

## Web Advisor: Class Registration

Web Advisor is a helpful tool for both students and faculty. Within Web Advisor, you can access your grades, view your financial aid status, view your class schedule, and you can register for classes. To do any of these, you must first login to your account.

Locate the “Web Advisor” link either on the top right of the BHSU homepage naval, or from the “Quick Link” drop box on the left side of the BHSU homepage.

The screenshot shows the Black Hills State University homepage. At the top right, there are links for "Email", "Desire2Learn", and "Web Advisor". A search bar is also present. The main navigation bar includes "Home", "About BHSU", "Academics", "Admissions", "Research", "Student Life", "Athletics", and "A-Z Site Index". A large banner for "Preview Day November 8" features a group of students. On the right, there are sections for "Explore" (Majors, Student Life, Residence Life, Clubs & Orgs), "Visit" (Schedule a campus visit, Maps), and "Apply" (Undergraduate, Graduate, International). A "Live Chat" window is open on the left, and a "Quick Link" dropdown menu is visible, with "BHSU E-mail" selected. A "Campus Events" section lists an event on Oct. 29. A "In the Spotlight..." section highlights a presentation by Dr. Ahmad.

Annotations on the screenshot include:

- A red circle around the "Web Advisor" link in the top right corner.
- A red circle around the "Quick Link" dropdown menu on the left side.
- A red circle around the "BHSU E-mail" option in the Quick Link menu.
- A grey arrow pointing from the "Web Advisor" link to the "WebAdvisor" text in the annotation.
- A grey arrow pointing from the "Quick Link" menu to the "Quick Link" text in the annotation.

From there, click the “Students” link to go to the students menu.

If you are new to Web Advisor, click the “I’m New to Web Advisor” link to receive a password and username.

The screenshot shows the Black Hills State University Web Advisor homepage. At the top left is the university logo. The top navigation bar includes links for LOG IN, MAIN MENU, and CONTACT US. A red circle highlights the "I'm New to WebAdvisor" link in the top right. A grey arrow labeled "New Users" points to this link. Below the navigation bar is a "Campus Alert" section with a "REGISTER NOW" link and text about registration dates. The main content area includes a "Welcome Guest!" message, a "Log in to WebAdvisor" prompt, and a "Students Link" menu with options for Prospective Students, Students, and Faculty. A red circle highlights the "Students" link, with a grey arrow labeled "Students Link" pointing to it. A "Notice: WebAdvisor Maintenance Schedule" is also present. The bottom navigation bar includes "I'm New to WebAdvisor" and "What's My Password?" links, along with LOG IN, MAIN MENU, and CONTACT US. The footer features the slogan "~ transforming lives ~".

The “Registration” function on Web Advisor makes it easy for students to register for classes from any computer that has Internet access. Notice the many options given under the “Registration” column.

You can check the date in which you will be able to register, and you can register and drop classes as necessary.

The following links may display confidential information.

Spring 2009 priority registration for current students begins November 3 and ends on November 21st.  
Spring 2009 classes begin January 14, 2009 and registration will continue through January 23, 2009.

Students must pay their tuition bills online through SDePay/View Accounts. Paper bills will NOT be sent.

Log in and then click on [Registration](#) or [Registration Confirmation](#)

**User Account**

- I'm New to WebAdvisor
- What's my User ID?
- What's my password
- Change Password

**Financial Information**

- SDePay/View Account
- Direct Deposit Refunds

**Financial Aid**

- Financial aid status by year
- Financial aid status by term
- Financial Aid Authorization

**Communication**

- My Documents

**Registration**

- Search for Sections
- Registration Time Inquiry
- Register for Sections
- Register and Drop Section
- Manage My Waitlist
- My Restrictions

**Academic Profile**

- Grades
- Grade Point Average by Term
- Unofficial Transcript/Course History
- Program Evaluation
- Test Summary
- Transcript Request Status
- Enrollment Verification Request
- My profile
- My class schedule

If you want to find out your registration time, click the "Registration Time Inquiry" link, and then enter the semester you want to register for and click "Submit." This will show you the exact date and time in

which you can register.

The screenshot displays the Black Hills State University website interface. At the top left is the university logo. A navigation bar contains links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'. Below this, a green banner reads 'CURRENT STUDENTS' and 'Welcome Kevin!'. The main content area is titled 'Registration Time Inquiry' and contains a form with the following fields:

Student's Name:	Kevin Mcallister, N
Selected Term:	2009SP - 2009 Spring
Start Date:	11/11/08
Start Time:	07:00AM Central Time

A red circle highlights these four fields, and a grey arrow points from the text 'Displayed Registration Time' to the circle. Below the form is a green 'SUBMIT' button. The bottom navigation bar is identical to the top one, and the footer features the slogan '~ transforming lives ~'.

You can register for classes in multiple ways. Click on the "Register for Sections" link found in the "Registration" column.

This can also be found in the “Search for Sections” link. This is the main page for registering classes.

The following links may display confidential information.

Spring 2009 priority registration for current students begins November 3 and ends on November 21st.  
Spring 2009 classes begin January 14, 2009 and registration will continue through January 23, 2009.

Students must access their tuition bills online through SDePay/View Accounts. Paper bills will NOT be sent.

Log in to view the 2008 Fall Registration Confirmation

User Account	Registration
<a href="#">I'm New to WebAdvisor</a> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a>	<a href="#">Search for Sections</a> <a href="#">Registration Time Inquiry</a> <a href="#">Register for Sections</a> <a href="#">Register and Drop Sections</a> <a href="#">Manage My Waitlist</a> <a href="#">My Restrictions</a>
Financial Information	Academic Profile
<a href="#">SDePay/View Account</a> <a href="#">Direct Deposit Refunds</a>	<a href="#">Grades</a> <a href="#">Grade Point Average by Term</a> <a href="#">Unofficial Transcript/Course History</a> <a href="#">Program Evaluation</a> <a href="#">Test Summary</a> <a href="#">Transcript Request Status</a> <a href="#">Enrollment Verification Request</a> <a href="#">My profile</a> <a href="#">My class schedule</a>
Financial Aid	
<a href="#">Financial aid status by year</a> <a href="#">Financial aid status by term</a> <a href="#">Financial Aid Authorization</a>	
Communication	
<a href="#">My Documents</a>	

You must enter the Term, and the University or Location in order to be able to search for classes, although you do have the option to leave the Location field blank if the University field is filled in. The same applies for the Academic Level field—filling it in just refines your search, thus giving you a more

accurate selection.

### Search/Register for Sections

Three fields are required for a valid search. The Term , plus University or Location , are required. The third field can be anything not already selected.

---

Term

---

Starting On/After Date

---

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

Sections Meeting After  Ending Before

---

Mon  Tue  Wed  Fri  Sat

---

Course Title Keyword(s)

University  Location

Academic Level  Instructor's Last Name

If you know the course number(s), you can enter them in the text boxes provided.

If you're unsure of the course number, leave the spaces blank, and instead enter the information in the other columns.

### Search/Register for Sections

Three fields are required for a valid search. The Term, plus University or Location, are required. The Title can be anything not already selected.

Term

Starting On/After Date  Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

University  Location

Academic Level  Instructor's Last Name

The diagram shows a search form titled "Search/Register for Sections". It includes a "Term" dropdown, "Starting On/After Date" and "Ending By Date" fields, and a table with four columns: "Subject", "Course Level", "Course Number", and "Section". Each column has five rows of dropdown menus. Below the table are "Sections Meeting After" and "Sections Ending Before" dropdowns, a row of checkboxes for days of the week (Mon-Sun), a "Course Title Keyword(s)" text field, and "University", "Location", "Academic Level", and "Instructor's Last Name" fields. Four grey callout boxes with arrows point to the "Subject", "Course Level", "Course Number", and "Section" columns. Red circles highlight the dropdown menus in each of these columns.

The "Subject" column has multiple drop boxes that allow you to search for the department that you want to register within.

For example, if you want to register for a speech class, scroll down until you find the SPCM – Speech Communication subject, and click it.

The screenshot shows a registration interface. On the left, a dropdown menu is open, listing various subjects. The subject 'SPCM - Speech Communication' is highlighted in blue. A large grey arrow points from the text 'Subject Drop Box' to this highlighted option. The main form area is titled '/Register for Sections' and contains several input fields and a table.

plus University or Location , are required. The third field can be

ing By Date

	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sun

Course Title Keyword(s)

University  Location

Academic Level  Instructor's Last Name

You can also type in the drop box, the first letter of the subject to quickly locate the one you're looking for.

Once you have all the subjects you need, go over to the "Course Level" column to select the academic level for the applicable course. You have numerous options to choose from within this drop box, but

choose the one that pertains to your academic level.

### Search/Register for Sections

Three fields are required for a valid search. The Term, plus University or Location, are required. The third field can be anything not already selected.

---

Ending By Date

---

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After  Sections

Mon  Tue  Wed  Thu  Fri  Sat  Sun

---

Course Title Keyword(s)

University  Location

Academic Level  Instructor's Last Name

**Course Level Drop Box**

- 001 - Remedial
- 100 - Freshman
- 200 - Sophomore
- 300 - Junior
- 400 - Senior
- 500 - Entry Level Graduate
- 600 - Graduate/Undergrad Excep
- 700 - Graduate/Graduate only
- 800 - Doctoral/Post-doctoral
- 500A - SDSU Ugrad prior to F96

From the “Results” page, you can view course listings and their availabilities.

Select	Term	Status	Section Name and Title	Univ/Loc	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	2009 Spring	Open	SPCM-101-8001 (23020) Fundamentals of Speech	Black Hills State University - Spearfish Main Campus	01/14/2009-05/08/2009 Discussion/Recitation Monday, Wednesday, Friday 09:00AM - 09:50AM, Jonas Academic/Skywalk, Room 306			
<input type="checkbox"/>	2009 Spring	Open	SPCM-101-8002 (23021) Fundamentals of Speech	Black Hills State University - Spearfish Main Campus	01/14/2009-05/08/2009 Discussion/Recitation Monday, Wednesday, Friday 09:00AM - 09:50AM, Senior Hall, Room 104	P. Wegner	27 / 27 / 0	3.00
<input checked="" type="checkbox"/>	2009 Spring	Open	SPCM-101-8003 (23028) Fundamentals of Speech	Black Hills State University - Spearfish Main Campus	01/14/2009-05/08/2009 Discussion/Recitation Monday, Wednesday, Friday 01:00PM - 01:50PM, Jonas Academic/Skywalk, Room 306	R. Clark	27 / 27 / 0	3.00
<input type="checkbox"/>	2009 Spring	Open	SPCM-101-8004 (23029) Fundamentals of Speech	Black Hills State University - Spearfish Main Campus	01/14/2009-05/08/2009 Discussion/Recitation Monday, Wednesday, Friday 12:00PM - 12:50PM, Jonas Academic/Skywalk, Room 104	Steckline	27 / 27 / 0	3.00
<input type="checkbox"/>	2009 Spring	Closed	SPCM-101-8005 (23030) Fundamentals of Speech	Black Hills State University - Spearfish Main Campus	01/14/2009-05/08/2009 Discussion/Recitation Monday, Wednesday, Friday 11:00AM - 11:50AM, Young Center, Room 214	S. Pagel	0 / 0 / 0	3.00

Verify the Meeting Info.

Available Slots for this Course

Check Boxes Next to Desired Courses

When you’ve found a course that fits your criteria, check the box next to it, and move down the list. The courses are broken up within the list and sorted by subject, so if you find that the course you are looking for is not on the list, then it’s probably because the course level you entered was incorrect. If that’s the case, simply go back and reenter the course level and submit the page again.

It is important too, to check the “Meeting Information” column on this screen to make sure that all of your selected classes are on the BHSU campus, or if it’s an internet course, that it’s specified as being on the internet.

Once you have everything you need to fulfill your semester schedule, go over your selected courses and make sure that none of them overlap. Web Advisor will not allow you to continue if the class times conflict with one another.

Select the action that you want to perform with each class you've selected by changing the drop box in the upper left of each class to either "Register" or "Remove from List."

When you've selected the courses you need, click the "Submit" link at the bottom of the page. This will bring up a confirmation page in which you can more easily review your semester schedule.

You cannot select the "Waiting List" option, as it is not offered at BHSU. It's important to check the term that you're about to register for as well.

Once you have submitted your schedule, you can view it as a finished product at the Web Advisor Main Menu page, inside of the "My Class Schedule" link.

The following links may display confidential information.

Spring 2009 priority registration for current students begins November 3 and ends on November 21st.  
Spring 2009 classes begin January 14, 2009 and registration will continue through January 23, 2009.

Students must access their tuition bills online through SDePay/View Accounts. Paper bills will NOT be sent.

Log in and then click here for the 2008 Fall Registration Confirmation

User Account	Registration
<a href="#">I'm New to WebAdvisor</a> <a href="#">What's my User ID?</a> <a href="#">What's my password</a> <a href="#">Change Password</a>	<a href="#">Search for Sections</a> <a href="#">Registration Time Inquiry</a> <a href="#">Register for Sections</a> <a href="#">Register and Drop Sections</a> <a href="#">Manage My Waitlist</a> <a href="#">My Restrictions</a>
Financial Information	Academic Profile
<a href="#">My Account</a> <a href="#">Funds</a>	<a href="#">Grades</a> <a href="#">Grade Point Average by Term</a> <a href="#">Unofficial Transcript/Course History</a> <a href="#">Program Evaluation</a> <a href="#">Test Summary</a> <a href="#">Transcript Request Status</a> <a href="#">Enrollment Verification Request</a>
Communication	<a href="#">My profile</a> <a href="#">My class schedule</a>
<a href="#">My Documents</a>	

**Check your Schedule**

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

*~ transforming lives ~*

If you have followed these steps, you should be able to successfully register for your classes via Web Advisor.