remove a course from the list
Waitlist	Use to add a course to your waitlist

- After you list an option for each course, hit submit.
- Helpful Information:
 - WebAdvisor will not let you register until your assigned day.
 - You will not be allowed to register for the following courses online:
 - Courses that require instructor or department consent
 - Courses that require special paperwork such as an independent study
 - Courses that have time conflicts
 - Courses with prerequisites that you have not met
 - WebAdvisor does not like the back button. Always navigate through the menus
 - Always check your course schedule after making a registration change.

Look at your Course Schedule

To view your course schedule,

- In Webadvisor, Select the “Student Menu” under the title “ Course Registration/ Schedule“, select “ My Course Schedule”.
 - Select Semester/ Term for which you want to view the schedule for and hit submit.