Searching/Registering for Classes Using WebAdvisor

University Advising

VIRGINIA WESLEYAN UNIVERSITY

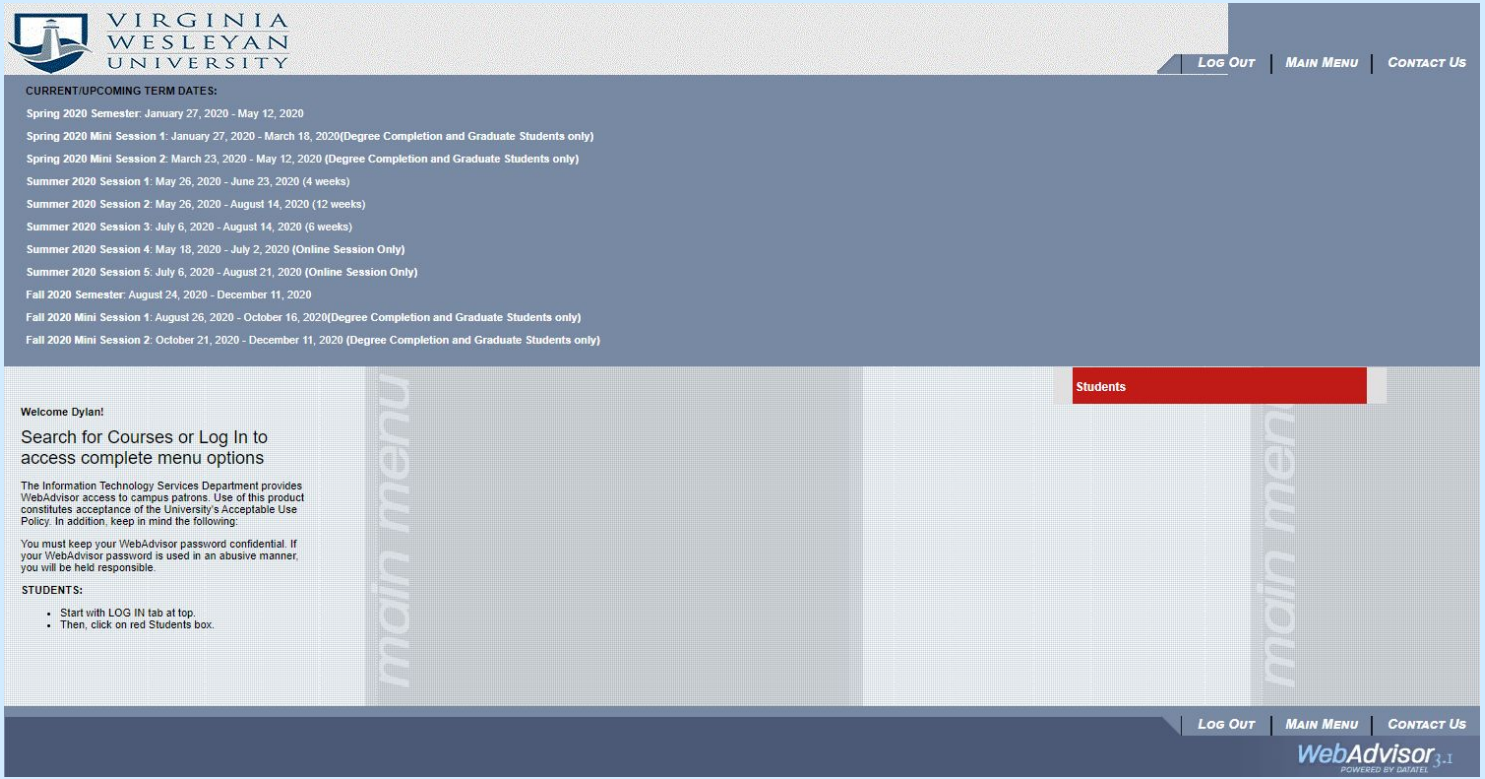
Searching/Registering for Classes Using WebAdvisor

Looking up the schedule of classes for a term and registering for them through WebAdvisor can be a little confusing the first time you use it. This guide will walk you through the steps and screens necessary for figuring what is being offered, what you want to take, and how to register for your classes.

CAUTION: There are some small, but necessary, details to follow to make sure you are fully registered for the courses you want. Be sure to follow these directions precisely and completely. If you run into any problems or get stuck, your advisor can help you rectify the problem.

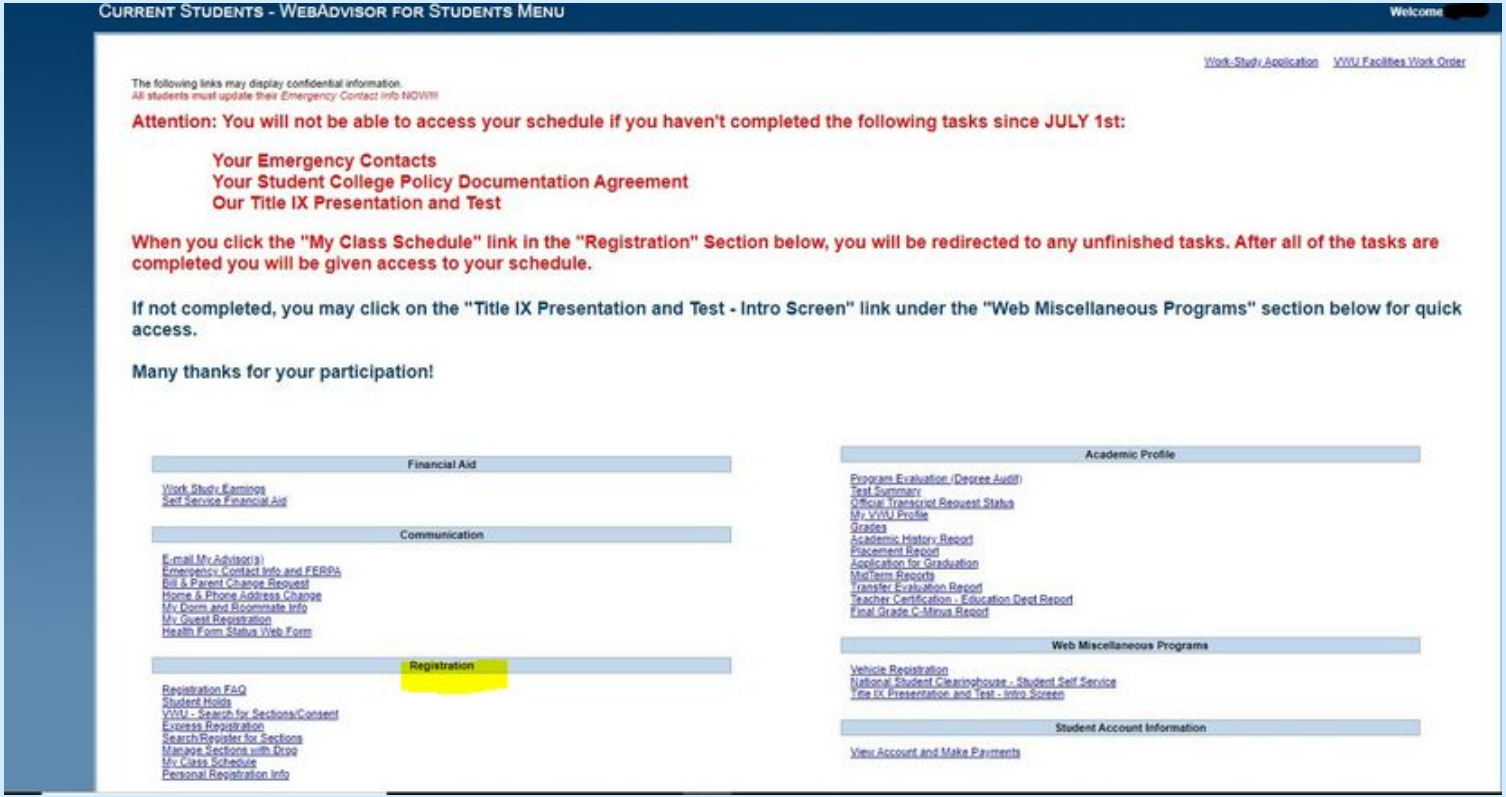
Sign in to WebAdvisor

You can get to WebAdvisor from the VWU home page by clicking on MyBeacon and then on WebAdvisor. Once there, click the red box labelled “Students” and enter your login credentials.



Find the Registration Menu on the main page

Once you're logged in, you see the menu page with all the different functions of WebAdvisor. For finding and registering for courses, we're just concerned with "Registration" section.



Step 3: Select Search/Register for Sections

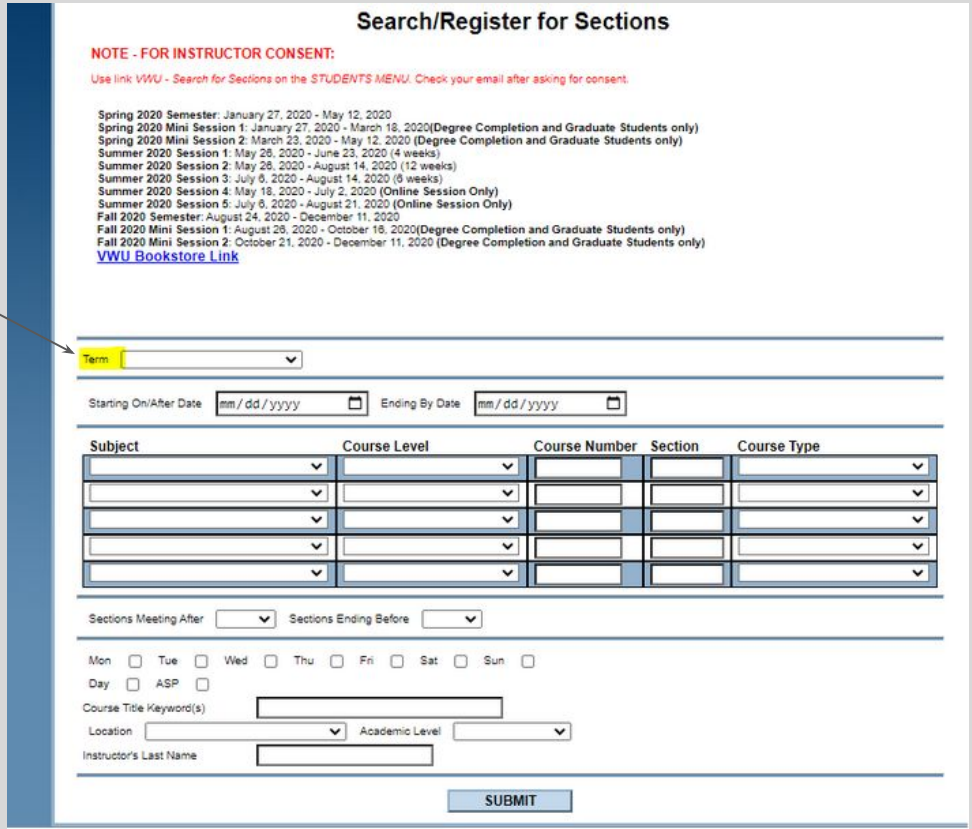
“Search/Register for Sections” is the screen that is recommended to look up the courses being offered in a given semester and load them into your registration queue.

Using Search/Register for Sections Menu

YOU ONLY NEED TO FILL OUT THE "TERM" FIELD AND ONE OTHER FIELD TO SEARCH.

You can only search for one term at a time, so you will need to search/register for January Term and Spring 2021 courses separately

The term is always required to search for classes



Other fields you can add in your search:

Subject
Course Level
Course Type
Time of day
Day of the week
Instructor's Last Name

We recommend searching by

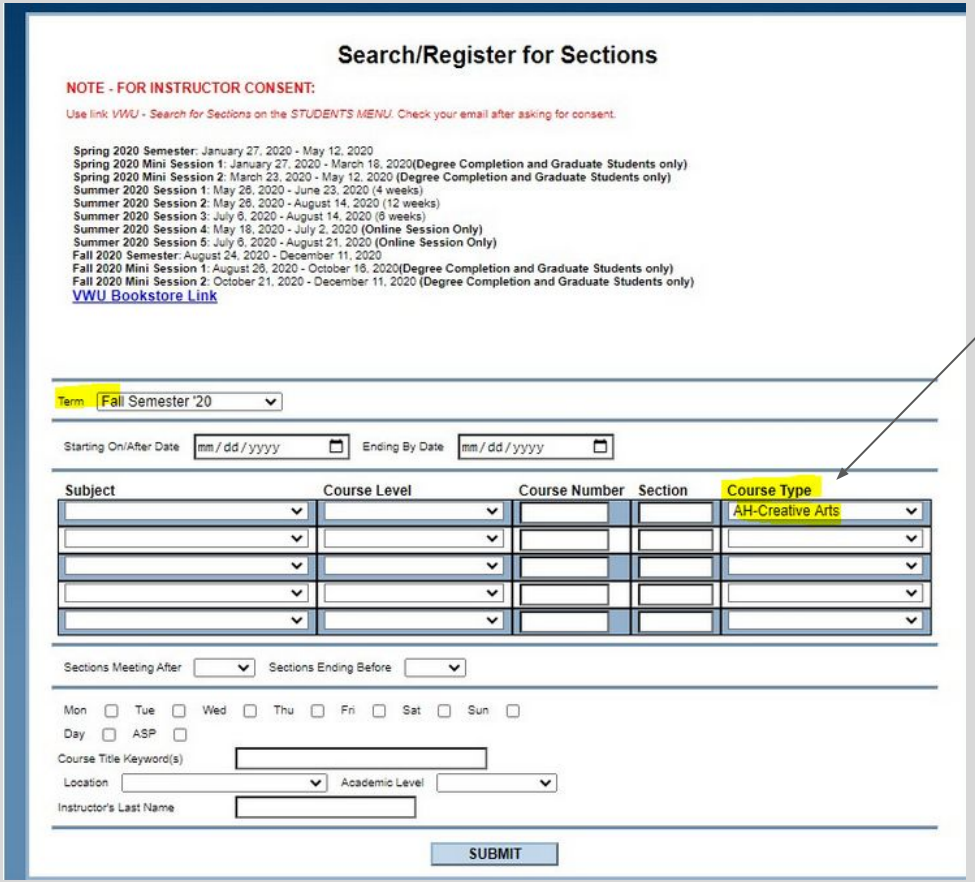
Subject

OR

Type

Step 3: Searching by Course Type

You can search to find courses that will fulfill specific general education requirements if you search by “Course Type”



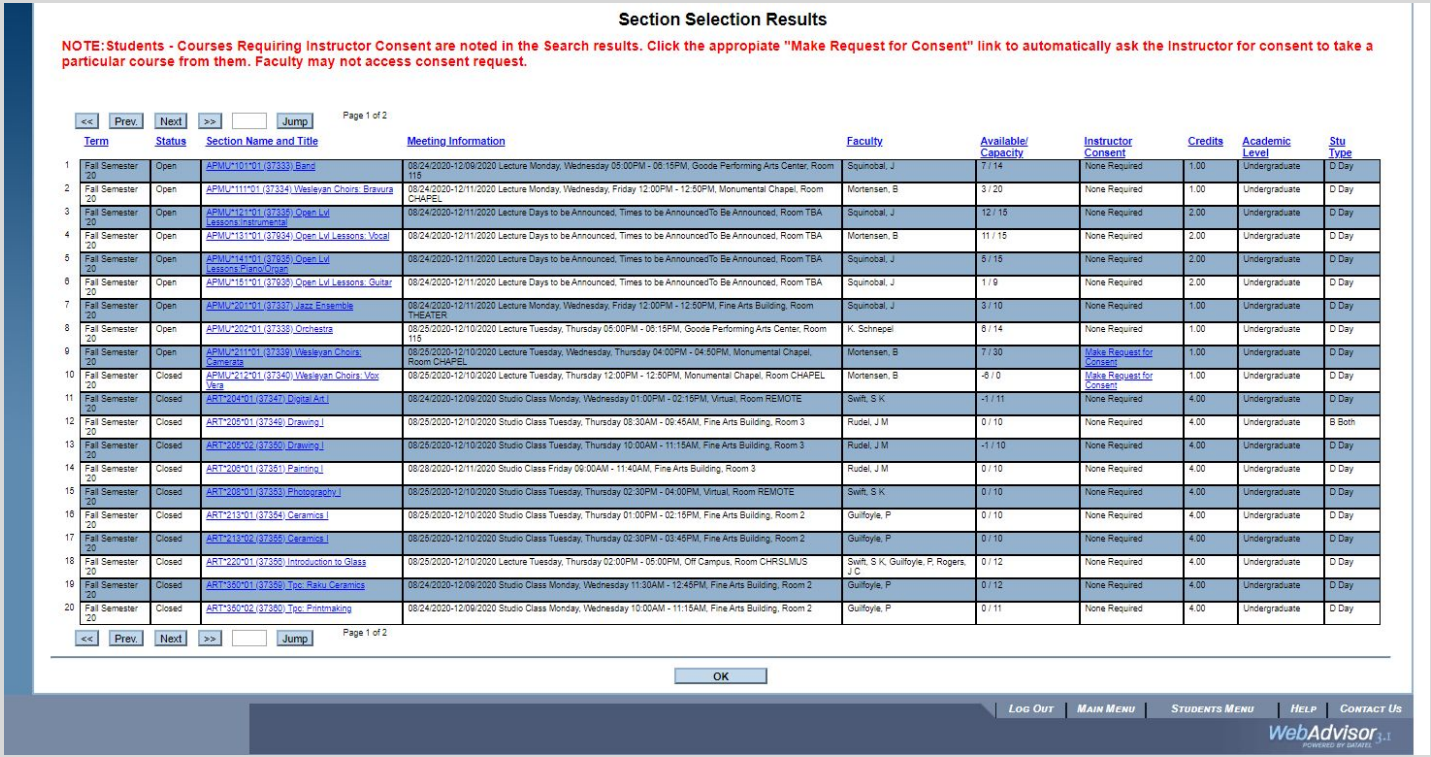
Here are the general education categories to search by “Course Type”

Arts & Humanities
AH- Creative Arts
Math and Natural Science
MN- Lab Courses
Professional Studies
Social Science

Any other option available in the “Course Types” menu is not relevant.

Searching by Course Type

This will only produce a list of courses that count towards that General Education requirement.



Section Selection Results

NOTE: Students - Courses Requiring Instructor Consent are noted in the Search results. Click the appropiate "Make Request for Consent" link to automatically ask the Instructor for consent to take a particular course from them. Faculty may not access consent request.

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	Term	Status	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Instructor Consent	Credits	Academic Level	Stu Type
1	Fall Semester 20	Open	APMU*101*01 (37333) Band	08/24/2020-12/09/2020 Lecture Monday, Wednesday 05:00PM - 06:15PM, Goode Performing Arts Center, Room 115	Squinobal, J	7 / 14	None Required	1.00	Undergraduate	D Day
2	Fall Semester 20	Open	APMU*111*01 (37334) Wesleyan Choirs: Bravura	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM, Monumental Chapel, Room CHAPEL	Mortensen, B	3 / 20	None Required	1.00	Undergraduate	D Day
3	Fall Semester 20	Open	APMU*121*01 (37335) Open Lvl Lessons:Instrumental	08/24/2020-12/11/2020 Lecture Days to be Announced, Times to be AnnouncedTo Be Announced, Room TBA	Squinobal, J	12 / 15	None Required	2.00	Undergraduate	D Day
4	Fall Semester 20	Open	APMU*131*01 (37934) Open Lvl Lessons: Vocal	08/24/2020-12/11/2020 Lecture Days to be Announced, Times to be AnnouncedTo Be Announced, Room TBA	Mortensen, B	11 / 15	None Required	2.00	Undergraduate	D Day
5	Fall Semester 20	Open	APMU*141*01 (37935) Open Lvl Lessons:Piano/Organ	08/24/2020-12/11/2020 Lecture Days to be Announced, Times to be AnnouncedTo Be Announced, Room TBA	Squinobal, J	5 / 15	None Required	2.00	Undergraduate	D Day
6	Fall Semester 20	Open	APMU*151*01 (37936) Open Lvl Lessons: Guitar	08/24/2020-12/11/2020 Lecture Days to be Announced, Times to be AnnouncedTo Be Announced, Room TBA	Squinobal, J	1 / 9	None Required	2.00	Undergraduate	D Day
7	Fall Semester 20	Open	APMU*201*01 (37337) Jazz Ensemble	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 12:00PM - 12:50PM, Fine Arts Building, Room THEATER	Squinobal, J	3 / 10	None Required	1.00	Undergraduate	D Day
8	Fall Semester 20	Open	APMU*202*01 (37338) Orchestra	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 05:00PM - 06:15PM, Goode Performing Arts Center, Room 115	K. Schnepel	8 / 14	None Required	1.00	Undergraduate	D Day
9	Fall Semester 20	Open	APMU*211*01 (37339) Wesleyan Choirs: Camerata	08/26/2020-12/10/2020 Lecture Tuesday, Wednesday, Thursday 04:00PM - 04:50PM, Monumental Chapel, Room CHAPEL	Mortensen, B	7 / 30	Make Request for Consent	1.00	Undergraduate	D Day
10	Fall Semester 20	Closed	APMU*212*01 (37340) Wesleyan Choirs: Voz Vera	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 12:00PM - 12:50PM, Monumental Chapel, Room CHAPEL	Mortensen, B	-6 / 0	Make Request for Consent	1.00	Undergraduate	D Day
11	Fall Semester 20	Closed	ART*204*01 (37347) Digital Art I	08/24/2020-12/09/2020 Studio Class Monday, Wednesday 01:00PM - 02:15PM, Virtual, Room REMOTE	Swift, S K	-1 / 11	None Required	4.00	Undergraduate	D Day
12	Fall Semester 20	Closed	ART*205*01 (37349) Drawing I	08/25/2020-12/10/2020 Studio Class Tuesday, Thursday 08:30AM - 09:45AM, Fine Arts Building, Room 3	Rudel, J M	0 / 10	None Required	4.00	Undergraduate	B Both
13	Fall Semester 20	Closed	ART*206*02 (37350) Drawing I	08/26/2020-12/10/2020 Studio Class Tuesday, Thursday 10:00AM - 11:15AM, Fine Arts Building, Room 3	Rudel, J M	-1 / 10	None Required	4.00	Undergraduate	D Day
14	Fall Semester 20	Closed	ART*208*01 (37351) Painting I	08/28/2020-12/11/2020 Studio Class Friday 09:00AM - 11:40AM, Fine Arts Building, Room 3	Rudel, J M	0 / 10	None Required	4.00	Undergraduate	D Day
15	Fall Semester 20	Closed	ART*208*01 (37353) Photography I	08/26/2020-12/10/2020 Studio Class Tuesday, Thursday 02:30PM - 04:00PM, Virtual, Room REMOTE	Swift, S K	0 / 10	None Required	4.00	Undergraduate	D Day
16	Fall Semester 20	Closed	ART*213*01 (37354) Ceramics I	08/25/2020-12/10/2020 Studio Class Tuesday, Thursday 01:00PM - 02:15PM, Fine Arts Building, Room 2	Guilfoyle, P	0 / 10	None Required	4.00	Undergraduate	D Day
17	Fall Semester 20	Closed	ART*213*02 (37355) Ceramics I	08/25/2020-12/10/2020 Studio Class Tuesday, Thursday 02:30PM - 03:45PM, Fine Arts Building, Room 2	Guilfoyle, P	0 / 10	None Required	4.00	Undergraduate	D Day
18	Fall Semester 20	Closed	ART*220*01 (37358) Introduction to Glass	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:00PM - 05:00PM, Off Campus, Room CHRSLMUS	Swift, S K, Guilfoyle, P, Rogers, J C	0 / 12	None Required	4.00	Undergraduate	D Day
19	Fall Semester 20	Closed	ART*360*01 (37359) Top: Raku Ceramics	08/24/2020-12/09/2020 Studio Class Monday, Wednesday 11:30AM - 12:45PM, Fine Arts Building, Room 2	Guilfoyle, P	0 / 12	None Required	4.00	Undergraduate	D Day
20	Fall Semester 20	Closed	ART*360*02 (37360) Top: Printmaking	08/24/2020-12/09/2020 Studio Class Monday, Wednesday 10:00AM - 11:15AM, Fine Arts Building, Room 2	Guilfoyle, P	0 / 11	None Required	4.00	Undergraduate	D Day

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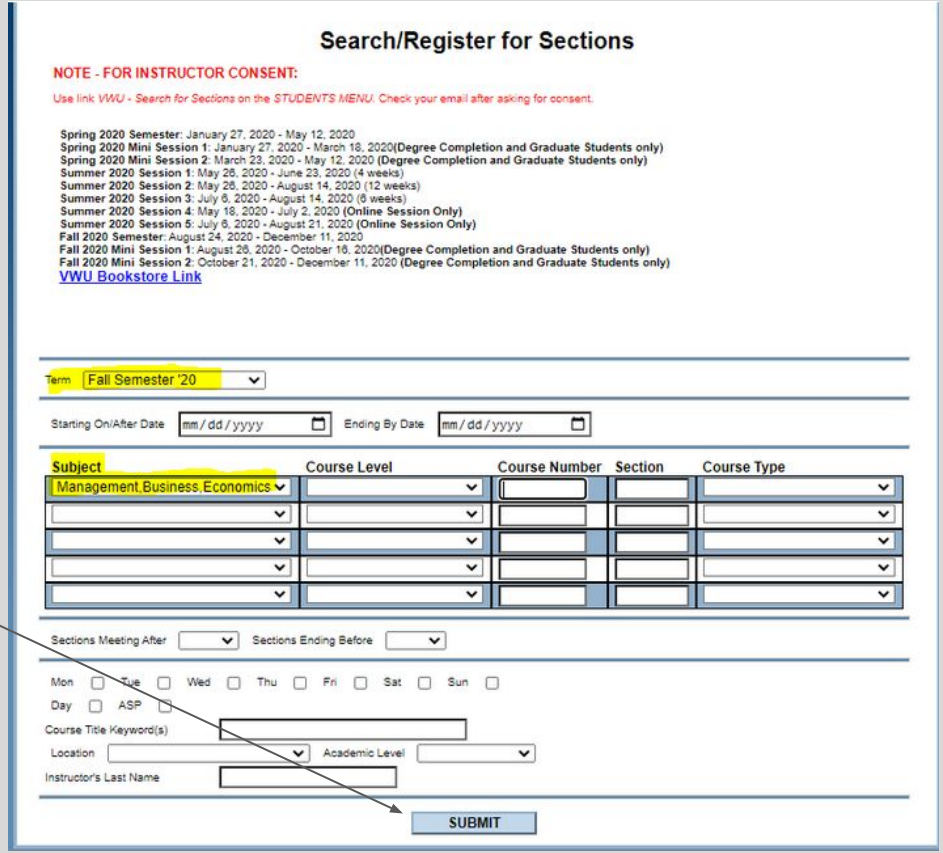
WebAdvisor

Searching by Subject

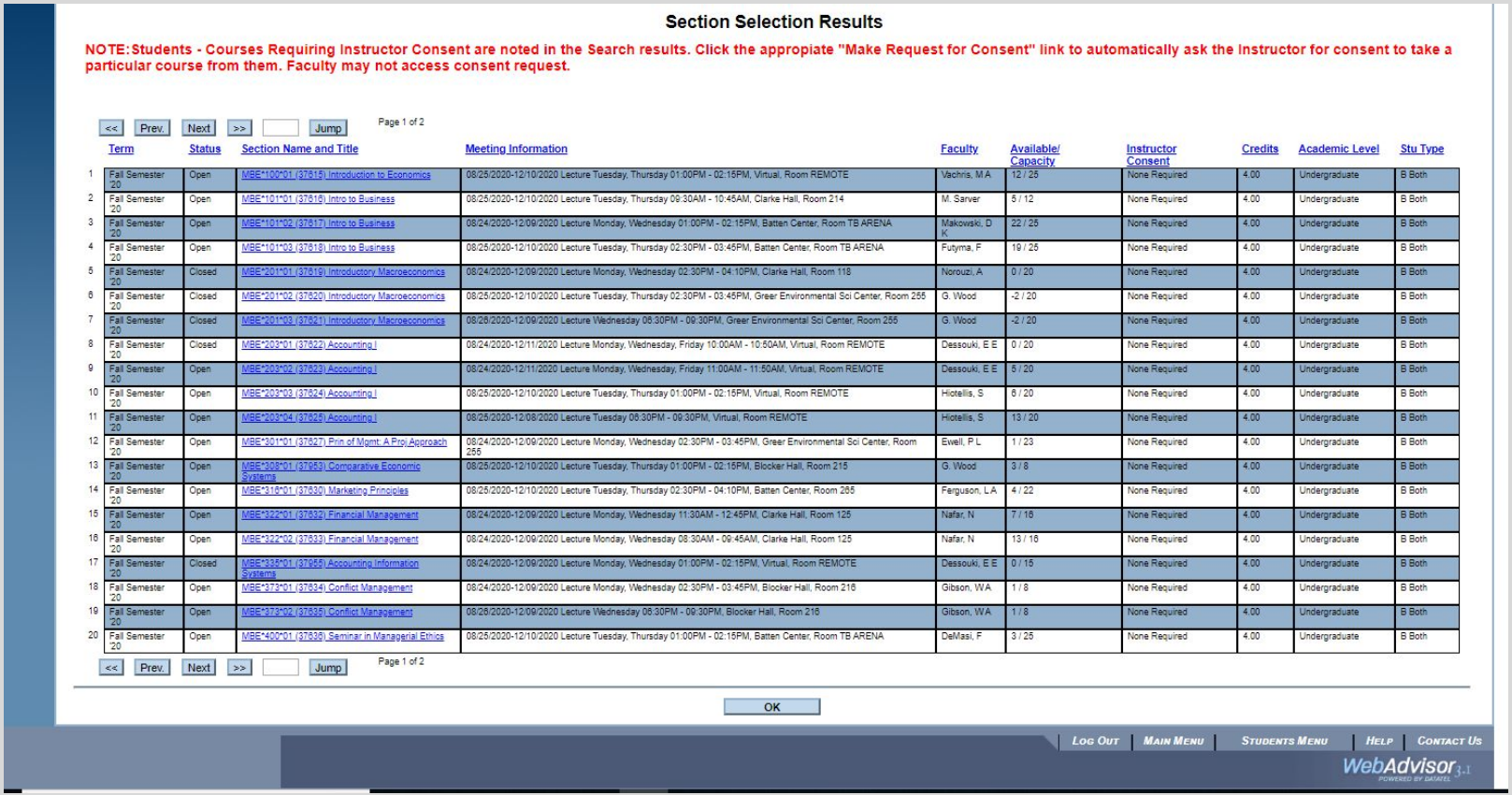
Much of the time, you'll at least know the "Subject" area you want to look in so often that is the second field you'll fill in. So if you were looking for a business course to take, you would select the term and Management, Business, Economics as the Subject.

Select the Term and Subject you'd like to search for, then click "Submit."



Search by Subject

This will give you a list of all the MBE courses being taught in the term you've selected.



Section Selection Results

NOTE: Students - Courses Requiring Instructor Consent are noted in the Search results. Click the appropiate "Make Request for Consent" link to automatically ask the Instructor for consent to take a particular course from them. Faculty may not access consent request.

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	Term	Status	Section Name and Title	Meeting Information	Faculty	Available/ Capacity	Instructor Consent	Credits	Academic Level	Stu Type
1	Fall Semester 20	Open	MBE*100*01 (37515) Introduction to Economics	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Virtual, Room REMOTE	Vachris, M A	12 / 25	None Required	4.00	Undergraduate	B Both
2	Fall Semester 20	Open	MBE*101*01 (37516) Intro to Business	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Clarke Hall, Room 214	M. Sarver	5 / 12	None Required	4.00	Undergraduate	B Both
3	Fall Semester 20	Open	MBE*101*02 (37517) Intro to Business	08/24/2020-12/09/2020 Lecture Monday, Wednesday 01:00PM - 02:15PM, Batten Center, Room TB ARENA	Makowski, D K	22 / 25	None Required	4.00	Undergraduate	B Both
4	Fall Semester 20	Open	MBE*101*03 (37518) Intro to Business	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Batten Center, Room TB ARENA	Futyma, F	19 / 25	None Required	4.00	Undergraduate	B Both
5	Fall Semester 20	Closed	MBE*201*01 (37519) Introductory Macroeconomics	08/24/2020-12/09/2020 Lecture Monday, Wednesday 02:30PM - 04:10PM, Clarke Hall, Room 118	Norouzi, A	0 / 20	None Required	4.00	Undergraduate	B Both
6	Fall Semester 20	Closed	MBE*201*02 (37520) Introductory Macroeconomics	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Greer Environmental Sci Center, Room 255	G. Wood	-2 / 20	None Required	4.00	Undergraduate	B Both
7	Fall Semester 20	Closed	MBE*201*03 (37521) Introductory Macroeconomics	08/26/2020-12/09/2020 Lecture Wednesday 06:30PM - 09:30PM, Greer Environmental Sci Center, Room 255	G. Wood	-2 / 20	None Required	4.00	Undergraduate	B Both
8	Fall Semester 20	Closed	MBE*203*01 (37522) Accounting I	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Virtual, Room REMOTE	Dessouki, E E	0 / 20	None Required	4.00	Undergraduate	B Both
9	Fall Semester 20	Open	MBE*203*02 (37523) Accounting I	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Virtual, Room REMOTE	Dessouki, E E	5 / 20	None Required	4.00	Undergraduate	B Both
10	Fall Semester 20	Open	MBE*203*03 (37524) Accounting I	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Virtual, Room REMOTE	Hotellis, S	6 / 20	None Required	4.00	Undergraduate	B Both
11	Fall Semester 20	Open	MBE*203*04 (37525) Accounting I	08/25/2020-12/08/2020 Lecture Tuesday 06:30PM - 09:30PM, Virtual, Room REMOTE	Hotellis, S	13 / 20	None Required	4.00	Undergraduate	B Both
12	Fall Semester 20	Open	MBE*301*01 (37827) Prin of Mgmt: A Proj Approach	08/24/2020-12/09/2020 Lecture Monday, Wednesday 02:30PM - 03:45PM, Greer Environmental Sci Center, Room 255	Ewell, P L	1 / 23	None Required	4.00	Undergraduate	B Both
13	Fall Semester 20	Open	MBE*308*01 (37953) Comparative Economic Systems	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Blocker Hall, Room 215	G. Wood	3 / 8	None Required	4.00	Undergraduate	B Both
14	Fall Semester 20	Open	MBE*316*01 (37830) Marketing Principles	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 04:10PM, Batten Center, Room 265	Ferguson, L A	4 / 22	None Required	4.00	Undergraduate	B Both
15	Fall Semester 20	Open	MBE*322*01 (37832) Financial Management	08/24/2020-12/09/2020 Lecture Monday, Wednesday 11:30AM - 12:45PM, Clarke Hall, Room 125	Nafar, N	7 / 16	None Required	4.00	Undergraduate	B Both
16	Fall Semester 20	Open	MBE*322*02 (37833) Financial Management	08/24/2020-12/09/2020 Lecture Monday, Wednesday 08:30AM - 09:45AM, Clarke Hall, Room 125	Nafar, N	13 / 16	None Required	4.00	Undergraduate	B Both
17	Fall Semester 20	Closed	MBE*335*01 (37955) Accounting Information Systems	08/24/2020-12/09/2020 Lecture Monday, Wednesday 01:00PM - 02:15PM, Virtual, Room REMOTE	Dessouki, E E	0 / 15	None Required	4.00	Undergraduate	B Both
18	Fall Semester 20	Open	MBE*373*01 (37834) Conflict Management	08/24/2020-12/09/2020 Lecture Monday, Wednesday 02:30PM - 03:45PM, Blocker Hall, Room 216	Gibson, W A	1 / 8	None Required	4.00	Undergraduate	B Both
19	Fall Semester 20	Open	MBE*373*02 (37835) Conflict Management	08/26/2020-12/09/2020 Lecture Wednesday 06:30PM - 09:30PM, Blocker Hall, Room 216	Gibson, W A	1 / 8	None Required	4.00	Undergraduate	B Both
20	Fall Semester 20	Open	MBE*400*01 (37836) Seminar in Managerial Ethics	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Batten Center, Room TB ARENA	DeMasi, F	3 / 25	None Required	4.00	Undergraduate	B Both

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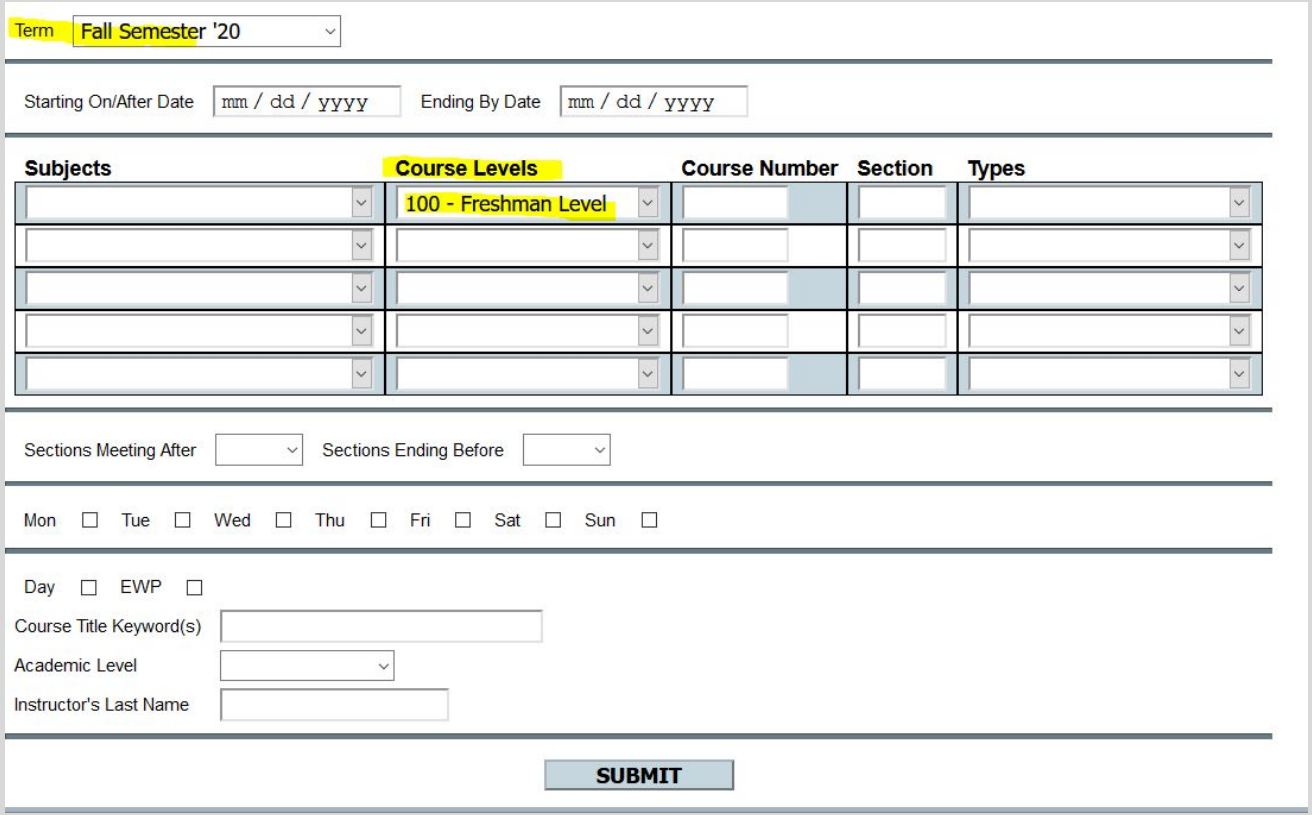
WebAdvisor 7.1 POWERED BY DATATEL

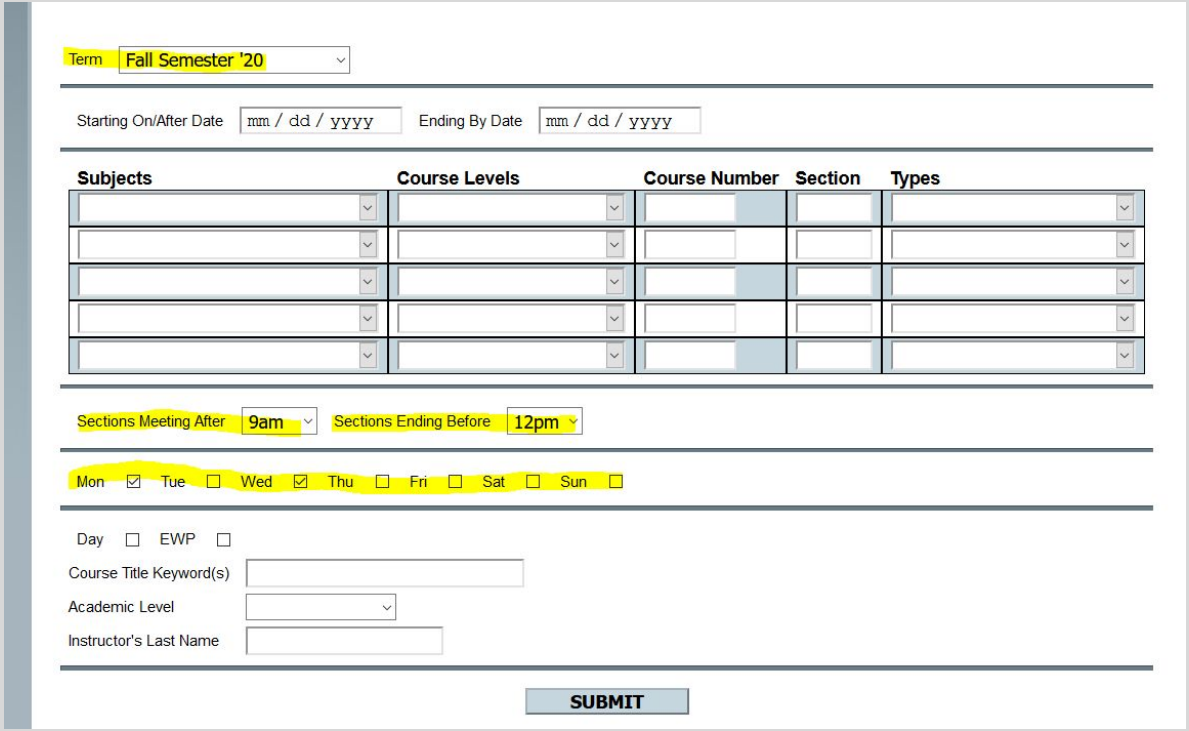
Searching by Course Levels

You can likewise perform searches for just courses at a particular level by filling in the “Term” field and the “Course Level” field.



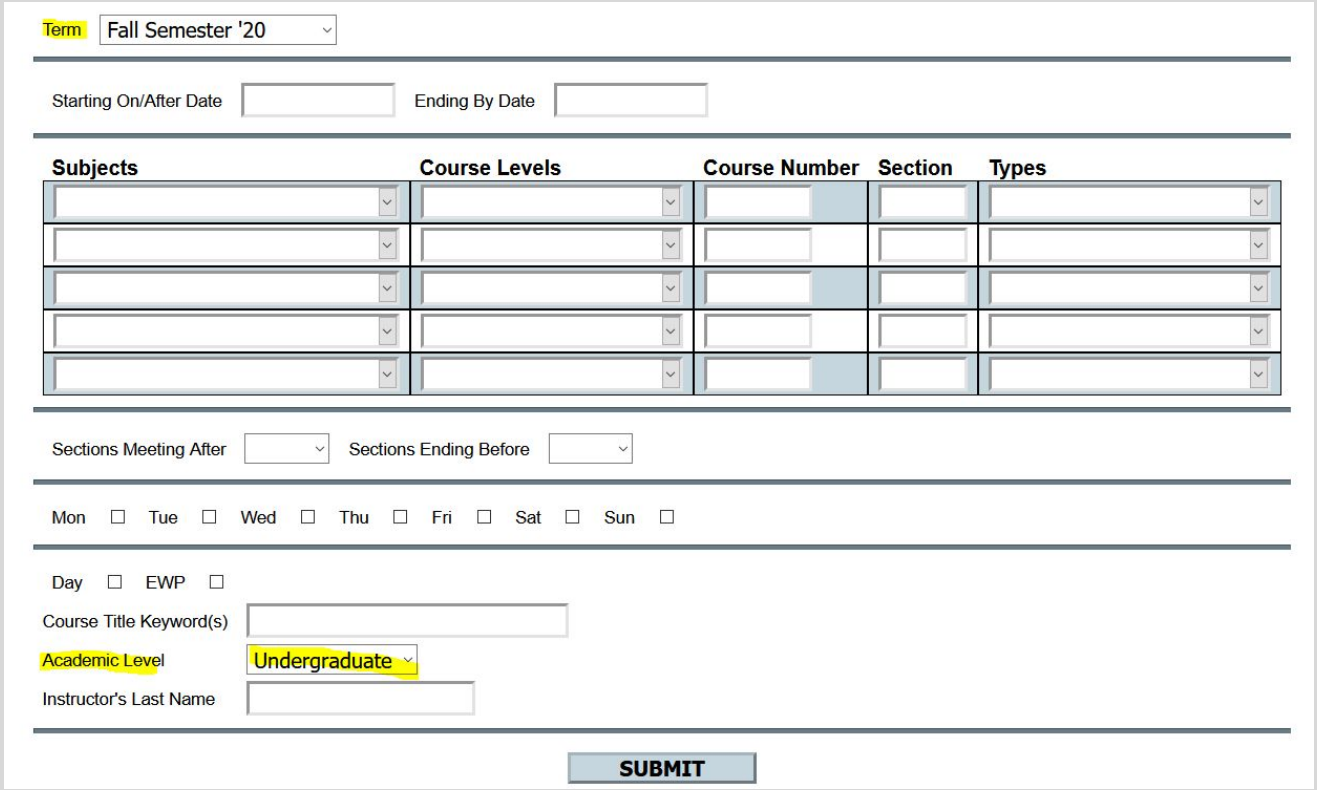
Search by days/times available

Alternatively, you can use the meeting time and days of the week boxes to limit your search to times and days you are available. Be cautious, however, about limiting your search to just what you think you want or need. Often, doing so can prevent you from finding what you need.



Search for all available courses

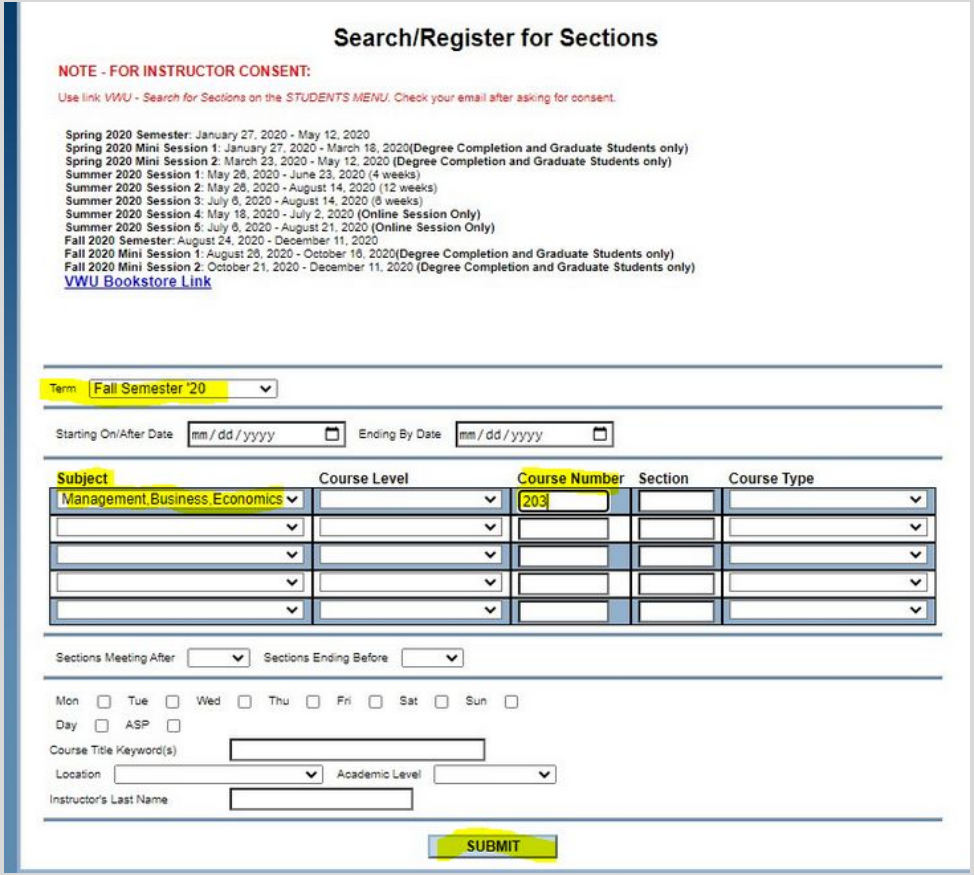
To search for all available courses for a given semester, fill in the “Term” field and, in the “Academic Level” drop-down menu, select Undergraduate.



Search by Subject w/ specific course number

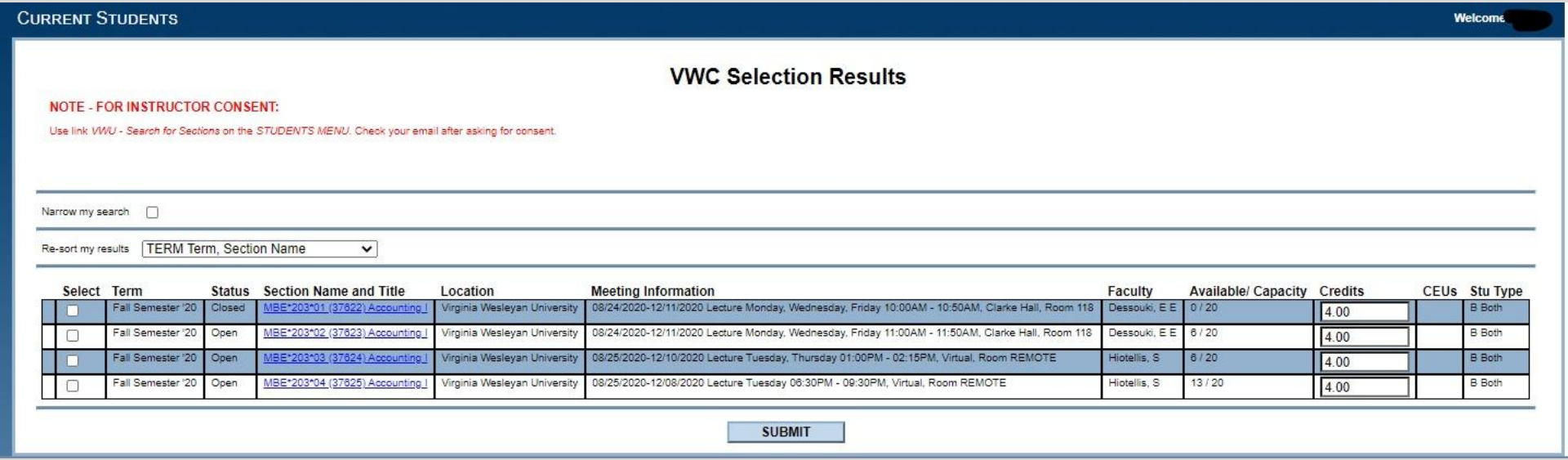
If you know the specific course number that's also a good field to fill in. USUALLY, YOU WON'T WANT TO FILL IN ANY MORE INFORMATION THAN NECESSARY. So if you were looking to add Accounting I (MBE 203), for example, you would select "Fall Semester '20" for the term, "Management, Business, Economics" for the Subject, 203 for the Course Number, and click "Submit."

Doing so will take you to the Selection Results page.



Search by Subject w/ specific course number

This is a list of all the sections of MBE 203 Accounting I being offered in the regular fall 2020 semester.



CURRENT STUDENTS

Welcome [redacted]

VWC Selection Results

NOTE - FOR INSTRUCTOR CONSENT:

Use link *VWU - Search for Sections* on the *STUDENTS MENU*. Check your email after asking for consent.

Narrow my search ☐

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Stu Type
☐	Fall Semester '20	Closed	MBE*203*01 (37622) Accounting I	Virginia Wesleyan University	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Clarke Hall, Room 118	Dessouki, E E	0 / 20	4.00		B Both
☐	Fall Semester '20	Open	MBE*203*02 (37623) Accounting I	Virginia Wesleyan University	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Clarke Hall, Room 118	Dessouki, E E	6 / 20	4.00		B Both
☐	Fall Semester '20	Open	MBE*203*03 (37624) Accounting I	Virginia Wesleyan University	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Virtual, Room REMOTE	Hiotellis, S	6 / 20	4.00		B Both
☐	Fall Semester '20	Open	MBE*203*04 (37625) Accounting I	Virginia Wesleyan University	08/25/2020-12/08/2020 Lecture Tuesday 06:30PM - 09:30PM, Virtual, Room REMOTE	Hiotellis, S	13 / 20	4.00		B Both

SUBMIT

Registration Instructions

Now that you know how to search for courses, we will go through the web registration process using Search/Register for Sections.

We will use our search for MBE 203 as an example for registration instructions.

Step 1: Select Search/Register for Sections

“Search/Register for Sections” is the screen that is recommended to look up the courses being offered in a given semester and load them into your registration queue.

Step 2: Search for courses

To register for a specific course: Add the Term, Subject, and Course Number. Click Submit

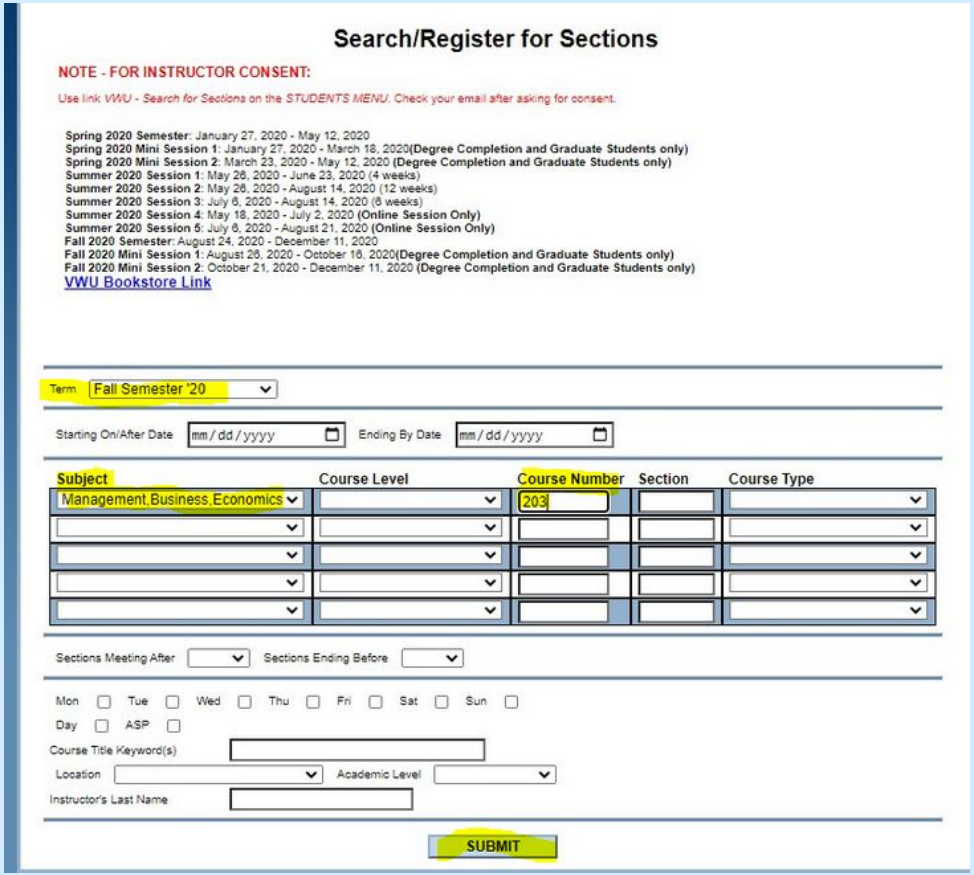
In this example we are registering for Accounting I (MBE 203). Enter the following information.

Term:
Enter the term you are searching for

Subject:
Management, Business, Economics

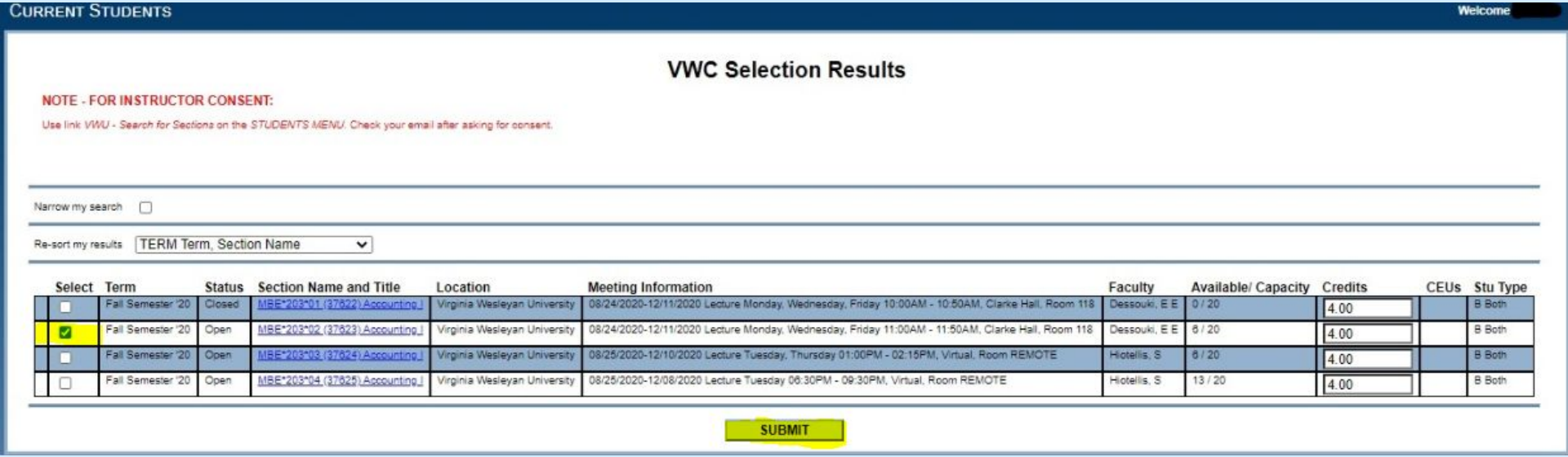
Course Number:
203

Then click Submit



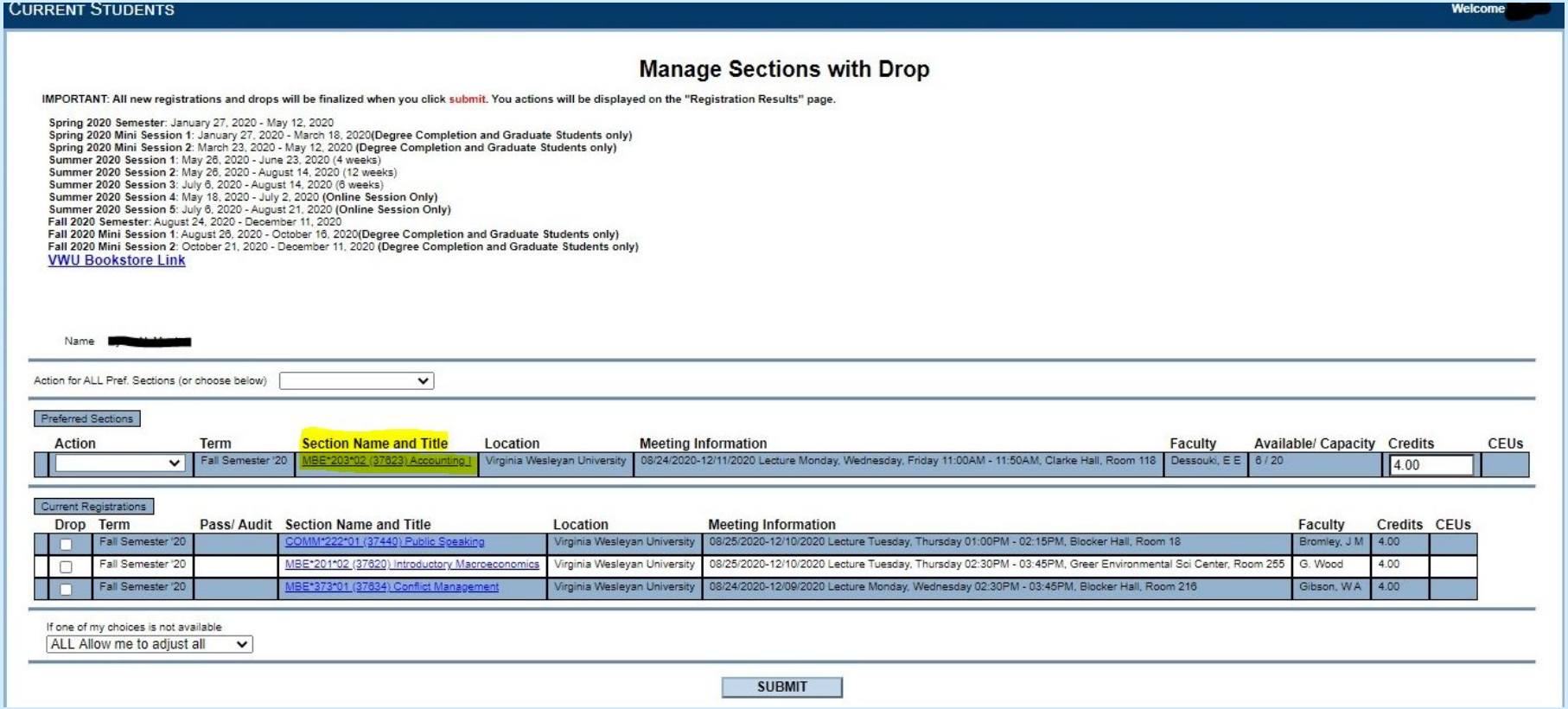
Step 3: Select a section

After deciding which section works best with your schedule, check the “Select” box next to that section and click Submit.



Step 4: Course appears in queue

Once you click Submit, the Manage Sections with Drop screen will appear, and the course will be loaded into your course queue.



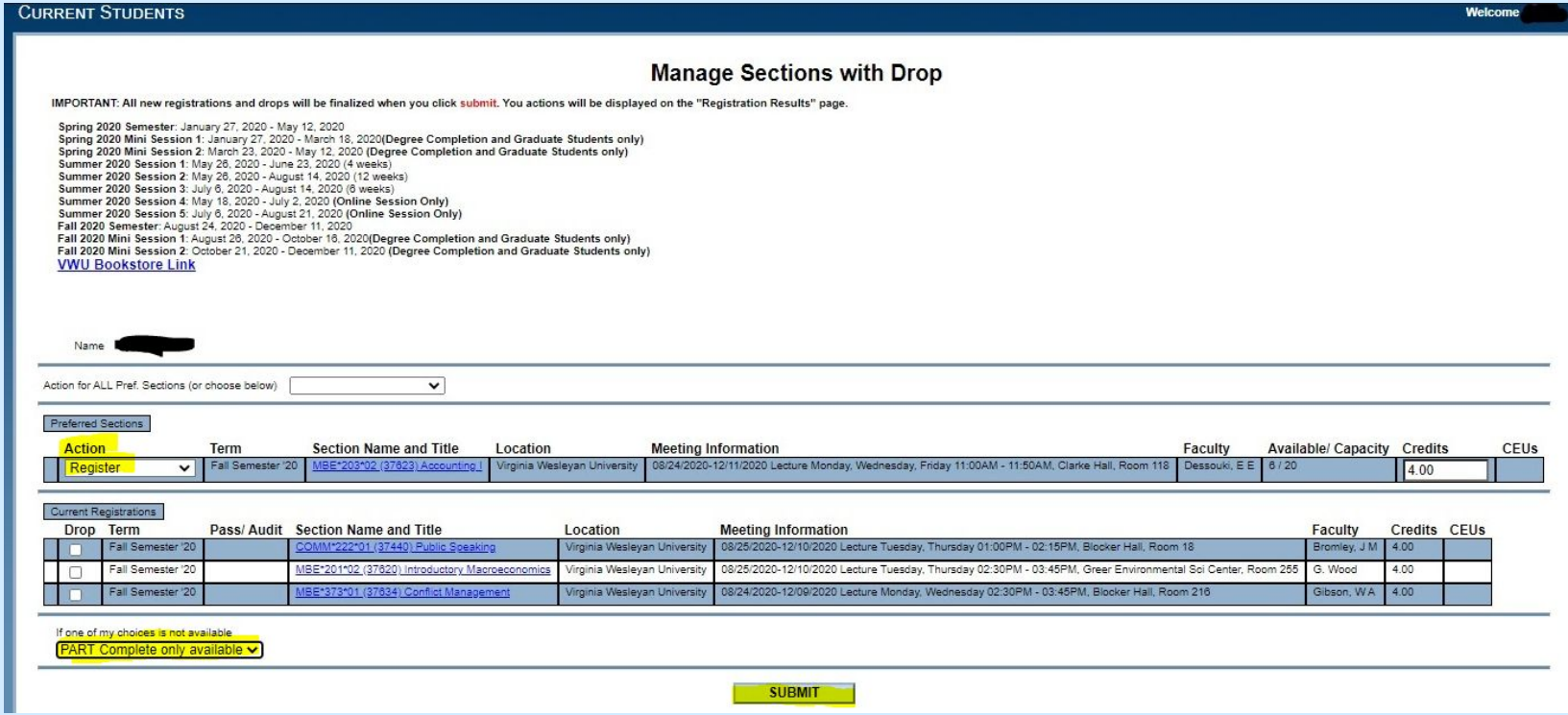
YOU HAVE NOT YET REGISTERED FOR THIS COURSE. YOU MUST COMPLETE THE REMAINING STEPS TO BE REGISTERED FOR YOUR COURSES.

Step 6: Change Action to Register

To register for the course and add it to your semester schedule, choose “Register” in the Action pop up menu.

You also should change the “If one of my choices is not available” to “PART Complete only available” in the lower left hand corner. Doing so will register you for any of the courses you’ve chosen that are open and work with each other. If you leave this menu on “ALL” you won’t be registered for any of your courses unless all of them are open and work with one another.

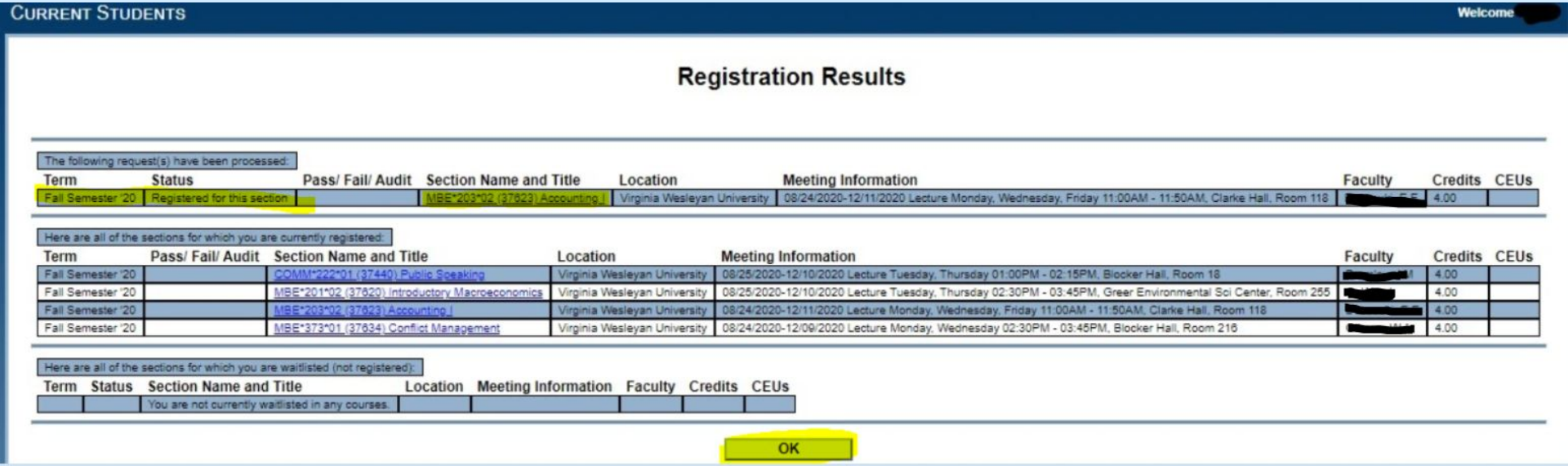
Once you have changed the Action to “Register” and selected “PART Complete only available,” then click Submit.



Step 7: Check Registration Results, Click OK

If the course is open, does not conflict with another course you're registered for, does not require special consent, and doesn't require a prerequisite you don't yet have, it will be added to your schedule.

*****BUT YOU ARE NOT YET FULLY REGISTERED FOR THE COURSE*****



CURRENT STUDENTS

Welcome [redacted]

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester '20	Registered for this section		MBE*203*02 (37623) Accounting I	Virginia Wesleyan University	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Clarke Hall, Room 118	[redacted]	4.00	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall Semester '20		COMM*222*01 (37440) Public Speaking	Virginia Wesleyan University	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Blocker Hall, Room 18	[redacted]	4.00	
Fall Semester '20		MBE*201*02 (37620) Introductory Macroeconomics	Virginia Wesleyan University	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Greer Environmental Sci Center, Room 255	[redacted]	4.00	
Fall Semester '20		MBE*203*02 (37623) Accounting I	Virginia Wesleyan University	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Clarke Hall, Room 118	[redacted]	4.00	
Fall Semester '20		MBE*373*01 (37634) Conflict Management	Virginia Wesleyan University	08/24/2020-12/09/2020 Lecture Monday, Wednesday 02:30PM - 03:45PM, Blocker Hall, Room 216	[redacted]	4.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

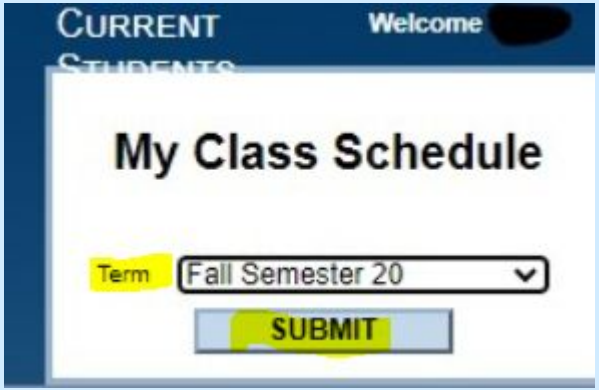
To complete your registration you **MUST** click the OK button at the bottom of the page.

Step 8: To check your schedule, Click “My Class Schedule”

Confirm that your courses were correctly added by double checking your class schedule through the “My Class Schedule” link on Registration Menu.

Step 9: Enter the Term

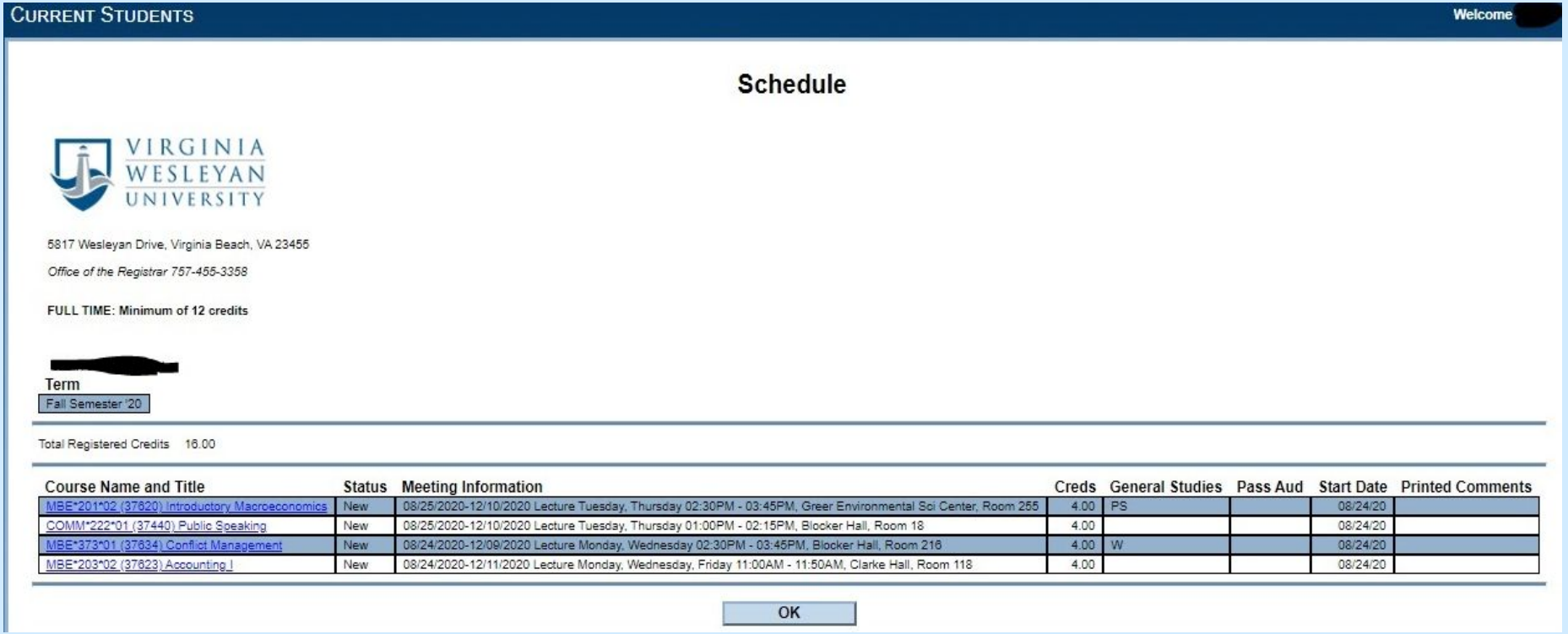
Select the term: January Term 21 or Spring Semester 21



Then click Submit.

Step 10: Check for courses in “My Class Schedule”

Your schedule will list all your classes and the pertinent information about them.



CURRENT STUDENTS

Welcome [redacted]

Schedule

VIRGINIA WESLEYAN UNIVERSITY

5817 Wesleyan Drive, Virginia Beach, VA 23455

Office of the Registrar 757-455-3358

FULL TIME: Minimum of 12 credits

[redacted]

Term

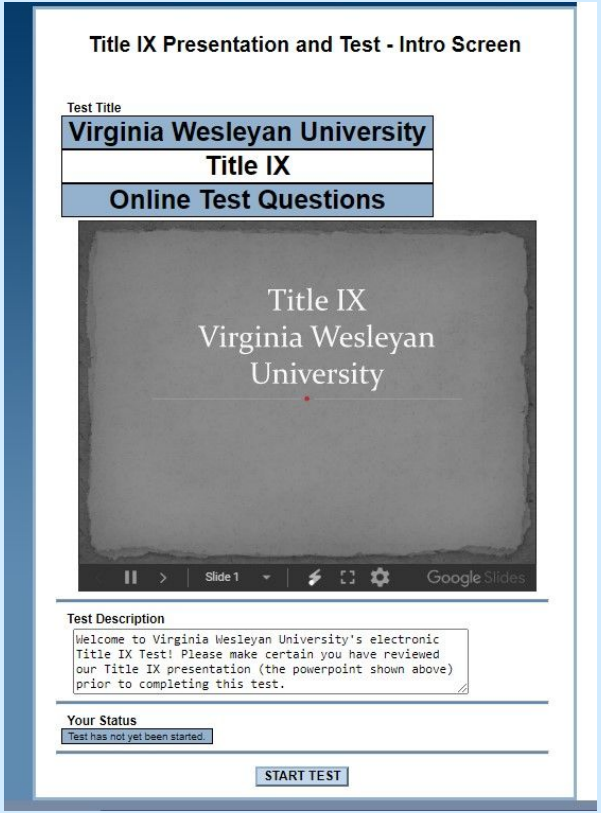
Fall Semester '20

Total Registered Credits 16.00

Course Name and Title	Status	Meeting Information	Creds	General Studies	Pass Aud	Start Date	Printed Comments
MBE*201*02 (37620) Introductory Macroeconomics	New	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 02:30PM - 03:45PM, Greer Environmental Sci Center, Room 255	4.00	PS		08/24/20	
COMM*222*01 (37440) Public Speaking	New	08/25/2020-12/10/2020 Lecture Tuesday, Thursday 01:00PM - 02:15PM, Blocker Hall, Room 18	4.00			08/24/20	
MBE*373*01 (37634) Conflict Management	New	08/24/2020-12/09/2020 Lecture Monday, Wednesday 02:30PM - 03:45PM, Blocker Hall, Room 216	4.00	W		08/24/20	
MBE*203*02 (37623) Accounting I	New	08/24/2020-12/11/2020 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Clarke Hall, Room 118	4.00			08/24/20	

OK

Title IX Requirement

As part of complying with federal law, all students and employees of the university must complete mandatory yearly Title IX training about procedures for addressing issues of sexual harassment on campus.

Watch the video and then click the Start Test button to complete the Title IX quiz. Once you've done this you will have access to all WebAdvisor functions and can see your schedule. You won't have to take the quiz again for a year.