

Student Planning | Course enrolment redefined

WebAdvisor & Student Planning Guide

Dropping Courses and Changing Sections

Undergraduate, **diploma and graduate students** can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.



GUELPH-HUMBER

Overview

Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

Dropping Courses and Changing Sections

This document will cover how to drop a course or change sections using Student Planning.

6.1 Using your web browser, go to *WebAdvisor* at <u>https://www.uoguelph.ca/webadvisor</u> and click the *"Access WebAdvisor"* button.

Have a question? Ask Gryph!	Ask your question here. Use two or more words!	Ask	

- 6.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.
- 6.3 Expand the menu on the left-hand side and select "*Academics*". Under *Student Planning*, click on "*Plan, Schedule, Register & Drop*".



6.4 The *"Plan, Schedule, Register & Drop"* page will load the current plan and courses registered for the current semester. If the course you wish to remove is in the upcoming term, please use the navigation arrows to navigate to the desired term.

For this example, we wish to drop a course from the Fall 2021 semester. We will use the navigation arrows to navigate to this term.

Schedule Timeline									
Fall 2021 +		C.					R	egister Now	
Filter Sections			- Print				Planned: 0.50 Cre	dits Enrolled: 2 Credits	Waitlisted: 0 Cre
BIOL-1070-0103: Discovering Biodiversity	×	*	Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Planned		Sar	n						
Credity 0.50 Credity		9ar	n						
Grading: Graded		102	P	BIOL-1070-0103 LEC ×	GEOG-2460-01021EC	BIOL-1070-0103 LEC ×	CEOC-2460-0102 LEC		
Instructor:		100							
9/9/2021 to 12/17/2021		11a	n]			
Seats Available: Onlimited		120	n	-				GEOG-1200-0104 LAB	
 Meeting information 									
Register		1pt	n	BIOL-1020-0103 SEM ~~					
and Manu other spetions		2pi	n						
View other sections						-			
		Зрі	n	GEOG-1350-01 LEC	GEOG-2460-0102 LAB	GEOG-1350-01 LEC		GE0G-1350-01 LEC	
GEOG*1200-0104: Society and Space		4pr	n						
. Registered but not started		50	n						
Credits: 0.50 Credits		6pi	n						

Dropping a Course

6.7 Once you have navigated to the desired semester, you will see all the courses you have planned or are registered in.

S Fall 2021 +						Register Now					
	🔒 Print					Planned: 0.50 Cred	dits Enrolled: 2 Credits	Waitlisted: 0 Credi			
BIOL-1070-0103: Discovering Blodiversity X		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
✓ Planned	8am										
	9am		1								
Credits: 0.50 Credits Grading: Graded			BIOL-1070-0103 LEC ×		BIOL-1070-0103 LEC ×						
Instructor	10am			GEOG-2460-0102 LEC		GEOG-2460-0102 LEC					
Instructo(9/9/2021 to 12/17/2021	11am										
Seats Available: Unlimited							GEOG-1200-0104 LAB				
✓ Meeting Information	12pm										
Register	1pm										
	-		BIOL-1070-0103 SEM ×								
View other sections	2pm										
	3nm				-						
	opin		GEOG-1350-01 LEC	GEOG-2460-0102 LAB	GEOG-1350-01 LEC		GEOG-1350-01 LEC				
GEOG*1200-0104: Society and Space	4pm										
✓ Registered, but not started	5pm										
Credits: 0.50 Credits	6pm										
Grading: Graded					-						
9/9/2021 to 12/17/2021	/pm										
V Meeting Information	8pm										
Drop	_		2								
	Sections v	vith no meet	ing time								
View other sections											

6.8 To drop a course, simply find the course you wish to drop in the left-hand panel and click the **"Drop"** button.

		GEOG-1350-01 LEC
GEOG*1200-0104: Society and Space	4pm	
✓ Registered, but not started	5pm	
Credits: 0.50 Credits Grading: Graded Instructor: 9/9/2021 to 12/17/2021	6pm pm	
V Meeting Information	Spm	
Drop In	Sections with no m	leeting time
View other sections	🗸 GEOG*3020 Global En	vironmental Change Section DE01 Facu

6.9 The *"Register and Drop Sections"* window will open. You can also select other courses you wish to drop or add/register. Use the *checkbox* to select which courses to drop or add. Click the *"Update"* button to finalize the action.

	Print		Planned: 0.50 Cre	dits Enrolled: 2
scovering Biodiversity	Register and Drop Sections		Thu	Fri
s	Servet sections to drop: ECG*1200-0104 (0.50 Credits)		× <u>GEOG-2460-0102 LEC</u>	
2021 limited	CEOG*1350-01 (0.50 Credits)			GEOG-1200-0104
Register	G GG*2460-0102 (0.50 Credits)			
ons	G G GG*3020-DE01 (0.50 Credits) Select sections to add:		/	
Society and Space				<u>GEOC-1330-011</u>
not started	Cancel	Update		
s	6pm			* * ******

6.10 Always double-check that you have dropped your course successfully. The course should now say "Planned" instead of "Registered" in your term plan. To remove the course altogether from your plan, click on the "X" towards the top right of the course.





Changing Sections

6.13 *Please note that you can only change sections during the course enrolment period*. Before you can change the section of your course, you must first add the new section to your term plan. If you do not already have this added to your plan, navigate to the course. Click on the **"View other sections"** drop down and click on the course section you wish to add.

Aeeting Information	^	Sun	Mor	n	Tue	Wed	Thu	Fri	Sat
D D	9am								
/iew other sections	10am				GEOG- GEOG- GEOG- GEOG- 2460- 2460: 2460: 2460:		GEOG-GEOG-GEOG-GEOG- 2460-2460-2460-2460-2460-		
	11am				0102 0101 0103 0104		0102 0101 0103 0104 0		
	12pm								
DG-2460-0101 Analysis in Geography its Available: Unlimited tructor:									
es: 9/9/2021 - 12/17/2021	2pm					GEOG-2460-			
adon. ddeiph 160 (EEC) he: M 3:30 PM - 5:20 PM	3pm					0104 LAB			
tes: 9/9/2021 - 12/17/2021			GEOG-2460-	GEOG-1350-	GEOG-2460-0102 LAB	GEOG-1350-		GEOG-1350-01 LEC	
ation: Guelph TBD (LAB)	4pm		0101 LAB	01 LEC		01.LEC	L		
JG-2460-0103 Analysis in Geography ts Available: Unlimited	Spm								
ructor; e: TTh 10:00 AM - 11:20 AM	6pm								
e:	7pm								
es: 9/9/2021 - 12/17/2021 ation: Guelph TBD (LAB)	8pm						•		
OG-2460-0104 Analysis in Geography	9pm								

GEOG-2460-0103 Analysi	is in Geography —
Fall 2021	
Meeting Information	T, Th 10:00 AM 11:20 AM 9/9/2021 - 12/17/2021 Guelph, TBD (LEC) W 8:30 AM 10:30 AM 9/9/2021 - 12/17/2021 Guelph, TBD (LAB)
Dates	9/9/2021 - 12/17/2021
Seats Available	Unlimited
Credits	0.5
Grading	Graded
Requisites	△ 0.50 credits at the 1000 level in Geography - Must be completed prior to taking this course.
Course Description	The application of modern techniques to geographic study. The interpretation of geographic phenomena by objective methods. Major honours students in Geography must complete this course by the end of semester 4.
Books Total	Department of Geography, Environment and Geomatics

6.14 Once the desired section is added, the steps for changing your section is very similar to dropping a course. First find the course section for which you are currently registered. Once you have found the course, click the *"Drop"* button.

< >> Fall 2021 +							Register Now						
▼ Filter Sections	Pr	int					Planned	0.50 Credits	Enrolled: 1.50 Credits	Waitlisted: 0 Cred			
GEOG*2460-0102: Analysis in Geography	*	Sun	Mon	Т	ue	Wed	т	nu	Fri	Sat			
✓ Registered, but not started	7am												
Credits: 0.50 Credits Grading: Graded Instructor:	8am 9ar		· · ·			<u>GEOG-2460-0103 LAB</u> ×			· · · · · · · · · · · · · · · · · · ·				
9/9/2021 to 12/17/2021 V Meeting Information	10am			GEOG-2460- 0102 LEC	GEOG: × 2460-0103		GEOG-2460: 0102 LEC	GEOG: × 2460-0103					
View other sections	11am 12pm 1pm				<u>uc</u>								
GEOG-2460-0103: Analysis in Geography X	2pm												
✓ Planned	Зрт		GEOG-1350-01 LEC	GEOG-246	0-0102 LAB	GE0G-1350-01 LEC			GEOG-1350-01 LEC				
Credits: 0.50 Credits Grading: Graded Instructor:	4pm 5pm]						
Seats Available: Unlimited	6pm												
Conflicting section with GEOG-2460-0102	7pm												
Register	Sections	with no mee	ting time	11 Faculty									

6.15 This will open the *"Register and Drop Sections"* window. Select the course section you wish to drop. Select the replacement course section. Once this is complete, click the *"Update"* button to finalize the action and change your section.

IMPORTANT NOTE: if there is a registration issue with the course section you're trying to add (e.g., no seats available), you will not be successfully registered in it **BUT** your current course section will still be dropped.

7am		
8am		
Register and Drop Sections		100 × 901
You have elected to drop: GEOG	*2460-0102 (0.50 Credits)	
Select sections to drop:		
GEOG*1350-01 (0.50 Credits)		
GEOG*2460-0102 (0.50 Credits)		
GEOG*3020-DE01 (0.50 Credits)		
Select sections to add:		
GEOG-2460-0103 (0.50 Credits)		
Cancel	Update	
7pm		

6.16 You're now registered in the new section.

rall 2U21 +	Register Now							
↓ Filter Sections	🔒 Print	t				Planned: 0 Credits	Enrolled: 1.50 Credits	Waitlisted: 0 Credit
GEOG*1350-01: Earth: Hazards & Global Change		Sun	Mon	Tue	Wed	Thu	Fri	Sat
✓ Registered, but not started	7am							
Credits: 0.50 Credits	8am				GEOG-2460-0103 LAB			
Srading: Graded nstructor:	9am							
√9/2021 to 12/17/2021 ✓ Meeting Information	10am			GEOG-2460-0103 LEC		GEOG-2460-0103 LEC		
Drop	11am							
	12pm							
 View other sections 	1pm							
	2pm							
EUG-2460-0103: Anarysis in Geography	3pm							
Registered, but not started			GE0G-1350-01 LEC		GEOG-1350-01 LEC		GEOG-1350-01 LEC	
Tredits: 0.50 Credits Srading: Graded	4pm							
nstructor 3/9/2021 to 12/17/2021	5pm							
 Meeting Information 	6pm	·						
Drop	7pm							
 View other sections 	Sections	with no meeting	n time					
		marno meenig	game					

Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- <u>Student Planning website for Guelph and Ridgetown students</u>
- <u>Student Planning website for Guelph-Humber students</u>