HawkNet WebAdvisor: Registering for Classes

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Logging in to Hawknet Web Advisor

Here’s a set of simple instructions that describes how to search, register, and drop classes in WebAdvisor.

2. Click on the HawkNet link under the pictures.
3. Click the HawkNet – WebAdvisor link to continue.
4. Click the Log-in link at the top of the page.
5. Enter your username and password in the appropriate box, then click Submit.

NOTE: Your username is the first initial and last name, your password is your seven digit employee id number.
Web Advisor 3.0

The first thing you will notice is the new look of the Web Advisor interface. While the look may be quite different from the old version, the functionality is the same.

Registering for class

1. From the main screen, click on the Student link.
2. Click “Register for Sections”
3. From the Current Students page, select one of the following options:
   - Search and register for sections - Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them.
   - Express registration - Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MAC 1105 or Section 42765).
   - 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.)
4. Once you have made your selection from one of the options above, click the OK button to continue.
**Search and Register for New Sections**

With the Search and Register for New Sections page now visible, you may enter course and section information to find a class.

1. You may click on a down arrow for each of the different sections to view and select information specific to that section.

2. To select a semester term, click the arrow to the right of the **Term** box; and select the desired term from the dropdown menu.

3. To select a course subject area, click the arrow to the right of the **Subject** box; and select the desired subject from the menu.

4. At this time you may continue to narrow your search by completing the form, or click to **Submit** button to obtain the search results.
Search and Register for New Sections

1. Courses matching the criteria appear. Select the course(s) you wish to register for by clicking inside the box on the far left.

2. The Register and Drop Sections page appears. Under the Action column, click the arrow for the course you wish to register for. Select Register.

3. Click Submit to register for the course(s) you have selected.
Express Registration

This feature allows you to register for classes for which you have the course and section number of the course(s).

1. From the main screen, click on the Student link.
2. Click “Register for Sections”
3. From the Current Students page, select Express registration - Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MAC 1105 or Section 42765).
4. Click OK.
1. Click inside the box under the Section column and type the section number of the course you wish to register for. Repeat for additional classes you are registering for.

2. Click the down arrow for the Term Box and select the term you wish to attend class in (for example Spring 2006). Repeat for additional classes you are registering for.

3. Click Submit to register.
**Drop Sections**

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

1. From the main screen, click on the **Student** link.
2. Click “**Register for Sections.**”
3. From the Current Students page, select **Drop Sections**.
4. Click **OK**.
1. From the **Register and Drop Sections** screen, place an X in the Drop box for classes to be dropped from the schedule.

2. Click **Submit**