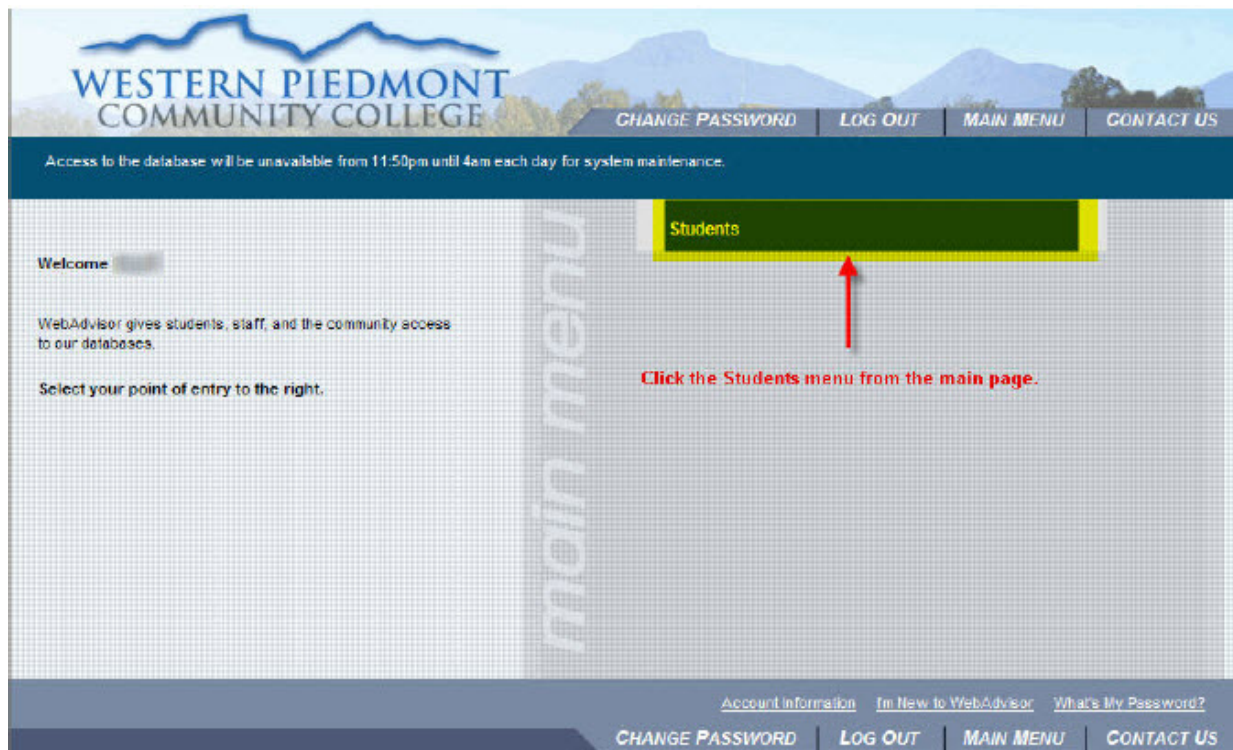


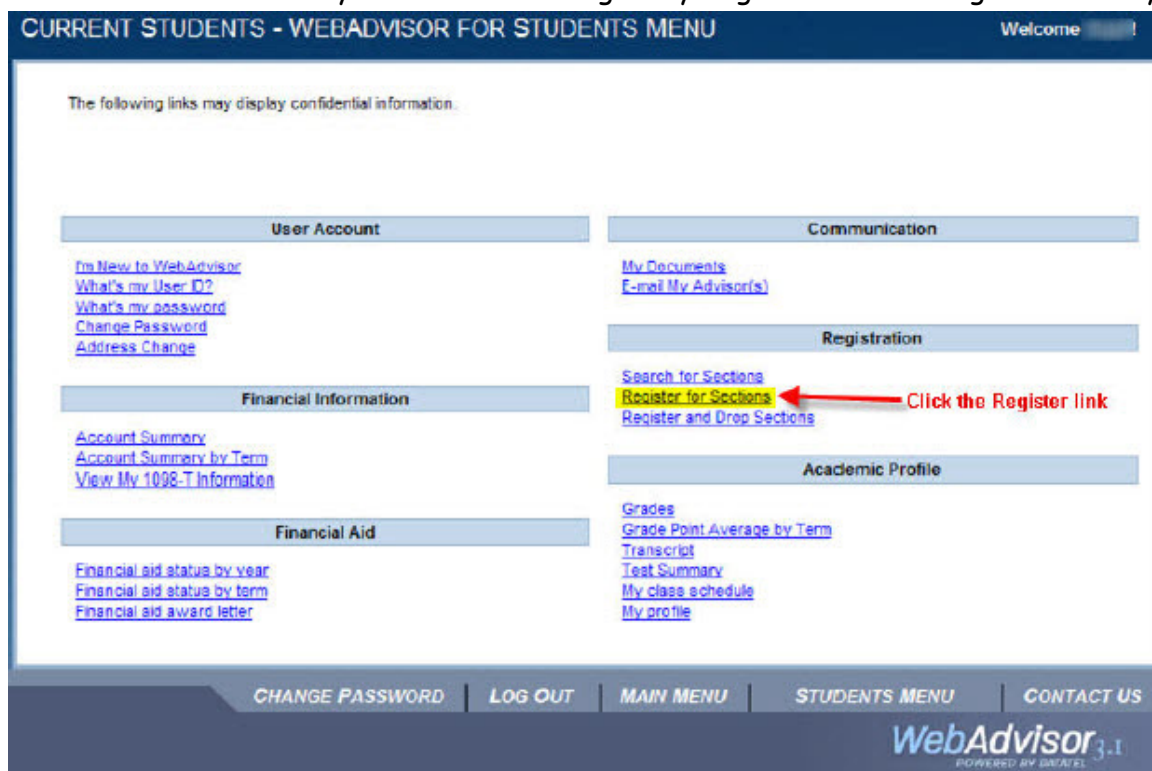
How Do I Register for Classes?

1. Once you have logged into Pioneer Pass, you will be at the main menu. Click the **Students** button.



2. At the Student menu, click on **Register for Sections**.

NOTE: This link will only be available during Early Registration and Registration days.



3. Choose the first option listed to **Search and Register** for classes.

CURRENT STUDENTS Welcome [User]!

Register for Sections

Please choose which type of registration you would like to use:

Search and register for sections (highlighted in yellow)

Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.

[Register for previously selected sections](#)

Use this option if you have already placed sections on your preferred list and would like to now register.

[Drop sections](#)

Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.)

OK

CHANGE PASSWORD LOG OUT MAIN MENU STUDENT'S MENU CONTACT US

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4. Select the **Term** and **Subject** to search for, then click **Submit**.

NOTE: You can search for multiple sections such as ART, HIS, & ENG at the same time.

CURRENT STUDENTS Welcome [User]!

Search/Register for Sections

Only 2 items are required for this page:

1. Select a term

2. Select a subject

Term [dropdown]

Starting On/After Date [text] Ending By Date [text]

Subject	Course Level	Course Number	Section
[dropdown]	[dropdown]	[text]	[text]
[dropdown]	[dropdown]	[text]	[text]
[dropdown]	[dropdown]	[text]	[text]
[dropdown]	[dropdown]	[text]	[text]
[dropdown]	[dropdown]	[text]	[text]

Sections Meeting After [dropdown] Sections Ending Before [dropdown]

Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun ☐

Course Title Keyword(s) [text]

Location [dropdown] Academic Level [dropdown]

Instructor's Last Name [text]

SUBMIT

3. Click Enter to see results of search.

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5. Choose the section(s) that you would like to register for from the results and click **Submit**.

Example 1:

Section Selection Results

Step 1: Select a section to register for by checking the Select box

Narrow my search ☐

Re-sort my results Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Summer 2009	Open	ENG-114-01 (4326) Prof Research & Reporting	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Tuesday, Thursday 08:00AM - 10:50AM, Room to be Announced	To be Announced	24 / 24	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 2009	Open	ENG-114-02 (4327) Prof Research & Reporting	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Wednesday, Friday 10:00AM - 11:50AM, Room to be Announced	To be Announced	24 / 24	<input type="text" value="3.00"/>	
<input type="checkbox"/>	Summer 2009	Open	ENG-114-31 (4328) Prof Research & Reporting	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	24 / 24	<input type="text" value="3.00"/>	

Step 2: Click Submit

Example 2:

Section Selection Results

Step 1: Select a section to register for by clicking the checkbox

Narrow my search ☐

Re-sort my results Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Summer 2009	Open	ART-111-41 (4232) Art Appreciation	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	25 / 25	<input type="text" value="3.00"/>	

Step 2: Click Submit

6. Register for the section(s) you have selected by choosing **Register** in the drop down box either next to each class OR at the top of the screen and click **Submit**. You will receive an error message if you choose Register in both places.

Example 1:

Register and Drop Sections

Step 1: Use either the Action for All or Action under each section - choose **Register** in the dropdown.

Name: Nancy E. Norris

Action for ALL Pref. Sections (or choose below):

Preferred Sections:

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="text" value="Register"/>	Summer 2009	ENG-114-01 (4326) Prof Research & Reporting	Western Piedmont Main Campus	08/01/2009-07/31/2009 Classroom Hours Tuesday, Thursday 08:00AM - 10:50AM, Room to be Announced	To be Announced	24 / 24	3.00	

Current Registrations

NOTE: Any sections you have already registered for will appear in this area. During Pre-Registration ONLY, you can choose any of these sections to drop.

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring 2009		ASL-111-01 (3851) Elementary ASL I	Western Piedmont Main Campus	01/13/2009-05/14/2009 Classroom Hours Tuesday, Thursday 09:30AM - 10:50AM, Phifer LRC, Room 040	M. Claussen	3.00	
<input type="checkbox"/>	Spring 2009		ASL-181-01 (3852) ASL Lab 1	Western Piedmont Main Campus	01/13/2009-05/14/2009 Lab/Shop Hours Tuesday, Thursday 11:00AM - 11:50AM, Phifer LRC, Room 040	M. Claussen	1.00	
<input type="checkbox"/>	Spring 2009		CCT-121-41 (4211) Computer Crime Invest.	Western Piedmont Main Campus	01/12/2009-05/15/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced To Be Announced, Room TBA	J. Dale	4.00	

If one of my choices is not available:

Step 2: If you have chosen more than one section to register for, choose **PART** so it will go ahead and register you for any sections that it can if there are errors.

SUBMIT **Step 3:** Click Submit to Register

[Manage Waitlist](#) [My Schedule](#)

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

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Example 2:

Register and Drop Sections

Name: Nancy E. Norris

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections Step 1: Choose Register from the dropdown.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
RG Register ▼	Summer 2009	ART-111-41 (4232) Art Appreciation	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	25 / 25	3.00	

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	Spring 2009		ASL-111-01 (3851) Elementary ASL	Western Piedmont Main Campus	01/13/2009-05/14/2009 Classroom Hours Tuesday, Thursday 09:30AM - 10:50AM, Phifer LRC, Room 040	M. Claussen	3.00	
<input type="checkbox"/>	Spring 2009		ASL-161-01 (3052) ASL Lab 1	Western Piedmont Main Campus	01/13/2009-05/14/2009 Lab/Shop Hours Tuesday, Thursday 11:00AM - 11:50AM, Phifer LRC, Room 040	M. Claussen	1.00	
<input type="checkbox"/>	Spring 2009		CCT-121-41 (4211) Computer Crime Invest.	Western Piedmont Main Campus	01/12/2009-05/15/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced To Be Announced, Room TBA	J. Dale	4.00	

If one of my choices is not available PART Complete only available ▼ Step 2: Select Partial

SUBMIT Step 3: Click Submit

7. The next page will show confirmations for classes you have been registered for, as well as any errors due to pre-requisite issues, class conflicts, or classes not being currently available for registration. Please pay attention to any messages listed in red since these will stop you from registering for specific sections.

Example 1:

Register and Drop Sections

ENG-114-01 - You can't place ENG-114-01 on the schedule at this time

If you cannot register for a class at this time, you will see the message listed above. Other errors may show prerequisite problems or class conflicts.

Name: Nancy E. Norris

Action for ALL Pref. Sections (or choose below): RG Register

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
▼	Summer 2009	ENG-114-01 (4320) Prof Research & Reporting	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Tuesday, Thursday 09:00AM - 10:50AM, Room to be Announced	To be Announced	24 / 24	3.00	

Example 2:

Registration Results

The following request(s) have been processed:

Review the messages highlighted in yellow to see if you have been successfully registered for class.

Term	Status	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2009	Registered for this section		ART-111-41 (4232) Art Appreciation	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	3.00	

Here are all of the sections for which you are currently registered:

Any sections you just registered for will be listed in 2 places.

Term	Pass/Fail/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2009		ART-111-41 (4232) Art Appreciation	Western Piedmont Main Campus	06/01/2009-07/31/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced, Room to be Announced	To be Announced	3.00	
Spring 2009		ASL-111-01 (3851) Elementary ASL	Western Piedmont Main Campus	01/13/2009-05/14/2009 Classroom Hours Tuesday, Thursday 09:30AM - 10:50AM, Phifer LRC, Room 040	M. Clausson	3.00	
Spring 2009		ASL-101-01 (3852) ASL Lab 1	Western Piedmont Main Campus	01/13/2009-05/14/2009 Lab/Shop Hours Tuesday, Thursday 11:00AM - 11:50AM, Phifer LRC, Room 040	M. Clausson	1.00	
Spring 2009		CCT-121-41 (4211) Computer Crime Invest.	Western Piedmont Main Campus	01/12/2009-05/15/2009 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced To Be Announced, Room TBA	J. Dale	4.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
		You are not currently waitlisted in any courses.					

OK

8. At this point, you can continue registering for additional sections by following these same steps, or you can check your schedule to make sure classes you registered for are appearing correctly.