Personal Identification Number (PIN), which gives access to **WebAdvisor**, can be retrieved at http://bobcat.stu.edu. Online registration is denied to all international students, athletes, and those who have an Academic Enhancement hold flag, have an outstanding balance, have failed to meet course prerequisite, have not declared a major, or are an academic probation/suspension. Online registration through **WebAdvisor** does not substitute for academic advisement. Students should continue to meet with their academic advisor on a regular basis so the advisor may help in selecting the appropriate courses to ensure academic success.

Access My Bobcat to login to your student account online and go to **WebAdvisor** menu, on your left hand side.

- 1. If you do not have a copy of the schedule, then begin by clicking "**Search for Classes**". If you have copies of the schedule then go to item 2.
 - a. Set your printer to Landscape mode.
 - b. Click the Down Arrow to the Right of "Term"
 - c. Click on the appropriate "Term"
 - d. All other entries are optional If you scroll to the bottom of the page and click submit, you will get a list of all undergraduate and graduate courses for that term. The other fields enable you to limit your selection.
 - e. If you want to search for a particular course time and date, you can enter the course in the "Subject/Course No/Sect No" field.
 - f. If you want to limit your search to particular "Subjects", up to three (3) can be selected in the next set of fields (selection of course level is optional).
 - g. You can also limit your selection by time of day, day of week, Course Title, Location, Academic Level, and Instructor's Last Name.
 - h. Your selected courses will be listed. Please be patient. Depending on the number of users and your selection, this may take 1 3 minutes.
 - i. Print your schedule (landscape mode).
 - j. Click "Menu" at the top right or bottom right of the screen to return to your choices.
- 2. Click "Register for classes". You must enter all the information shown in the example.
 - a. Example:

Subject	Course#		Section#	Term
PSY	201	01	12/FL	

- b. Click "Express Registration"
 - 1. The first column **Synonym** can be ignored.
 - 2. Click the down arrow for **Subject** and scroll down to your subject.
 - 3. Click the **Course**# field and enter the course number.
 - 4. Click the **Section**# field and enter the section number.
 - 5. Click the down arrow under **Term** and select the appropriate term.
 - 6. The **Take For** column can be ignored if you are taking the course for credit.
 - 7. Continue entering each of your courses.
 - 8. When you are finished entering courses click **Submit** at the bottom of the page.
 - 9. You should get a screen that shows your current registration and the status of each course. If there is a problem with a course, the screen should indicate which courses were not registered. Unfortunately, sometimes a "bug" occurs with a statement "Forced exit from screen without explanation. Contact System Administrator." If this occurs, then check your Schedule to find out if your registration was completed.
 - 10. Click Menu

3. Class Schedule

- a. Click **My Class Schedule**
- b. Click the down arrow to select the term.
- c. Click **Submit**.
- d. Print the screen for your copy of your schedule.
- e. Click Menu.
- 4. Adding Courses
 - a. Click **Express Add**.
 - b. Follow the procedure for registration.
 - c. Be sure to check your schedule.
 - d. Click Menu.
- 5. Dropping Courses
 - a. Click **Drop Classes**.
 - b. Click the box to the left of the courses you wish to drop.
 - c. You may get an error message indicating the system was unable to comply with your request. This may not be correct. Check your schedule to determine your registration status.
 - d. Click Menu.

Online Registration Important Information

Factors that will **prevent online registration**

- a. A balance of more than \$1000.00
- b. A hold flag for Basic Skills, Probation, or Pending Admission.
- c. A new student or readmitted student (a student who has not registered in 365 days).
- d. A first year Law student.
- e. You do not have an appropriate academic program.
- f. You have "undecided" as a major.

Factors that will **prevent course registration**

- a. You do not have appropriate pre-requisites for the course.
- b. You are not at the appropriate academic level (undergraduate, graduate, or law).

Factors that will **result in cancellation of your registration**

- a. Registration for more than 18 credits as an undergraduate without the approval of the Dean of Undergraduate Studies.
- b. Registration for more than 9 credits as a graduate student without the approval of the Dean of Graduate Studies.
- c. Registration for more that 17 credits as a law student without the approval of the Assistant Dean for Student Affairs.

*Students who register on the WEB assume all responsibility for selecting courses which apply to their degree program.