The following instructions will guide you through the process of registering for your course sections.

Navigate to WebAdvisor (found at www.uoguelph.ca) then follow the six steps outlined below:

**Step 1: Logging into WebAdvisor:**

a. Click on the ‘Log In’ button in the upper right-hand corner of the ‘Welcome’ screen.
b. Type your Central Login user ID into the ‘Central Login ID’ field. (User ID provided by University of Guelph)
c. Type your Central Login password into the ‘Central Login Password’ field.
d. Click the ‘Submit’ button.
e. You will now be brought back to the WebAdvisor ‘Welcome’ screen. Under the MAIN MENU (on the right-hand side of the screen), select ‘Students’ to bring you to the course selection screen.

**Step 2: Searching for & Registering into Course Sections:**

a. Click on the ‘Search/Register for Sections’ button on the right-hand side under the ‘Students’ menu. This will bring you to the ‘Search/Register for Sections’ screen (second choice under ‘REGISTRATION’).
b. Using the ‘Term’ drop-down menu select the semester in which you are registering.
c. Choose ‘Ridgetown’ as Location (found at bottom of screen)

NOTE: **DO NOT** type in your course selections in the ‘Subjects’, ‘Course Levels’, ‘Course Number’, ‘Section’ portions of the screen. **Leave these areas blank.**

d. Click on SUBMIT.

Note: To only view the courses that will be offered in a specified semester, you do not need to log in. Select ‘Students’ from the MAIN MENU in WebAdvisor and the ‘Search for Sections’ option (only) will appear under REGISTRATION.

**Step 3: Selecting Course Sections and adding them to your ‘Preferred Sections’ List**

a. You will now be brought to the ‘Section Selection Results’ page which will list ONLY selected semester Ridgetown Diploma course offerings if you followed sub-steps ‘b’ and ‘c’ in Step 2 above. In order to add your desired sections to your list of preferred sections, place a check in the check box in the ‘Select Section(s)’ column on the left-hand side.
b. Click the SUBMIT button at the bottom of the screen to add the course to your list of preferred sections.
Step 4: Register for your Course Sections

a. You will now be brought to the “Register and Drop Sections” page. This screen, will display two lists:
   1. Your ‘Preferred Sections’ list, and
   2. Your ‘Current Registrations’ list.
Scroll down the list entitled ‘Preferred Sections’.
b. For each course in your ‘Preferred Sections’ list you will find a drop-down menu under the column labeled ACTION. Use the drop-down menu to choose ‘Register’ for each course in which you wish to be registered.
c. Click the SUBMIT button at the bottom of the page.
d. This will bring you to the “Registration Results” page. This page will confirm your success or failure in registering for course sections: If the message “The following registration request(s) have been processed” appears, you have successfully registered into the courses that appear on the list. Please be sure that the message under the ‘Status’ column of this list says “Registered for this section”. If your registration was unsuccessful, a reason will be given and you will need to correct the error in order to register successfully.

Step 5: Confirm your Registration/Check for Conflicts

a. Click on the ‘Class Schedule’ option on the right-hand side of the Students menu.
b. Using the ‘Term’ drop-down menu, select the appropriate semester.
c. Click on the SUBMIT button.
d. This screen displays your schedule for the chosen semester. Be sure that none of your lectures, seminars, or labs overlap. Click on the ‘Class Schedule Grid’ button found at the top left-hand corner of the screen, for an alternative display of your schedule. If you have chosen courses that conflict, the course codes will appear written over top of one another on the grid. Pay close attention to this as it is sometimes difficult to see clearly especially if you are viewing on a mobile device. If your schedule does have conflicts, follow Step 6 below to drop the conflicting course section and return to Step 4 above to register for a different course/section.
e. Click the OK button at the bottom of the screen to proceed.

NOTE: PRINT OFF OR REGENERATE A COPY OF YOUR SCHEDULE JUST PRIOR TO THE START OF THE SEMESTER as scheduling changes may have been made.
Step 6: Dropping Courses

a. Select the ‘Register and Drop Sections’ option from the main REGISTRATION menu.
This screen, will display two lists:
   1. Your ‘Preferred Sections’ list, and
   2. Your ‘Current Registrations’ list.
Scroll down to the list entitled ‘Current Registrations.’
b. For each course in your ‘Current Registrations’ list you will find a check-box under the
column labeled ‘Drop’. Place a check in the check-box for each course you wish to drop.
c. Click the SUBMIT button at the bottom of the screen.
d. This will bring you to the “Registration Results” screen. Please be sure that the message
under the ‘Status’ column of this list says ‘Dropped From Section’.
e. Scroll to bottom of screen and click OK.
f. Repeat step 5 and view/print a new schedule every time you make changes to your
schedule.

TROUBLESHOOTING

Please note that there are a number of errors that may occur during the registration process:

1. If you receive a message:

   “XXXX*1234*01 - Registration in XXXX*1234*01 puts student in overload. Program
Counsellor signature is required.”

You have attempted to register for more than your allowed credit limit. In order to register
for any more courses you will require the Program Counsellor approval. Contact the Program
Counsellor at sonnevel@uoguelph.ca or in room H104B in the Library.

2. If you receive a message:

   “XXXX*1234*0101 - Course XXXX*1234 prerequisites have not been started.”

You have attempted to register for a section for which you do not have the appropriate
prerequisites. In order to register for this course you will require the instructor’s signature on
a Course Waiver Request form. Contact the Program Counsellor at sonnevel@uoguelph.ca
or in room H104B in the Library.

3. If you receive a message:

   “XXXX*1234*10 - Section XXXX*1234*10 is “Closed” (??/??). Enrollment not allowed.”

You have attempted to register for a section that is full and therefore closed. In order to
register for this section you will require the instructor’s signature on a Course Waiver
Request form. **Approval is at the discretion of the instructor.** Contact the Program Counsellor at sonnevel@uoguelph.ca or in room H104B in the Library.

4. **Please also note that if there is a problem with your registration in any single course/section you will not be registered in any of the course/sections for which you have set the “Action” to “Register”**. In other words, if you attempt to register for two or more courses at the same time and you do not meet the requirements for one of the courses, you will not be registered for any of the selected courses even if you do qualify to register for them. If this occurs, register into the courses one at a time.

Only when the list entitled “The following registration request(s) have been processed” on the “Registration Results” screen indicates “Registered for this section” under the “Status” column to the left of the sections you have chosen, have you successfully registered for the section.

**NOTE: WebAdvisor and COURSELINK are two SEPARATE systems.**

Course selection and maintenance, as well as official final grades are found only on WebAdvisor.

**REMEMBER TO INCLUDE YOUR GUELPH STUDENT ID # AS WELL AS YOUR PROGRAM NAME IN ALL CORRESPONDENCE!**