

## Student Instructions for Registration

The following instructions/information will assist you with respect to WebAdvisor workflows maintained by the Office of the Registrar.

For WebAdvisor questions or concerns not covered in these instructions, please contact the Technology Services Department - email [techsrv@nipissingu.ca](mailto:techsrv@nipissingu.ca), or phone 705-474-3450 x4342.

1. Access Nipissing University's homepage at [www.nipissingu.ca](http://www.nipissingu.ca) and click on **My Nipissing**.
2. Enter your **username** (the first letter of your surname in lower case followed by your seven digit student ID number), and **password** and click on **Sign In**.
3. Click on **Go to WebAdvisor**.
4. Click on **Students**.
5. Click on **Search & Register for Classes** in order to register for a course.
6. Choose the appropriate "**Term**" (i.e., 20SS for a Spring/Summer course in 2020, 20FW for a Fall or Winter course in 2020-2021, etc.), a course "**Subject**" (i.e., MKTG for Marketing, etc.) and a "**Location**" (i.e., Distance Learning for an online course, a city name for an on-campus course, etc.). **Click submit**.
7. Click on the box beside the course(s) you wish to register in. **Click submit**.
8. Under **Preferred Sections** you will now be required to select an 'Action' for each course you have selected. In the 'Action' box you have three options: *Register*, *Remove from List*, or *Waitlist*. If the course is open, select *Register* to register. If the course is waitlisted and allows a waiting list, select *Waitlist* to be added to the waiting list. If you neither want to register nor go on the waiting list, you should choose *Remove from List* to remove that course selection from your *Preferred Sections*. **Click submit**.
9. You will then receive a message indicating your status in the chosen course(s). Your status should appear as "**Registered for this section**" to indicate that you have registered successfully in the course.
10. Return to *Students Menu*, click on **Search & Register for Classes** and repeat steps six through nine.
11. To verify your course selection, click on **View My Class Selections** or **View My Timetable** on the menu. This should be done after adding or dropping courses. You may want to print the screen for your records.
12. Be certain that your mailing address is up to date. To update it, select **Mailing/Home Address Change** on the students menu.

## Manage My Waitlist

For courses that allow a waiting list, **Manage My Waitlist** will show you what position you are on the waiting list. You will also be able to register yourself in the course once a space is available. If a space is available in a section, you will be sent an email to your Nipissing student email account notifying you of the available space and how much time you have to register in the course.

1. At any time you may select **Manage My Waitlist** to see what position you are on a list.
2. If a space is available in a course, **Manage My Waitlist** will show the status as "**Permission to Register**". An email will also be sent to your Nipissing student email account to notify you that a space is available.
3. To register in the course you would select the action '**Register**'.

If you no longer wish to remain on a waiting list, go to **Manage My Waitlist** and select the action '**Remove**' to remove your name from the waiting list.