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.
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 https://www.uoguelph.ca/webadvisor and click the “Access WebAdvisor” button.

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.

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

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.

6.10 You have now successfully dropped the course! Note that doing so only removes the course from registration, but the course will remain in your term plan. To remove the course altogether, including 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.
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.

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.
6.16 You’re now registered in the new section.
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](#)