

## WEB REGISTRATION

### To register for classes through Web Advisor:

1. Open browser and go to <https://csfnet.csf.edu> or go to [www.csf.edu](http://www.csf.edu)—Current Students—Registrar—WebAdvisor Access. Go to ‘Login’ tab and enter User Name and Web Advisor password. Click on ‘Register for Classes.’

There are 2 options for registering:

#### Option 1: Express Registration

This is available for students who have already chosen all the course sections they wish to register in:

1. After selecting ‘Express Registration,’ the ‘Express Registration’ screen is displayed.
2. Go to ‘Subject’ field, select the subject from the drop down box (ex. BUS). Enter course number (ex. 203), section number (ex. 01) and select term from the drop down box.
3. When finished entering all desired courses, click ‘Submit.’  
**Note: This creates a Preferred list; not officially registered yet. Note: The credit value of specific courses may be changed on this screen. (ex. Voice and music lessons for 1 or 2 credits)**
4. On the next screen, the preferred course schedule will appear. **Go to ‘Action for All Pref. Sections’ and select ‘register’ from the drop down box. All courses in the Preferred list will be submitted for registration. Click ‘Submit’**  
**Note: Courses can also be dropped from the Preferred list by selecting the course and selecting ‘Remove’ from the drop down box.**
5. The next screen will be displayed showing all registered courses. **Any course that fails registration will also appear on this screen.**
6. When registration is complete, go to ‘My Class Schedule’ at the bottom of the screen and print a copy of your schedule.
7. If a course fails registration, a message will occur indicating why the course failed. Select the failed course and select ‘Remove’ from the drop down box. Click ‘Submit.’ Then you will need to follow appropriate procedures to become enrolled in the course.

#### Option 2: Search and Register for Sections

This is available for students who want to search for sections prior to registering for them:

1. After selecting ‘Search and Register,’ the ‘Search/Register’ screen is displayed.
2. Select term by clicking on the drop down box. Click ‘Submit.’ All sections for selected term will appear.  
**Note: The search can be narrowed by selecting desired subjects, meeting time, etc.**
3. Click in the ‘Select Section’ field to choose specific classes. Click ‘Submit’ when all classes have been selected.  
**Note: This creates a Preferred list; not officially registered yet.**  
**Note: The credit value of specific courses may be changed on this screen. (ex. Voice and music lessons for 1 or 2 credits)**
4. On the next screen, the preferred course schedule will appear. Go to ‘Action for All Pref. Sections’ and select ‘register’ from the drop down box. All courses in the Preferred list will be submitted for registration. Click ‘Submit.’  
**Note: Courses can also be dropped from the Preferred list by selecting the course and selecting ‘Remove’ from the drop down box.**
5. The next screen will be displayed showing all registered courses. **Any course that fails registration will also appear on this screen.**
6. When registration is complete, go to ‘My Class Schedule’ at the bottom of the screen and print a copy of your schedule.
7. If a course fails registration, a message will occur indicating why the course failed. Select the failed course and select ‘Remove’ from the drop down box. Click ‘Submit.’ Then you will need to follow appropriate procedures to become enrolled in the course.