Table of Contents
Registering for Credit Courses ................................................................................................................. 1
Log In ......................................................................................................................................................... 1
    Current Students .................................................................................................................................. 1
    New Students ...................................................................................................................................... 2
Searching for Courses .............................................................................................................................. 2
Registering for Courses ............................................................................................................................ 3
Questions/Help .......................................................................................................................................... 4
Registering for Credit Courses

You can register for credit courses through WebAdvisor.

Log In

Current Students

1. Go to http://prairiestate.edu
2. Click on the WebAdvisor icon.
3. Enter your username and password then click Submit.
4. Select Students from the main menu.
5. Under Registration, click Register for Sections.
6. Under **Register for Sections**, click **Search and register for sections**.

**New Students**

If you are a new student, you will need to register for classes in person by coming to campus.

**Searching for Courses**

1. On the **Search for Sections** page there are several options for searching for courses:

- **List all available courses**: Leave all fields blank.
- **Subjects**: Select a subject from the drop-down menu.
- **Keyword**: Enter text in the **Course Title Keyword(s)** field to search for a specific course topic.
• **Start/End Date**: Select dates in the **Starting On/After Date** and/or **Ending By Date** to see courses within a specific time frame.

• **Days of the week**: Check the boxes next to specific days of the week to search for classes on those days.

• **Location**: Choose whether you are looking for a class that meets on-campus or off-campus (Matteson Area Center).

• **Instructor’s Last Name**: If you are looking for a specific instructor, enter the instructor’s last name in the field.

• **Academic Level**: You can choose between credit (Undergraduate Academic Level) and non-credit.

2. Select the **Term** from the drop-down box.

3. Click **Submit**.

4. A listing of classes that meets your search criteria will appear.

Registering for Courses

1. Once you have searched for courses, the **Select Selection Results** page will show a listing of all available classes that meet your search criteria.

   ![Select Selection Results Page]

2. To select a class, check the box next to the course name.

3. Click **Submit**.

4. On the **Register and Drop Sections** page, select the appropriate **Action** from the drop-down list (i.e., Register, Audit).
5. Click **Submit**.

6. The **Registration Results** page will then display the courses for which you are registered.

![Registration Results](image)

7. Check your PSC email address for a confirmation email. This email will provide instructions on how you can pay for your classes.

**Questions/Help**

If you have questions about this process or are having trouble with this process, please call the ITR Help Desk at (708) 709-7999 for assistance.