



WebAdvisor: Register for Credit Courses

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.

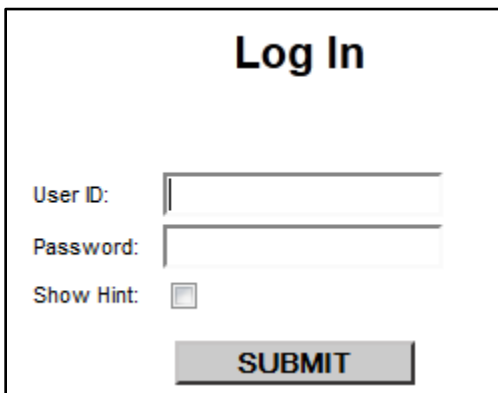
Log In

Current Students

1. Go to <http://prairiestate.edu>
2. Click on the WebAdvisor icon.



3. Enter your username and password then click **Submit**.



Log In

User ID:

Password:

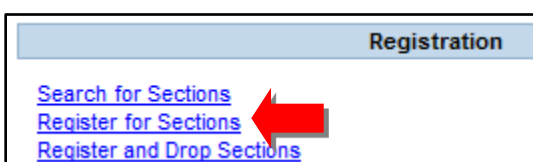
Show Hint:

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**.

Register for Sections

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

[Search and register for sections](#) 

Use this option if you would like to look for sections.

[Express registration](#)

Use this option if you know the exact subject, course number, and section number.

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:

Term

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

- **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	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2014	Open	AUTO-101-01 (43403) Basic Auto Service/Systems	On-Campus	01/22/2014-05/14/2014 Lecture/Lab Wednesday 08:30AM - 12:10PM, Main Campus Bldg T, Room 120	To be Announced	20 / 20	3.00	
<input type="checkbox"/>	Spring 2014	Open	AUTO-101-02 (43404) Basic Auto Service/Systems	On-Campus	01/27/2014-04/28/2014 Lecture Monday 05:00PM - 10:20PM, Main Campus Bldg T, Room 120	To be Announced	20 / 20	3.00	

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

Select	Term	Status	Section Name and Title
<input checked="" type="checkbox"/>	Spring 2014	Open	AUTO-101-01 (43403) Basic Auto Service/Systems

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

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register	Spring 2014	AUTO-101-01 (43403) Basic Auto Service/Systems	On-Campus	01/22/2014-05/14/2014 Lecture/Lab Wednesday 08:30AM - 12:10PM, Main Campus Bldg T, Room 120	To be Announced	20 / 20	3.00	
Register	Spring 2014	PSYCH-101-LS1 (44260) Intro to Psych	On-Campus	02/17/2014-05/14/2014 Lecture Monday, Wednesday 08:00AM - 09:50AM, Main Campus, Room 4140	To be Announced	30 / 30	3.00	

Register
 Register Pass/Fail
 Audit
 Remove from List
 Waitlist

Edit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
You are not currently registered for any sections.						

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

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2014	Registered for this section		COL-101-AAMS1 (43543) Col Success Semin	On-Campus	03/18/2014-05/15/2014 Lecture Tuesday, Thursday 12:40PM - 01:30PM, Main Campus, Room 3240	To be Announced	1.00	

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2014		COL-101-AAMS1 (43543) Col Success Semin	On-Campus	03/18/2014-05/15/2014 Lecture Tuesday, Thursday 12:40PM - 01:30PM, Main Campus, Room 3240	To be Announced	1.00	

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.					

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.