WebAdvisor & Student Planning Guide

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.
## Table of Contents

Overview ........................................................................................................................................... 2  
Section 1: My Progress – Undergraduate and Diploma Students ............................................................ 2  
Section 2: My Progress – Graduate Students ........................................................................................ 8  
Section 3: Creating a Plan .................................................................................................................. 13  
Section 4: Finding Courses ................................................................................................................ 22  
  Subject Search Tab ........................................................................................................................ 23  
  Filters ........................................................................................................................................... 25  
  Advanced Search Tab .................................................................................................................... 25  
  Adding a Course ............................................................................................................................ 28  
  Add Section to Schedule ............................................................................................................... 29  
Section 5: Registering for Courses ...................................................................................................... 31  
  Single Course Registration and Adding a Section ............................................................................. 32  
  Register for All Courses ................................................................................................................. 35  
Section 6: Dropping Courses and Changing Sections ........................................................................... 37  
  Dropping a Course ......................................................................................................................... 38  
  Changing Sections .......................................................................................................................... 40  
Questions? ....................................................................................................................................... 42
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.

Section 1: My Progress – Undergraduate and Diploma Students
My Progress provides a detailed view of your program’s course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

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

1.2 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.

1.3 Select “Student Planning”.

1.4 Click on the “Student Planning” tab to view your courses and progress.

1.5 Click on the “Add Course” button to register for courses.

1.6 Click on the “View Grades” button to view your grades by term.
1.4 This brings us to the Planning Overview page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the Go to My Progress option.

1.5 You’ve now reached the My Progress page:
1.6 When browsing My Progress, you see the general details of your enrolled program in the “At a Glance” section at the top of the page. These details include your overall cumulative GPA, total credits earned, the title of your degree or diploma, and the titles of your majors and minors, if applicable.

![My Progress screenshot]

1.7 Within the “Requirements” section of My Progress, you can see the detailed requirements for your degree or diploma, and specializations such as majors and minors, as it applies to your planned, in-progress and completed course work.

- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section.

- For example, a fully completed requirement is displayed in green. A partially completed or not started requirement is displayed in red.

![Requirements screenshot]

1.8 Within each requirement are the course work details. At any time, you can click the Show Details option to expand the requirement and view the details.
1.9 Course work details within a requirement also use colour coding to make the details easier to interpret.

- The status of an *in-progress or completed course* displays in **green**.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in **brown**.
- The status of a course that you have *not yet planned or registered* for is displayed in **red**.

1.10 My Progress also acts as a **course search tool**.

- Each requirement offers a search feature and once clicked uses the Student Planning Course search to list all the courses that meet the requirement.

- Additionally, you can click directly on the course name to search for the course.
At any time, you can click the “Back to My Progress” link to return to the My Progress page.

1.11 My Progress lets you see what your academic progress would look like if you were to change your major or degree/diploma program. Click the “View a New Program” button at the top of the page.

1.12 From the displayed list, select the program to which you want to apply your planned and completed course work and click “View Program” at the bottom.

Information about adding or changing minors is not available through the View a New Program feature; see the academic calendar for requirements for minors.
If you are a University of Guelph student exploring a change to your major within your current degree program, please keep in mind that you will need to submit a Schedule of Studies change form and have it approved by your Program Counsellor to make the change official. You must apply to Admission Services if you are requesting a change to your degree or diploma program, such as Bachelor of Arts to Bachelor of Science.

If you are a University of Guelph-Humber student and you want to change your program, please submit an ‘Application for Program Transfer’. Please contact your Academic Advisor for more information.

1.13 Your personal My Progress details can be printed using the "Print" button located near the top of the My Progress page.
Section 2: My Progress – Graduate Students

My Progress provides a detailed view of your program’s most common or recommended course work completion requirements. My Progress also clearly displays up-to-date information of your personal academic progress within your program.

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

2.2 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.

2.3 Select “Student Planning”.

2.4 This brings us to the Planning Overview page. This page offers you a summarized view of your courses once you begin course planning or course registration within the current term. Also displayed is your enrolled program title. From the Planning Overview page select the Go to My Progress option.
2.5 You’ve now reached the My Progress page:

2.6 When browsing My Progress, you see the general details of your enrolled program in the “At a Glance” section at the top of the page. These details include your overall cumulative GPA, total credits earned and degree and program title.

2.7 Within the “Requirements” section of My Progress, you can see your program’s most common detailed degree and major requirements as it applies to your planned, in-progress and completed course work.

- It is important to understand that My Progress displays the usual courses and provides a similar overview as in the Graduate academic calendar. Alternate courses are commonly approved for degree requirements at the graduate level and consultation with an advisor/Graduate program coordinator is required.
- Status indicators and standard colour coding are applied to each requirement and its related course work details to make it easy to see what course work is still outstanding. You will find this standard colour coding throughout the Student Planning system. The status of the requirement displays at the top of each section.

For example, a fully completed requirement is displayed in green. A partially completed or not started requirement is displayed in red.
2.8 Within each requirement are the course work details. At any time, you can click the **Show Details** option to expand the requirement and view the details.

2.9 Course work details within a requirement also use colour coding to make the details easier to interpret.

- The status of an *in-progress or completed course* displays in **green**.
- The status of a course that you have *planned* to take but have not yet registered in is displayed in **brown**.
- The status of a course that you have *not yet planned or registered* for is displayed in **red**.

2.10 My Progress also acts as a **course search tool**.

- Each requirement offers a search feature and, when clicked, uses the Student Planning Course search to list all the courses that meet the requirement.
Additionally, you can click directly on the course name to search for the course.

At any time, you can click the “Back to My Progress” link to return to the My Progress page.

My Progress lets you see what your academic progress would look like if you were to change your program to a different program. Click the “View a New Program” button at the top of the page.

From the displayed list, select the program to which you want to apply your planned and completed course work and click “View Program” at the bottom.
Please note that changing programs requires an Application for Admission to the new program or Transfer Application in certain instances. Please refer to the Graduate Calendar.

2.13 Your personal My Progress details can be printed using the “Print” button located near the top of the My Progress page.
Section 3: Creating a Plan

Creating a plan of your degree/diploma allows you to take a proactive step in determining the best path for completing your program requirements, all the way to graduation! This can be done by planning current and future semesters based on previous terms.

You create a plan by adding the desired courses to a “course plan”. It is important to understand that you have not registered in these courses but rather you plan to register for the course in the term you have added the planned course to. You are not obligated to register for a planned course nor are you billed for the planned course until you register. You can add, remove or move planned courses into any path that is suitable based on prerequisites, semester offerings and other considerations.

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

3.2 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.

3.3 Select “Student Planning”.

3.4 This brings us to the “Planning Overview” page.
3.5 At a glance, you will find a variety of features which may be helpful for planning your degree. Such features include your overall cumulative average, your approximate overall progress towards your degree completion and your program and major, if applicable. Additional majors, minors and areas of specialization are not displayed here.

<table>
<thead>
<tr>
<th>Programs</th>
<th>Cumulative GPA</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS Biochemistry</td>
<td>3.50</td>
<td>Green</td>
</tr>
</tbody>
</table>

3.6 This page also shows your current semester’s timetable. Lectures for registered courses are represented in green, and labs and seminars are shown in purple. Planned courses are shown in yellow. Don’t forget to register in your planned courses! Distance Education courses that do not have scheduled lectures, labs or seminars will be listed below the table. For students on the Guelph campus, final exams will also show in this timetable in blue once the schedule has been posted. Because exams are generally spread out over multiple weeks and this schedule shows a single week, you may see overlap in your exams. We recommend going to the “Plan your Degree & Register for Classes” page for full exam details.

3.7 Aside from the helpful information, this page has two main options - (1) View Your Progress where the most powerful planning features are located and (2) Plan your Degree & Register for Classes. Click on Go to My Progress.

3.8 The My Progress page shows all the degree requirements for your program including up-to-date information about what requirements have been completed, what requirements remain and what requirements are currently planned. Scrolling down on this page, you will find more in-depth
requirements related to the types of courses that must be completed and the number of credits for each one.

3.9 On the **My Progress** page, there are key course search and planning features available within the Requirements section. To plan for courses in bulk, go to a requirement with courses that have a status of "**Not Started**". For this section, click on the "**Search**" button towards the top. This performs a custom search, loading only the courses listed under that requirement section.

3.10 To add an **unplanned course**, simply click on the "**Add Course to Plan**" button.
3.11 In the Course Details pop-up, from the dropdown select the **Term** you want to add the planned course to and then click the “**Add Course to Plan**” button.

3.12 Once you are done, you can view all updated changes by clicking on the “**Back to My Progress**” towards the top left of the page.

3.13 To plan for a single course at a time, scroll down to a requirement that has several unplanned courses and click on the course code of a desired unplanned course. By clicking the **course code**, this will perform a custom search with results only for that course.
3.14 You can add this course to your plan by clicking the “Add Course to Plan” button.

Once you have planned your required courses, you can search and plan electives and make modifications based on your major, minor, specialization or overall progression. We recommend that you review the Schedule of Studies or program requirements for your program in the Academic Calendar to ensure your plan meets all of the requirements for completing your degree.

3.15 You can navigate to the Plan and Schedule page by clicking on Student Planning in the top left-hand corner and selecting Plan & Schedule from the dropdown.

3.16 In the Plan and Schedule page you can navigate among terms using the arrows on the left-hand side.
3.17 To receive a greater view of your degree, click the **Timeline** tab. The timeline displays *completed courses, in-progress courses and courses planned in the future* for each term you add to the view.

3.18 Here, you can easily rearrange your planned courses by term using the drag and drop feature. You can move any course you have not completed or have not registered for.
Please note that most courses are not offered every term. If you drag a course into a term that it is not usually offered in, a message will appear below the course title. If a course is missing a prerequisite, a warning message will also appear below the course title. It is the student’s responsibility to ensure that prerequisites are planned accordingly to avoid scheduling complications in future terms.

3.19 To add more terms to your plan, simply press the “Add a term” button and select the desired term.
3.20 If you wish to discard a course or an entire term, hit the X located next to each one.

3.21 To discard all planned courses, hit the “Remove Planned Courses” button.

You can register for courses in the “Schedule” tab if you’re within the course enrolment period for one of the terms.
You can also print your planned schedule using the “Print” button on the page.
Section 4: Finding Courses
You can use Student Planning to find courses.

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

4.2 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.

4.3 Select “Course Catalog”.

4.4 In the Course Catalog, the first thing you will notice is that there are two tabs: “Subject Search” and “Advanced Search.”
Subject Search Tab

4.5 On the default tab of “Subject Search”, you can search for courses using common words.

For example, if you are looking to enrol in a management course, you can simply type in “Management” in the field next to “Search for a course subject”. The subjects that match your keyword will populate as you type in real-time.

4.6 Click one of the subject results and all the courses for this subject will be populated.

For example, after searching and clicking Computing and Information we are brought all the related results.
4.7 Note that coloured dialog boxes will appear on certain courses to provide helpful information. This information can be to let you know that you have completed a course, a course is in progress or a course is planned.

- Planned Course:

  IDEV-2400 Social Justice & Human Rights (0.5 Credits)
  This course will explore the nature of social justice and link to concepts and practice of human rights. It examines how development can be seen in terms of the advancement of social justice. Students will identify and critically assess alternative approaches to promoting social justice within a development context and the related actions by actors locally and globally. It will explore the related ethical issues associated with development policy and practice. Key topics will include poverty, hunger, power, gender, race, and class. (Department(s): Dean's Office, College of Social and Applied Human Sciences)

  - This course is planned.
  - Requisites:
    - IDEV*1000 or 1ST*1000 - Must be completed prior to taking this course.
  - Locations:
    - Guelph
  - Offered:
    - Winter Only, All Years

- Unplanned Course:

  IDEV-1000 Understanding Development (0.5 Credits)
  The objective of the course is to provide an introduction to the study of international development as a contested and evolving effort to counteract global inequalities. Students will learn about the historical and political origins of the international development system, as well as the main development actors and institutions. The course will provide an introduction to foundational concepts within development studies, including poverty, inequality, human rights, foreign aid, and sustainable development. (Offerings): Also offered through Distance Education format (Department(s): Dean's Office, College of Social and Applied Human Sciences)

  - Requisites:
    - None
  - Locations:
    - Guelph
  - Offered:
    - Summer, Fall, and Winter, All Years

- Completed Course:

  CIS-1500 Introduction to Programming (0.5 Credits)
  This course introduces problem-solving, programming and data organization techniques required for applications using a general purpose programming language. Topics include control structures, data representation and manipulation, program logic, development and testing. This course is intended for students who do not intend to enroll in further CIS courses. If your degree requires further CIS courses, CIS*1300 is required. (Restrictions): CIS*1300, not available to students registered in a BCOMP degree, a CG minor. BEENG C4EN or BEENG EEC (Department(s): School of Computer Science)

  - This course was attempted or already completed.
  - Requisites:
    - None
  - Locations:
    - Guelph
  - Offered:
    - Fall and Winter, All Years

- In-Progress Course:

  IDEV-3400 Managing/Evaluating Change (0.5 Credits)
  This course explores the key practical skills required by those engaged in the implementation of development policy and practice including logical frameworks, theories of change, impact assessment, and project management. It aims to equip students with an understanding of the nature of these techniques, and how and why they are employed. The strengths and weaknesses of these techniques and their implications for development policy and practice are explored. (Department(s): Dean's Office, College of Social and Applied Human Sciences)

  - This course is in progress.
  - Requisites:
    - 7.50 credits including 1.00 credit in IDEV courses at the 2000 level - Must be completed prior to taking this course.
  - Locations:
    - Guelph
  - Offered:
    - Winter Only, All Years
Filters

4.12 To narrow down your search results, you can use the filter options found on the left-hand side.

You can search for courses taught by a specific professor, courses offered in a specific term (such as Fall 2021, Winter 2022), specific course levels (such as 1st year, 2nd year, etc.) and more. By selecting any of the filters, the results will automatically update to reflect your request.

Advanced Search Tab

4.15 If you wish to search for courses directly using the course code or certain filters, you can use the Advanced Search tab. In this tab, you have many search criteria options to narrow down your search.
As an example, we will search for a course with the code “MGMT 1000” in the term “Fall 2021”. Select “Section Listing” under “Results View” and click the “Search” button. You will receive the results in a format that makes it easy to compare details about course sections, including seat availability, meeting times and instructors.
4.16 Again, the filter options are available on the left-hand side, and you can further refine or revise your search.

Alternatively, if you select “Catalog Listing” under “Results View” in the Advanced Search, the search results will be laid out in the same format as the “Subject Search” tab, but the filters are already applied.
Adding a Course

Now that you know how to find a course using either the “Subject Search” or the “Advanced Search” options, we can look at adding a desired course. There are two ways you can add a course. You can add it to your plan or directly to your schedule if course offerings for the semester have been posted. Course offerings for the semester are usually posted about two weeks before the course enrolment period.

4.19 Let’s begin by looking at how to add a course to your plan. Once you have found the course that you are interested in, click the “Add Course to Plan” button.

4.20 A confirmation message will immediately pop up towards the top right notifications.
**Add Section to Schedule**

4.21 To add a course to your planned schedule, find a course that you are interested in. Once you have found that course, click the drop-down menu entitled “View available sections”.

4.22 Here you can browse the available sections. If the course timetable has not yet been posted for the semester, section information will not be available. Once you have found the section that you would like, click on the “Add Section to Schedule” button towards the top right-hand corner.
4.23 Another way to add sections directly to your schedule is through the “Section Listing” view in the Advanced Search. In your search results, click on the “Add” button in the first column of the table for the course section you would like to add to your schedule.

![Section Listing View](image)

4.24 Review the details in the pop-up window and then click on “Add Section.”

![Add Section Pop-up](image)

4.25 The Planned Status column will now show as “Planned” for that section.

![Planned Status](image)

Whether you added a course to your plan or to your schedule, these changes will be reflected in the Plan & Schedule section.
Section 5: 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.
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.

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.

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.
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 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.
Section 6: 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 for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber. If you have any questions, visit your campus’s Student Planning website.

- Student Planning website for Guelph and Ridgetown students
- Student Planning website for Guelph-Humber students