BEFORE YOU REGISTER

1. Be sure that your student account is current.
   If you have a hold on your student account you cannot pre-register.

2. Consult with your advisor
   Check the Schedule of Classes for Spring and May Term 2008, pages 6-7, for advising dates. **To pre-register online through WebAdvisor you must have been advised.** Your advisor will clear you for Web Registration by entering a validation of your advising session into WebAdvisor.

3. Plan your schedule
   After consultation with your advisor, complete the course schedule worksheet with lots of alternatives to save time when you pre-register online. Always check Search for Classes in WebAdvisor for the most current information on classes. In planning your schedule, remember these tips:
   - Classes that require permission cannot be processed via Web Registration. You must bring an add slip, signed by the instructor, to the Registrar’s Office to add these classes.
   - Classes with corequisites require that you register for both the class and the corequisite.
   - Time conflicts will cause your registration to fail.
   - You may not pre-register for more than 19 credits unless you have an approved overload.

4. Be sure you know your access to WebAdvisor
   You will need your REDLANDSId and password to access WebAdvisor. For most students, your REDLANDSId is your firstname_lastname (e.g., john_doe). Your password is a 6-digit number. If you do not know your password, you should immediately submit a Lost Password request via the Lost Password link: www.redlands.edu >myRedlands >Password request.

5. Log in to WebAdvisor at the time assigned for you.
   You may register from your personal computer or go to the Jones Computer Center. Please see pages 6-7 for the Web Registration schedule. **You will be able to register after your designated time but not before.** Each term the groups will change, so if you are last this time you will move up in groups of three each term, very shortly reaching the first group. Staff will be available in the Registrar’s Office each Wednesday and Thursday from 4:00 p.m. to 9:00 p.m. to help you. You can either come to the office in person or call extensions 8019, 8342, 8333, or 8331.

TO REGISTER ONLINE

1. Go to myRedlands on the main University web site (www.redlands.edu). Log in to WebAdvisor and select the menu for Students.

2. Select Register/Add Classes and then follow the steps below:
   Select your classes on the first screen that appears. **You must enter a minimum of two criteria.**
   - Always enter the Term, 2008 Spring Term or 2008 May Term, in the first space.
   - Refine your search by entering at least ONE more piece of information about the courses you want to select.
     - You can enter several of your courses at once by entering at least one of the following: subject, Course Number, Section or all of the options.
     - You can also refine your search even more by choosing some of the other options like days, times, or LAF category, but your quickest selection will be retrieved by entering the subject and course number.
     - If you only know the subject and the term, this will bring you a large selection of courses but will take a long time to process.
     - You may get timed out if your search for courses is too broad.
   - Click Submit at the bottom of the page.
   - Select your classes by checking the box next to each class you want to take. **To view prerequisite and corequisite information, click on the course.**
   - Tips
     - Do not go over 19 credits.
     - If a class has a corequisite, you must check one box for both classes or your registration will fail.
     - Do not choose classes that have time conflicts or your registration will fail.
     - Variable credit classes must have the credits changed at this point in the registration or you will be registered in the minimum number of credits.
1. To be added to a waitlist for a closed class, you must see the department secretary.
2. The unit value for variable credit courses, such as Music courses, can be changed during registration.
3. Prerequisites will not be checked during Web Registration but they will be confirmed later. If you do not meet the prerequisite, you will be dropped from the class.
4. Johnston students who wish to contract for reduced credits in a class cannot change the credits for a fixed credit class via Web Registration. They must submit a contract to the Registrar’s Office and the change in credits will be processed.
5. WEB REGISTRATION FOR SPRING 2008 AND MAY TERM 2008 WILL CLOSE ON JANUARY 3, 2008 AT 8:00 A.M. STUDENTS WHO NEED TO REGISTER AFTER THIS TIME MUST PRESENT A SIGNED REGISTRATION CARD AND ADD SLIPS SIGNED BY THE INSTRUCTORS TO THE REGISTRAR’S OFFICE BEGINNING TUESDAY, JANUARY 8, 2008.