



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.



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## Overview

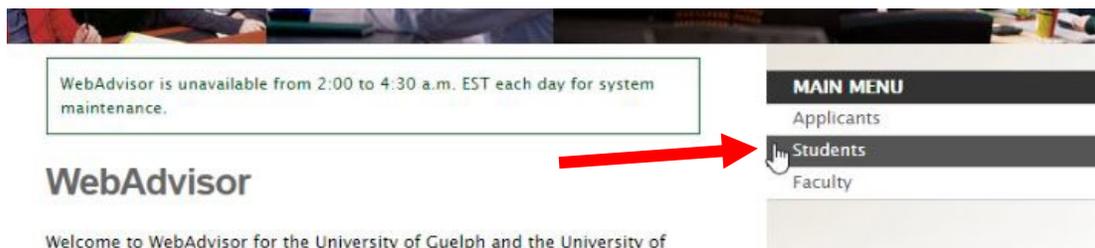
Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree 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

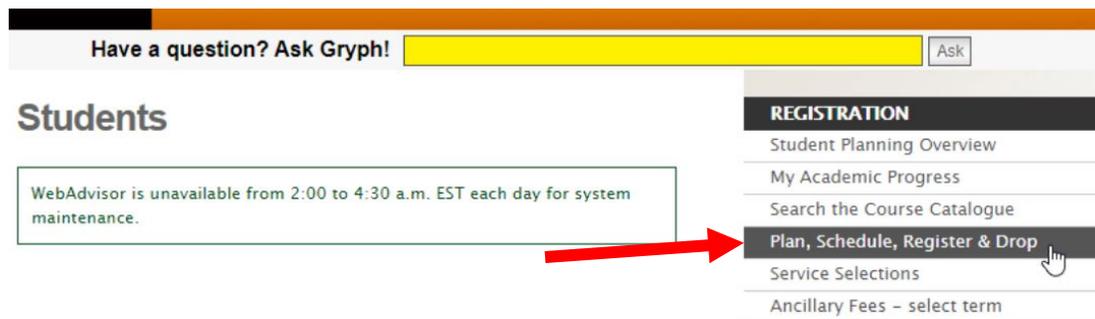
This document will cover how to register for courses using Student Planning. For information about **when** you can register for courses, visit your campus's course selection webpage.

5.1 Using your web browser log into *WebAdvisor* at <https://webadvisor.uoguelph.ca>.

5.2 Go to the *Students* Page.



5.3 Under the Registration tab on the right-hand side, select **Plan, Schedule, Register & Drop**.



5.4 This brings you to the “Plan & Schedule” page. By default, this 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.*

The screenshot shows the 'Plan & Schedule' interface. At the top, there are navigation tabs for 'Schedule' and 'Timeline'. Below them, a semester selector shows 'Fall 2021' with left and right navigation arrows. A red arrow points to these arrows. To the right of the semester selector are buttons for 'Remove Planned Courses' and 'Register Now'. Below the semester selector are buttons for 'Filter Sections' and 'Print'. The main area displays a grid of courses for the semester. On the left, there are course details for 'BIOL-1070: Discovering Biodiversity' and 'CHEM-1050-0103: General Chemistry II'. The grid shows courses scheduled for various times: 8am (PSYC-1000-0501 EXAM, CHEM-1050-0103 EXAM), 2pm (MGMT-1000-0101 LEC), and 4pm (MGMT-1000-0101 SEM).

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.

This screenshot is similar to the previous one but highlights the search bar. A red arrow points to the 'Search for courses...' input field in the top right corner of the page.

Once the course or section has been added to your term plan, you can register for the course. There are two ways to do this: (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.

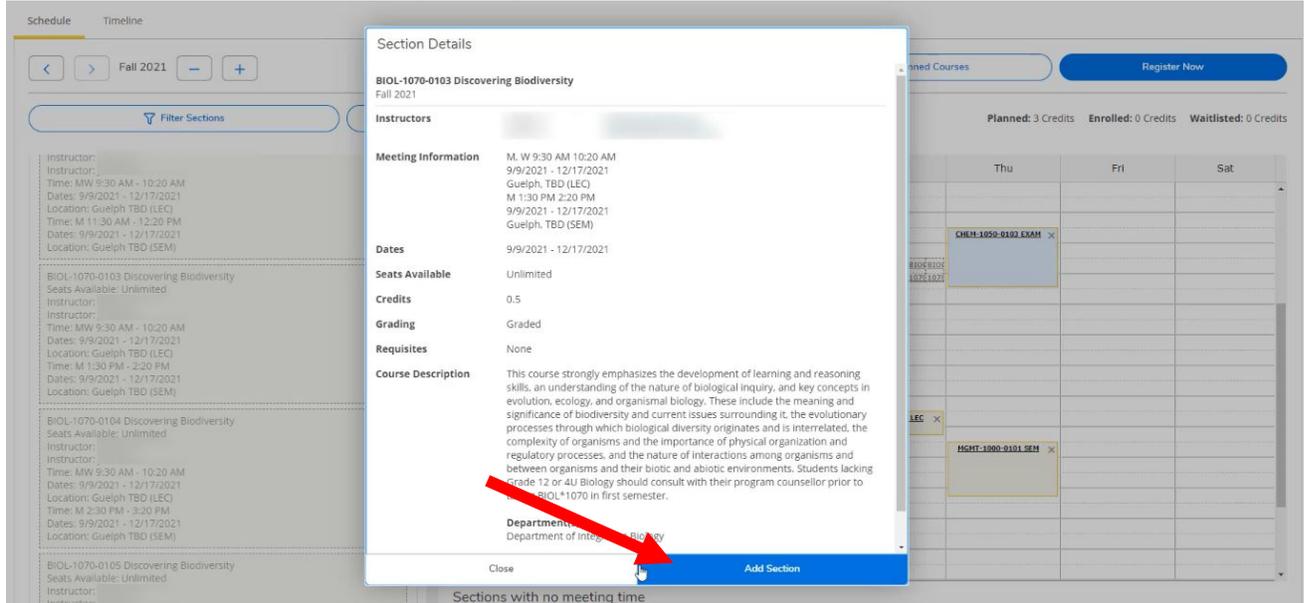
The screenshot shows a web interface for course registration. At the top, there are navigation buttons for 'Fall 2021' and a '+', along with buttons for 'Remove Planned Courses' and 'Register Now'. Below this is a search bar for 'Filter Sections' and a 'Print' button. The main area is divided into two panels. The left panel shows 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 also highlighted with a red box. The right panel is a timetable grid with columns for days of the week (Sun-Sat) and rows for times (7am-5pm). Several course sections are shown as colored blocks: blue for exams (e.g., PSYC-1000-DEB1 EXAM, CHEM-1050-0102 EXAM) and yellow for lectures, labs, and seminars (e.g., MGMT-1000-0101 LEC, MGMT-1000-0101 SEM).

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.

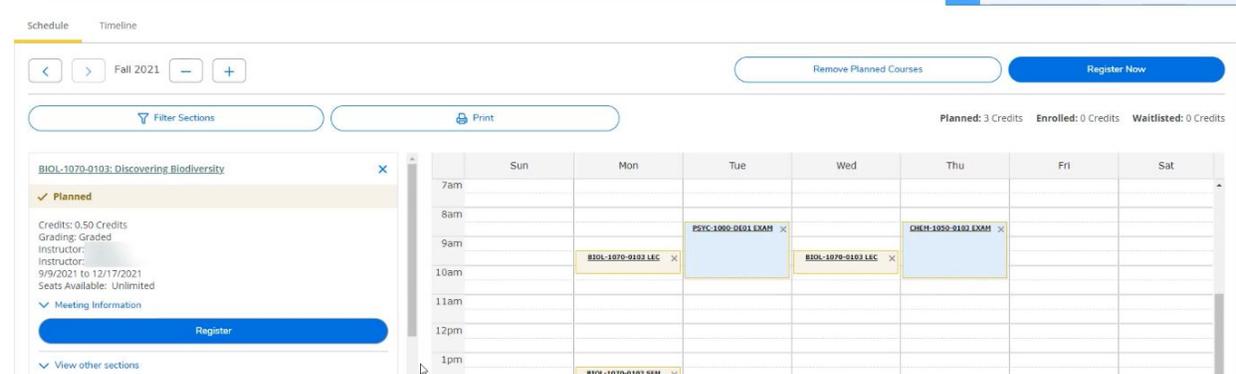
This screenshot is similar to the previous one, but the 'View other sections' panel for 'BIOL-1070: Discovering Biodiversity' is expanded. A red arrow points to the 'View other sections' link. The expanded panel shows a list of sections with details for each, including 'BIOL-1070-0101 Discovering Biodiversity' (Seats Available: Unlimited, Instructor: [redacted], 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: [redacted], 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: [redacted], Time: MW 9:30 AM - 10:20 AM, Dates: 9/9/2021 - 12/17/2021, Location: Guelph TBD (SEM)). The timetable on the right shows the same course sections as before, but the section 'BIOL-1070-0101 SEM' at 10:30 AM on Monday is now bolded, indicating it is the selected section.

*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. Guelph-Humber students can find final exam information on the [Guelph-Humber Exams and Grades webpage](#).*

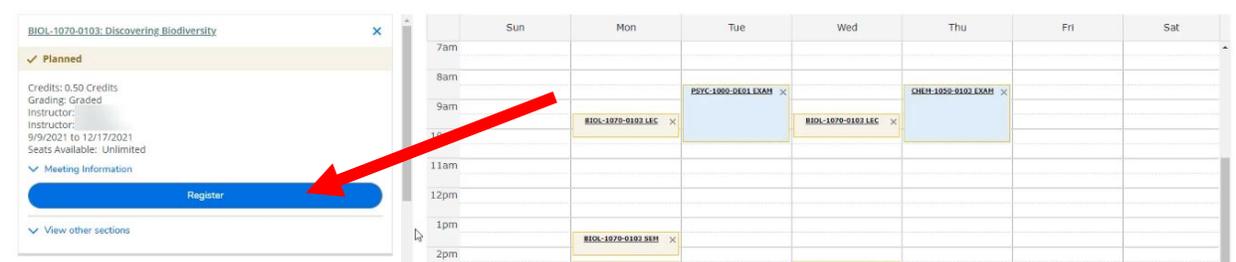
5.8 To add a desired section to your timetable, click on the section. This will open the **“Section Details,”** and you may add the section by clicking the **“Add Section”** button towards the bottom right.



The 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.



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.



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.

**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

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**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](#)