

## WEBADVISOR REGISTRATION INSTRUCTIONS

- At your assigned registration day and time, access the BHSU homepage [www.bhsu.edu](http://www.bhsu.edu) and click:
  1. WebAdvisor
  2. Log In
  3. Enter your WebAdvisor ID and Password
  4. Students
  5. Register for Sections
  6. Search and Register for Sections

**NOTE:** Three unsuccessful login attempts will lock your record for 15 minutes. To avoid a lock, use the “What’s My User ID and Reset My Password” links after the 2nd unsuccessful attempt to login.

- With the help of your “Registration Guide” or program Status Sheet and advisor, select classes. **Keep in mind that an average of 15 credits each semester is required to complete a bachelor’s degree in 4 years.**
  - Search & Register for Sections – Search online for the sections you wish to register. From the “Student’s Menu” menu, choose “**Search and Register for Sections.**” And, then, “Search and Register” again. Enter the following data:
    - Term (Choose 2015SP or 2015SU)
    - Subject (Example, ENGL)
    - Course Number (Example, 101)
    - Location (Choose Internet, RCUC, or SHMC)
    - Submit
    - Sections meeting your criteria will appear on a list.
    - Check the box next to the sections you are considering.

**NOTE:** Other fields can be used to narrow your search, but, using additional fields will slow the processing time or create an error.

- After selecting specific sections that meet your needs, click SUBMIT. This will create a preferred sections list with the courses you selected.
- Choose “**RG-Register**” for the sections you wish to register and click submit.
- The next screen will confirm your registered classes and/or any reasons you could not be registered, if applicable.
- Write your classes on your **Class Planning Schedule** to keep track of the time slots that are filled.
- To **search for additional classes**, click “Student’s Menu” and start the process again beginning with “Register for Sections.” You can search for up to five classes at a time.
- **To drop a class**, go to Student’s Menu, Drop Sections, check the box next to the course you wish to drop, and click submit.
- **To print your schedule:**
  1. Menu
  2. My Class Schedule
  3. Choose the term “2015SP”
  4. Submit
  5. Click the Printer icon button
- **Log Out**

## OTHER USEFUL WEBADVISOR LINKS

What’s My User Name and Reset My Password?  
Retrieve your WebAdvisor/D2L User Name and password. **Found at the bottom of the initial WebAdvisor start-up page.**

### SDePay

Preview and pay your bill online. **Account information will be available on WebAdvisor beginning the second week of December.** You will not receive a paper bill.

### Registration Time Inquiry

Check the date and time of your registration eligibility. Times listed are Central.

### My Restrictions

Check for holds that will prevent you from registering.

### Grades

Check your end-of-term grades each semester.

### Course Listing

Review a list of the classes you have completed.

### Program Evaluation

Run a degree audit and evaluate your progress.

**Confirm your spring 2015 registration** by going to WebAdvisor and clicking on the *Attendance Confirmation* link.

## COURSE NUMBERING SYSTEM

Example: ENGL (subject) 101 (course #) B001 (section #)

### **Course Numbers**

Below 100 – Remedial

100 – Freshman

200 – Sophomore

300 – Junior

400 – Senior

500 and above – Graduate (post-baccalaureate)

### **Section Numbers**

BHSU sections start with a B (example, B001).

Section designations are as follows:

- H – Honors Course
- L – Lab
- 2xx – Taught in Rapid City
- 3xx – Remedial Classes
- 5xx – DDN
- 6xx – Internet