



Student Planning | Course enrolment *redefined*

WebAdvisor & Student Planning Guide

Registering for Courses

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.



UNIVERSITY OF
GUELPH

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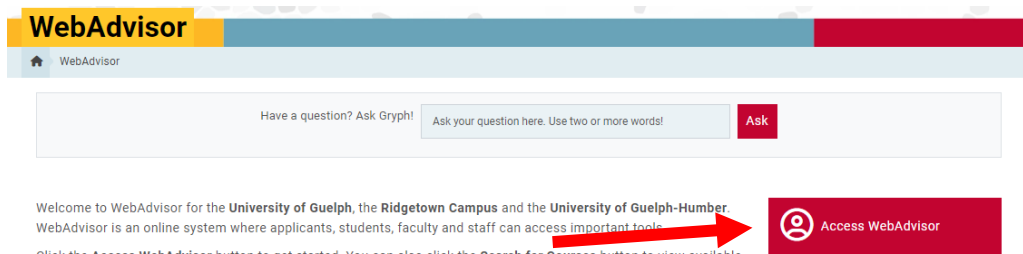
Overview

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.

Registering for Courses

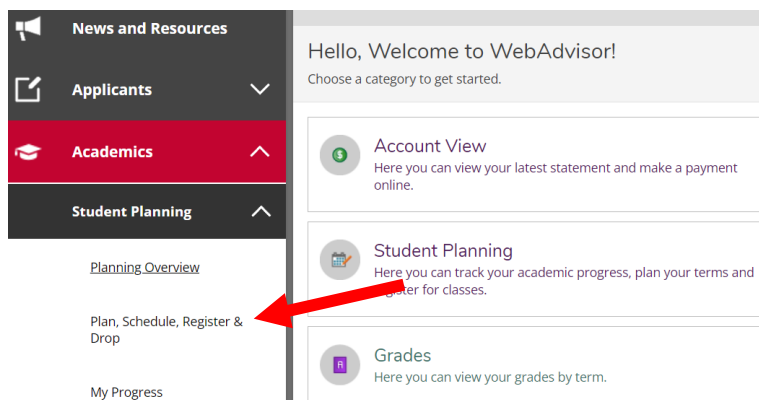
This document will cover how to register for courses using Student Planning. For information about **when** you can register for courses, visit your campus's course selection webpage.

- 5.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “**Access WebAdvisor**” button.



- 5.2 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.

- 5.3 Expand the menu on the left-hand side and select “**Academics**”. Under **Student Planning**, click on “**Plan, Schedule, Register & Drop**”.



5.4 The “Plan, Schedule, Register & Drop” page will load the current plan and course registration of the current semester. To view and register another term, please use the navigation arrows to navigate to the desired term. *For this example, we wish to register for courses for the Fall 2021 semester.*

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline

Fall 2021

Remove Planned Courses Register Now

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

BIOL-1070: Discovering Biodiversity

View other sections

CHEM-1050-0103: General Chemistry II

Planned

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

Meeting Information

Register

View other sections

GEOG-3020-DEMY: Global Environmental Change

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			PSYC-1000-DE01 EXAM		CHEM-1050-0103 EXAM		
10am							
11am							
12pm							
1pm							
2pm							
3pm		MGMT-1000-0101 LEC		MGMT-1000-0101 LEC			
4pm							
5pm							

5.5 To register for a course, a course or section must have already been added to the term plan. If this has not already been done, you can use the convenient search option towards the top right.

Academics · Student Planning · Plan & Schedule

Plan your Degree and Schedule your courses

Search for courses...

Schedule Timeline

Fall 2021

Remove Planned Courses Register Now

Planned: 3 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

BIOL-1070: Discovering Biodiversity

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							

Once the course has been added to your term plan, you must select a section and then register for the course. There are two ways to register: (1) Register by an individual course at a time, or (2) Register for all courses at once.

Single Course Registration and Adding a Section

5.6 First, we will look at how to register for a single course. To do this, you must find the individual course section that fits in your schedule. All course sections of a planned course will show as **yellow** in the timetable; this includes their lecture, lab and seminar times.

The screenshot shows the WebAdvisor registration interface. At the top, there are navigation buttons for previous/next semester, a dropdown for 'Fall 2021', and buttons for 'Remove Planned Courses' and 'Register Now'. Below these are 'Filter Sections' and 'Print' buttons. The left panel displays a list of courses. The first course, 'BIOL-1070: Discovering Biodiversity', is highlighted with a red box. Below it, the 'View other sections' link is visible. The second course, 'CHEM-1050-0103: General Chemistry II', is also shown with its details (Credits: 0.50, Grading: Graded, Instructor, Dates, Seats Available) and a 'Register' button. The right panel is a timetable grid showing days of the week (Sun-Sat) and times (7am-5pm). Various course sections are plotted as colored blocks: yellow for planned courses (e.g., PSYC-1000-DEB1 EXAM, CHEM-1050-0103 EXAM, NIGHT-1000-0101 LEC, NIGHT-1000-0101 SEM) and blue for final exams (e.g., PSYC-1000-DEB1 EXAM, CHEM-1050-0103 EXAM).

5.7 In the panel on the left, you can view details about the available sections, such as number of seats available, times, location, instructor, etc. by clicking and expanding the **"View other sections"** on the course of interest.

This screenshot shows the 'View other sections' panel expanded for the course 'BIOL-1070: Discovering Biodiversity'. A red arrow points to the 'View other sections' link. The expanded panel shows a list of sections with details for each, including 'BIOL-1070-0101 Discovering Biodiversity' (Seats Available: Unlimited, Instructor: TBD, Time: MW 9:30 AM - 10:20 AM, Dates: 9/9/2021 - 12/17/2021, Location: Guelph TBD (LEC)), 'BIOL-1070-0102 Discovering Biodiversity' (Seats Available: Unlimited, Instructor: TBD, Time: M 10:30 AM - 11:20 AM, Dates: 9/9/2021 - 12/17/2021, Location: Guelph TBD (SEM)), and 'BIOL-1070-0103 Discovering Biodiversity' (Seats Available: Unlimited, Instructor: TBD, Time: M 11:30 AM - 12:20 PM, Dates: 9/9/2021 - 12/17/2021, Location: Guelph TBD (SEM)). The timetable on the right shows the same course sections plotted as yellow blocks, with the specific section being viewed highlighted in bold.

Note that hovering over a specific section will make that section bold in the timetable on the right. The timetable is useful for determining whether multiple courses are scheduled for the same time. If the lecture, lab or seminar of a course section overlaps with another course, both courses will show as **red** in the timetable. You will also receive a warning message if you try to register for overlapping courses.

If you are a Guelph-campus student and you are making changes to your course registrations after the final exam schedule has been posted on WebAdvisor, you also need to make sure there is not a direct final exam conflict. The final exam schedule is usually posted about a month before the semester begins. Final exams will show on the timetable in blue. Please keep in mind that the timetable represents a single week, and your final exams may be spread over multiple weeks. You may see overlap of exams that are actually taking place on separate weeks. To ensure that there is not an exam conflict, click on the **"Print"** button above the timetable for full exam details for your registered courses in a list format. **Guelph-Humber students** can find final exam information on the [Guelph-Humber Exams and Grades webpage](#).

5.8 To add a desired section to your timetable, click on the section. This will open the **“Section Details,”** and you may add the section by clicking the **“Add Section”** button towards the bottom right.

The screenshot shows the 'Section Details' modal for the course BIOL-1070-0103 Discovering Biodiversity. The modal includes fields for Instructors, Meeting Information (M, W 9:30 AM - 10:20 AM), Dates (9/9/2021 - 12/17/2021), Seats Available (Unlimited), Credits (0.5), Grading (Graded), Requisites (None), and a Course Description. At the bottom right, there is a blue 'Add Section' button, which is pointed to by a red arrow.

The timetable to the right will be updated, and the status of adding the section will be displayed from the notifications. If there are any errors or issues with adding the course section, it will be displayed here.

This screenshot shows the top part of the course planning interface. A notification banner at the top right states: 'BIOL-1070-0103 has been planned on the schedule.' Below this, a message says: 'BIOL-1070 is already enrolled in this term.' A red arrow points from the 'Add Section' button in the previous screenshot to the notification banner.

5.9 Now that the desired section has been added to the term plan, you can register for the course. To do so, click on the **“Register”** button for the course section.

This screenshot shows the course planning interface with the 'BIOL-1070-0103 Discovering Biodiversity' section selected. The 'Planned' status is shown, and a blue 'Register' button is visible at the bottom of the section details. A red arrow points to this 'Register' button.

Again, the timetable to the right will be updated, and a status message will be displayed in the notifications.

5.10 You have registered for a course! The lecture for the registered course will now show in **green** and, if the course has a lab or seminar, it will show in **purple**. A Distance Education course without scheduled lectures, labs or seminars will be noted below the timetable in **green**.

Register for All Courses

5.11 You may prefer to plan and add all your sections at once before registering. This is recommended as it reduces time to add and remove registered courses that may cause a conflict. In such scenarios, you may find it useful to register for all your courses at once. You can register for all courses currently added to your term plan by clicking on the **“Register Now”** button towards the top right.

5.12 You have now registered for all your term courses! Note that if any courses have an issue (e.g., missing prerequisite, course conflict, etc.), an error message will be provided. You will still be registered in the remaining, error-free courses.

5.13 If you would like to remove a planned course from your schedule, click the **X** beside the course name in the left panel and then click the **“Remove”** button in the pop-up window to confirm.

< > Fall 2021 +

Register Now

Filter Sections

Print

Planned: 0 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

BIOL*1070-0103: Discovering Biodiversity

✓ Registered, but not started

Credits: 0.50 Credits
 Grading: Graded
 Instructor:
 9/9/2021 to 12/17/2021

Meeting Information

Drop

View other sections

CHEM*1050-0103: General Chemistry II

✓ Registered, but not started

Credits: 0.50 Credits
 Grading: Graded
 Instructor:
 9/9/2021 to 12/17/2021

Meeting Information

Drop

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am			PSYC-1000-DE01 EXAM		CHEM-1050-0103 EXAM		
10am		BIOL-1070-0103 LEC		BIOL-1070-0103 LEC			
11am							
12pm							
1pm							
2pm		BIOL-1070-0103 SEM					
3pm							
4pm							
5pm							
6pm							
7pm							

Sections with no meeting time

✓ GEOG*3020 Global Environmental Change Section DE01 Faculty:

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.

- [Student Planning website for Guelph and Ridgetown students](#)
- [Student Planning website for Guelph-Humber students](#)