

# WebAdvisor Advising & Registration Process

## How to use WebAdvisor for Advising & Registration for Students

1. To begin, access the WebAdvisor homepage by clicking on “**LOG ON TO MY BCC**” and then on the “**WEBADVISOR**” link.



2. You are now on the WebAdvisor homepage. Click “**LOG IN**” and, on the next screen, enter the same **CREDENTIALS** which you use to log into computers on-campus. Click “**SUBMIT**”.

*Note: The first time you log into WebAdvisor, you will be prompted to change your password. Your password to log into the computer will change at this time as well.*



3. You are now brought to your personal landing page. This will display banners for each area of WebAdvisor for which you have access. Click on the “**STUDENTS**” banner to display the “**STUDENTS DASHBOARD**”, showing all of the tools you have access to in your capacity as a student.



For the purposes of advising and registration, there are several aspects of WebAdvisor which you will utilize, assisting in:

1. **LOOKING UP YOUR ACADEMIC ADVISOR AND HIS/HER CONTACT INFORMATION.**
2. **PERFORMING A “PROGRAM EVALUATION” TO DETERMINE WHICH COURSES YOU SHOULD REGISTER FOR.**
3. **BUILDING YOUR “PREFERRED SECTIONS” LIST FOR REGISTRATION.**
4. **REGISTERING FOR (ADDING OR DROPPING) COURSES.**
5. **VIEWING YOUR COURSE SCHEDULE FOR THE SEMESTER.**

Each of these processes will be covered in detail in this training guide.

# Looking Up Your Academic Advisor

- To begin, click on **“MY PROFILE”** under the **“Academic Profile”** banner on the **“Student’s Dashboard”**.

Academic Profile
<a href="#">Grades</a>
<a href="#">Grade Point Average by Term</a>
<a href="#">Transcript</a>
<a href="#">Program Evaluation</a>
<a href="#">Test Summary</a>
<a href="#">Enrollment verification request</a>
<a href="#">Enrollment verification request status</a>
<a href="#">My class schedule</a>
<b><a href="#">My profile</a></b>

- The next screen will show all of your demographic information which we have on-file. Scroll to the bottom of the screen and locate the **“ACADEMIC INFORMATION”** section.

## My profile

**Personal Information**

Full Name: Web Advisor Demo  
 Preferred Name: Web A. Demo  
 College ID: 0123456

**Address**

PO Box 30  
 Supply, NC 28462

**Phone Number Extension Type**

910-755-7300		HOME
910-755-7320		BUSINESS

**E-mail Address Type**

admissions@brunswickcc.edu	Primary
demo3456@student.brunswickcc.edu	Secondary (Info Only)

**Emergency Contact Name Daytime Phone Evening Phone Other Phone Relationship**

Duncan The Dolphin	910-755-7300			Father
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**Academic Information**

**Counselor Name Type Phone Number Extension E-mail Address**

None Specified				
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**Advisor Name Type Phone Number Extension E-mail Address Office Hours**

William J. Chandler	Program			chandlerw@brunswickcc.edu	B - SHE Bldg, Room 217, 11:00AM to 02:00PM TTH
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**Academic Program Academic Level Catalog Degree Anticipated Completion Date Academic Level Standing Major Minor CCD Specialization**

Academic Program	Academic Level	Catalog	Degree	Anticipated Completion Date	Academic Level Standing	Major	Minor	CCD	Specialization
Continuing Education	Continuing Education	2012 - 2013							
Pre-Major Nursing	Curriculum	2012 - 2013	AA	03/15		Nursing			

**Foreign Language Information** None available

OK

- Your **ADVISOR** and his/her **CONTACT INFORMATION** appears in this section.

**Academic Information**

**Counselor Name Type Phone Number Extension E-mail Address**

None Specified				
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**Advisor Name Type Phone Number Extension E-mail Address Office Hours**

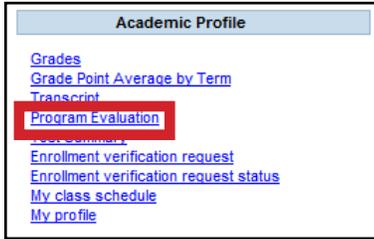
William J. Chandler	Program			chandlerw@brunswickcc.edu	B - SHE Bldg, Room 217, 11:00AM to 02:00PM TTH
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**Academic Program Academic Level Catalog Degree Anticipated Completion Date Academic Level Standing Major Minor CCD Specialization**

Academic Program	Academic Level	Catalog	Degree	Anticipated Completion Date	Academic Level Standing	Major	Minor	CCD	Specialization
Continuing Education	Continuing Education	2012 - 2013							
Pre-Major Nursing	Curriculum	2012 - 2013	AA	03/15		Nursing			

# Performing a “Program Evaluation”

- To begin, click on “PROGRAM EVALUATION” under the “Academic Profile” banner on the “Student’s Dashboard”.



- On the next screen, you will be prompted to either choose one of your ACTIVE PROGRAMS OF STUDY or to perform a WHAT/IF ANALYSIS of a potential program of study change.

**Program Evaluation**

You may select either an active program or a “What if” program.

\* = Required

Choose One	Active Programs
<input type="radio"/>	CONED Continuing Education
<input type="radio"/>	A1010I Pre-Major Nursing
<input type="radio"/>	C55140 Cosmetology

What if I changed my program of study?

What work do you want to include?\*

**SUBMIT**

- To perform the “Program Evaluation” on one of your ACTIVE PROGRAMS OF STUDY, simply click the RADIO BUTTON beside the program of study, and then click “SUBMIT” at the bottom of the page.

Choose One	Active Programs
<input type="radio"/>	CONED Continuing Education
<input checked="" type="radio"/>	A1010I Pre-Major Nursing
<input type="radio"/>	C55140 Cosmetology

- To perform a WHAT/IF ANALYSIS of a potential program of study change, choose the program of study for which you want to perform the analysis on from the DROP DOWN and click “SUBMIT” at the bottom of the page.

What if I changed my program of study?

- College Transfer - Associate in Arts
- Pre-Major Business Admin., Acct., Eco., Fin., & Marketing
- Pre-Major Criminal Justice
- Pre-Major Nursing
- Pre-Major Elementary Education
- Associate in Fine Arts
- Associate in General Education
- College Transfer - Associate in Science
- Pre-Major Biology and Biology Education
- Aquaculture Technology
- Aquaculture Technology - Business Option
- Aquaculture Technology - Biotechnology Option
- Horticulture Technology
- Turfgrass Management Technology
- Biotechnology
- Biotechnology - Aquatic Option
- Accounting
- Business Administration
- Computer Programming
- Computer Information Technology
- Office Administration
- Healthcare Business Informatics
- Electronics Engineering Technology
- Surveying Technology
- Associate Degree Nursing
- Health Information Technology
- Cosmetology
- Early Childhood Education
- Early Childhood Education - Special Education Option

**A “What/If Analysis” will take the courses you have completed and those you are currently completing/signed up for, and show how they could be applied to a new program of study.**

**In other words, this would aid you in determining how much additional coursework would be required in a new program of study BEFORE you officially changed it in the Registrar’s Office!**

**NOTE!** You cannot perform a “Program Evaluation” of one of your active programs of study and a what/if analysis at the same time. You must choose one or the other.

5. Now your Program Evaluation is displayed.

Brunswick Community College Academic Evaluation Report Date: 10/02/13						
<b>Student: Web A. Demo (0363575)</b>						
Program:	College Transfer - Associate in Arts (A10100)					
Catalog:	2012					
Anticipated Completion Date:	08/14					
E-Mail Address:	PAKOWSKIL@BRUNSWICKCC.EDU					
Registration flags and holds:						
<b>Program Summary (In Progress) = (Program GPA: )</b>						
	Required	Current Earned	Current Remaining	Anticipated Additional	Anticipated Remaining	
Institutional Credits:	17.00	0.00	17.00	10.00	7.00	
Institutional GPA:			Met			
Overall Credits:	65.00	3.00	62.00	10.00	52.00	
Overall GPA:	2.000	**	Not Met*			
(*) Anticipates completion of in-progress and registered courses (**) GPA does not include credits with pending repeats						
<b>Program Requirements:</b>						
<b>1: General Education Requirements (In progress)</b>						
Credits Earned: 15 Complete all 10 subrequirements:						
<b>A: GenEd Courses (Pending completion of unfinished activity)</b>						
Take 3 credits; from ENG-111						
Course	Title	Needed	Term	Grade	Credits	Notes
1. ENG-111	Expository Writing		2013FA		3	*RA *IP
(See note "1" for related courses)						
<b>B: English (Not started)</b>						
Take 3 credits; from ENG-112 ENG-114						
Course	Title	Needed	Term	Grade	Credits	Notes
1.		3 credits needed				
<b>C: Literature (Not started)</b>						
Take 3 credits; from ENG-131 ENG-231 ENG-232 ENG-241 ENG-242 ENG-233						
Course	Title	Needed	Term	Grade	Credits	Notes
1.		3 credits needed				
<b>D: Communication (Complete)</b>						
Take 3 credit; from COM-110 COM-120 COM-231						
Course	Title	Needed	Term	Grade	Credits	Notes
1. COM-110	Introduction to Communication		12/15/12		3	*TE
<b>E: Humanities/Fine Arts (Not started)</b>						
Take 6 credits; from ART-111 ART-114 ART-115 ASL-111 ASL-112 DAN-110 DRA-111 DRA-112 FRE-111 FRE-112 FRE-211 HUM-115 HUM-160 ENG-131 ENG-231 ENG-232 ENG-233 ENG-241 ENG-242 MUS-110 MUS-112 PHI-210 PHI-215 PHI-230 PHI-240 REL-110 REL-211 REL-212 REL-221 SPA-111 SPA-112 SPA-211 SPA-212 COM-110 COM-120 COM-231						
Course	Title	Needed	Term	Grade	Credits	Notes
1.		6 credits needed				
(See note "2" for related courses)						
<b>F: History (Pending completion of unfinished activity)</b>						
Take 3 credit; from HIS-115 HIS-121 HIS-122 HIS-131 HIS-132						
Course	Title	Needed	Term	Grade	Credits	Notes
1. HIS-131	American History I		2013FA		3	*IP
<b>G: Social/Behav Science (In progress)</b>						
Take 9 credits; from ANT-210 ANT-220 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 GEO-112 GEO-130 HIS-115 HIS-121 HIS-122 HIS-131 HIS-132 POL-120 POL-220 PSY-150 PSY-237 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240						
Course	Title	Needed	Term	Grade	Credits	Notes
1. PSY-241	Developmental Psych		2013FA		3	*IP
2.		6 credits needed				

The first section includes your **PROGRAM & ADVISOR INFORMATION** such as your catalog year, anticipated graduation date, and advisor's name. You will also note any **"REGISTRATION FLAGS AND HOLDS"** in this section.

The next section includes your **PROGRAM CREDIT & GPA SUMMARY** such as your **PROGRAM GPA** and the credits required, attempted, and remaining in your program of study.

The final section includes your **PROGRAM REQUIREMENTS** in a color-coded format. These codes correspond to your status for the requirement and/or subrequirement areas of your program of study.

**"Complete"**

You have successfully completed the course(s) with a passing grade in this requirement/subrequirement area.

<b>D: Communication (Complete)</b>						
Take 3 credit; from COM-110 COM-120 COM-231						
Course	Title	Needed	Term	Grade	Credits	Notes
1. COM-110	Introduction to Communication		12/15/12		3	*TE

**"Pending completion of unfinished activity"**

You are currently completing the course(s) in this requirement/subrequirement area during the active term.

<b>A: GenEd Courses (Pending completion of unfinished activity)</b>						
Take 3 credits; from ENG-111						
Course	Title	Needed	Term	Grade	Credits	Notes
1. ENG-111	Expository Writing		2013FA		3	*RA *IP

**"In progress"**

You have completed some of the course(s) in this requirement/subrequirement area, but additional coursework is necessary to complete the requirement/subrequirement area.

*Pre-registration is considered "In Progress" coursework.*

<b>G: Social/Behav Science (In progress)</b>						
Take 9 credits; from ANT-210 ANT-220 ANT-221 ECO-151 ECO-251 ECO-252 GEO-111 GEO-112 GEO-130 HIS-115 HIS-121 HIS-122 HIS-131 HIS-132 POL-120 POL-220 PSY-150 PSY-237 PSY-239 PSY-241 PSY-281 SOC-210 SOC-213 SOC-220 SOC-225 SOC-240						
Course	Title	Needed	Term	Grade	Credits	Notes
1. PSY-241	Developmental Psych		2013FA		3	*IP
2.		6 credits needed				

**"Not started"**

You have not registered for or completed the course(s) in this requirement/subrequirement area.

<b>B: English (Not started)</b>						
Take 3 credits; from ENG-112 ENG-114						
Course	Title	Needed	Term	Grade	Credits	Notes
1.		3 credits needed				

*Note! You may notice various codes in the "Notes" column of your Program Evaluation. These are merely internal codes which correspond to coding on the back-end of your program of study – they should be ignored.*

**Notes**  
\*RA \*IP

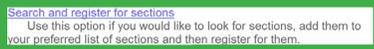


# Building Your "Preferred Sections" List

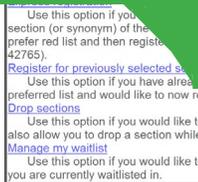
1. To begin, click on **"REGISTER FOR SECTIONS"** under the "Registration" banner on the "Student's Dashboard".



2. On the next screen, click on the first option, **"SEARCH AND REGISTER FOR SECTIONS"**.



**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.



3. This displays the **"SEARCH/REGISTER FOR SECTIONS"** Form. You can search for courses based on any number of criteria, but **TWO ARE REQUIRED: a TERM OR DATE RANGE and at least one OTHER VARIABLE.**

**IMPORTANT!** You can search for up to five subjects and/or courses at the same time!

**OTHER VARIABLES**  
The easiest variables to use are those that correspond to the course section codes used at BCC. For example, for ACA-085-01A, "ACA" is the "Subject", "085" is the "Course Number", and "01A" is the "Section".  
Unless you explicitly know the section number of the course you are searching for, it is not advised that you populate this field.

The following other variables may aid you in your search for courses:

The **"SECTIONS MEETING AFTER"** and **"SECTIONS MEETING BEFORE"** drop downs and **"DAYS OF THE WEEK"** checkboxes allow you to limit your search by meeting day(s) and times.

The **INSTRUCTOR'S LAST NAME** field allows you to search for a particular instructor by last name.

The **LOCATION** field allows you to limit your results to a physical location.

*Note! The more specific your search criteria are, the better your results will be. For example, searching for the "Subject" of "ACA" will yield ACA-085, ACA-115, and ACA-122 courses...*

**ONLINE COURSES** can be searched for with the **"LOCATION"** of "Internet Course".

*...but searching for the "Subject" of "ACA" and the "Course Number" of "085" yields only ACA-085 courses.*

When you have entered your search criteria, click **"SUBMIT"** to start your search.

4. Your search results will display based upon the criteria you entered. To save a course to your "Preferred Sections" List, click the **CHECKBOX** beside the course and then click **"SUBMIT"**.

Select	Term	Status	Section Name and Title
<input checked="" type="checkbox"/>	Fall 2013	Open	ACA-085-01A (17347) Improving Study Skills

*Note! You can select more than one subject and/or course at once!*



4. If you were successful in registering for the course(s) from your “Preferred Sections” List, you will receive an **ON-SCREEN CONFIRMATION**.

The following request(s) have been processed:			
Term	Status	Pass/ Fail/ Audit	Section Name and Title
Fall 2013	Registered for this section		<a href="#">ENG-111-81A (17311) Expository Writing</a>

If you were unsuccessful, you will receive any number of **ERROR MESSAGES** in red, noting what the issue preventing your registration was.

*Important! You are not registered for courses until you receive a registration confirmation such as the one above, free of error messages!*

5. To drop a course (after you have registered), return to the “REGISTER AND DROP SECTIONS” form by clicking on “**REGISTER AND DROP SECTIONS**” under the “Registration” banner on the “Student’s Dashboard”.

Registration	
<a href="#">Search for Sections</a>	<a href="#">Register for Sections</a>
<a href="#">Register and Drop Sections</a>	<a href="#">Register and Drop Continuing Education Classes</a>
<a href="#">Manage My Waitlist</a>	

6. Now, click the **CHECKBOX** beside the course(s) you wish to drop, and click “SUBMIT”.

Current Registrations			
Drop	Term	Pass/ Fail/ Audit	Section Name and Title
<input checked="" type="checkbox"/>	Fall 2013		<a href="#">ENG-111-81A (17311) Expository Writing</a>

7. You will receive an **ON-SCREEN CONFIRMATION** of your drop similar to the one you received one you registered for the course.

The following request(s) have been processed:			
Term	Status	Pass/ Fail/ Audit	Section Name and Title
Fall 2013	Dropped from this section		<a href="#">ENG-111-81A (17311) Expository Writing</a>

*Note! You can only drop courses in WebAdvisor up until the start of classes. Once classes begin, you must complete a paper add/drop form in the Registrar’s Office.*

## Registration Error Messages

If you receive any of the following messages, you have not registered for any of the courses on your “Preferred Sections” List. Some error messages are self-explanatory (e.g. you don’t meet the course pre-requisites), but others will direct you to the proper office on campus to resolve and remove the hold which is on your account.

**Student does not pass the eligibility rules setup for this registration.**

**ADMISSIONS HOLD** - You must contact admissions, usually because you are missing items or a piece of information is incomplete on your application.

You have an **ADMISSIONS HOLD**. Call 910-755-7320.

**ADVISING HOLD** - You must meet with your academic advisor so that he/she can remove your registration hold before you can register. **If you have already met with your advisor, contact them directly, as this means the hold was not removed.**

You must meet with your advisor before registration is permitted.

**BEHAVIORAL HOLD** - You were subject to disciplinary action from the College. You must meet with the Associate VP for Student Services & Enrollment Management before registering.

**CANNOT REGISTER**. You must see the **AVP for Student Services/Enrollment Mgmt.**

**BUSINESS OFFICE HOLD** - You must contact the business office, usually because you are indebted to the institution.

You have a **BUSINESS OFFICE HOLD**. Call 910-755-7318

**CO-REQUISITES - Required** co-requisites must be added to your “Preferred Sections” list to successfully register – this is usually a math or science lab section. **Optional** co-requisites are courses you *may* take in conjunction with another course – this is an “FYI” message.

( ) requires registration in section ( ). ( ) was added to your request.

or

( ) has an optional corequisite of Course ( ).

**CONFLICTS** - Two or more courses overlap with those you are attempting to register for or are already registered for – you can’t be two places at once!

( ) conflicts with ( )

**COURSES OUTSIDE YOUR PROGRAM OF STUDY** - Courses you take must be in your active program(s) of study. Either choose a different course or change your program of study.

**This course is not in your active program(s) of study. See your advisor.**

**FINANCIAL AID HOLD** - You must contact the financial aid office, usually because you are missing documentation or are indebted to the institution.

You have a **FINANCIAL AID HOLD**. Call 910-755-7322.

**INCOMPLETE FILE HOLD** - Your student record is missing one or more items, usually official high school of college transcripts.

**Transcripts or other items are missing from your file. Call 910-755-7320.**

**LIBRARY FINE HOLD** - You owe a library fine which must be paid prior to registering.

You **OWE A LIBRARY FINE**. Call 910-755-7331.

**PARKING FINE HOLD** - You owe a parking fine which must be paid prior to registering.

You **OWE A PARKING FINE**. Call 910-755-7318.

**PRE-REQUISITES** - You have not met the pre-requisite requirements for the course(s). **If you feel this is in error, contact the registrar’s office via your BCC student email.**

Course ( ) prerequisites have not been started.

or

Course ( ) prerequisites are in progress (Partially Complete)

**PROGRAM CHANGE REQUIRED** - Your program of study must be changed in the Registrar’s Office prior to registering.

You must change your Program before registering in the Registrar’s Office.

**READMISSION HOLD** - You must reapply for admission prior to registering.

You must apply for readmission before registering for classes.

**REGISTRAR’S OFFICE HOLD** - You must contact the registrar’s office before registering, usually because something in your student record needs to be updated.

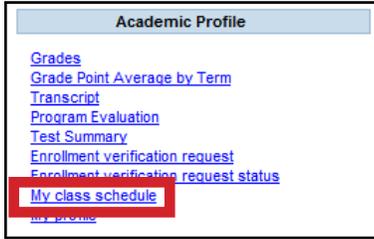
You have a **REGISTRAR’S OFFICE HOLD**. Call 910-755-7320.

**REGISTRATION IS NOT OPEN** - Registration is simply not open.

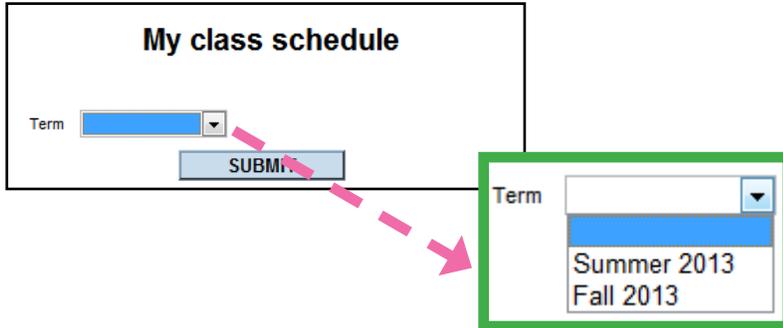
You can’t place ( ) on the schedule at this time.

# Viewing Your Course Schedule

1. To begin, click on **"MY CLASS SCHEDULE"** under the "Academic Profile" banner on the "Student's Dashboard".



2. Use the **TERM DROP DOWN** to select the correct term on the "My Class Schedule" page. Then, click **"SUBMIT"**.



3. Your **SCHEDULE** for the semester you selected will display.

Schedule							
0388867 Darcy Dolphin							
Term							
Fall 2013							
Total Registered Credits 7.00							
Course Name and Title	Status	Meeting Information	Creds	CEUs	Pass Aud	Start Date	
<a href="#">MAT-140A-91F (7693) Survey of Mathematics Lab</a>	New	09/17/2013-12/16/2013 Lab/Shop Hours Tuesday, Thursday 03:30PM - 04:20PM, B - SHE Bldg, Room 207 09/17/2013-12/16/2013 Lab/Shop Hours Days to be Announced, Times to be AnnouncedHybrid, Room BRD	1.00			09/17/13	
<a href="#">MAT-140-91F (7695) Survey of Mathematics</a>	New	09/17/2013-12/16/2013 Classroom Hours Tuesday, Thursday 02:00PM - 03:20PM, B - SHE Bldg, Room 207 09/17/2013-12/16/2013 Classroom Hours Days to be Announced, Times to be AnnouncedHybrid, Room BRD	3.00			09/17/13	
<a href="#">PSY-150-91C (7483) General Psychology</a>	New	10/15/2013-12/16/2013 Classroom Hours Days to be Announced, Times to be AnnouncedOnline, Room LINE	3.00			10/15/13	

**Note!** The course names and titles are hyperlinked. Clicking on this link will launch a **POP-UP WINDOW** with detailed section information such as a description of the course, co- and pre-requisites, and instructor contact information.

Section Information									
Title Survey of Mathematics Lab									
Course Section Number MAT-140A-91F									
Description This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively.									
Credits 1.00 CEUs									
Start Date 17 September 2013 End Date 16 December 2013									
Academic Level CU - Curriculum									
Meeting Information				Faculty name	Phone	Extension	E-mail address	Instructional Method	
09/17/2013-12/16/2013 Lab/Shop Hours Tuesday, Thursday 03:30PM - 04:20PM, B - SHE Bldg, Room 207 09/17/2013-12/16/2013 Lab/Shop Hours Days to be Announced, Times to be AnnouncedHybrid, Room BRD				No information Available					
Prerequisites									
Take MAT-070 MAT-060;									
Take MAT-080 MAT-060;									
Take MAT-090 MAT-060;									
Take MAT-095;									
Take MAT-120(S20803);									
Take MAT-121(S20904);									
Take MAT-161(S20916);									
Take MAT-171(S20907);									
Take MAT-175;									
Take ENG-085 DMA-050;									
Take RED-080 ENG-080 DMA-050;									
Supplies									
None									
Title	Author	Publisher	Copyright	ISBN	Price	Req.	Comments		
To Be Determined									