WebAdvisor Express Online Registration Worksheet

Instructions for Spalding University's Online Registration

Log onto the **Spalding Portal** and scroll down to **WebAdvisor** (bottom right). Select **WebAdvisor for Students**. Select **Registration**. Select **Express Registration**.

Using the worksheet below, fill in the information on each course you wish to take. (Ignore the **Synonym** column). Once all course information is entered, click the **Submit** button.

When the next screen is displayed, check to see that there are seats available in each course. If there are, use the drop-down box to select **Register**. If there are no seats available, use the drop-down box to select **Waitlist**. Scroll to the bottom and click the **Submit** button.

When the next screen is displayed, review it carefully to determine that you have selected the correct courses. If there are errors or problems (usually displayed in RED at the top) try to resolve them. If you cannot, seek assistance at Enrollment Services or the Academic Resource Center, both located in the ELC.

If there are no errors/problems, scroll to the bottom and click **Submit.** When the next screen displays, review this screen carefully. If all is as you desire, click **OK** to return to the main menu.

Synonym	Subject	Course Number	Section Number	Term