

# How to Register Online

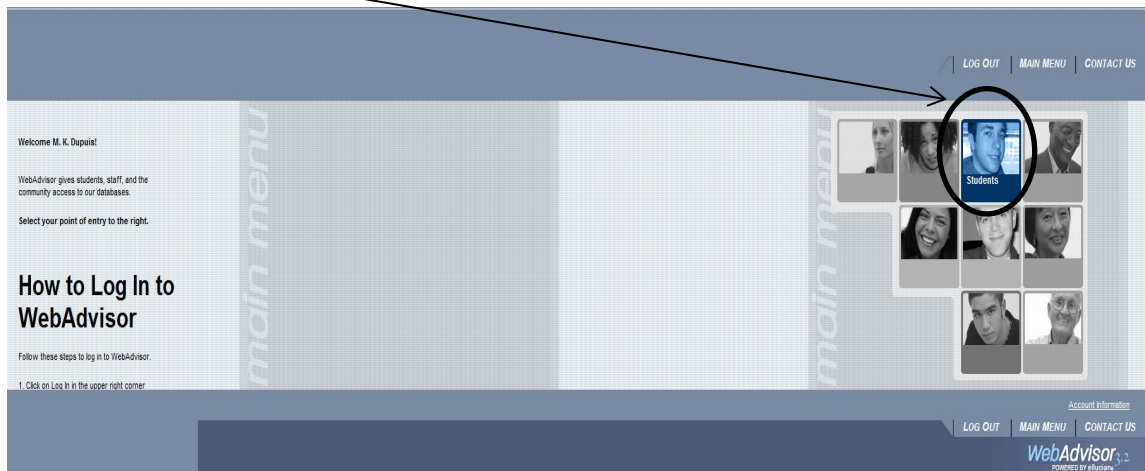
Listed below is a guideline to help walk you through online registration step by step. If you plan to register for both summer and fall courses, you must complete your summer registration prior to starting your fall registration.

Helpful Hints for Registration:

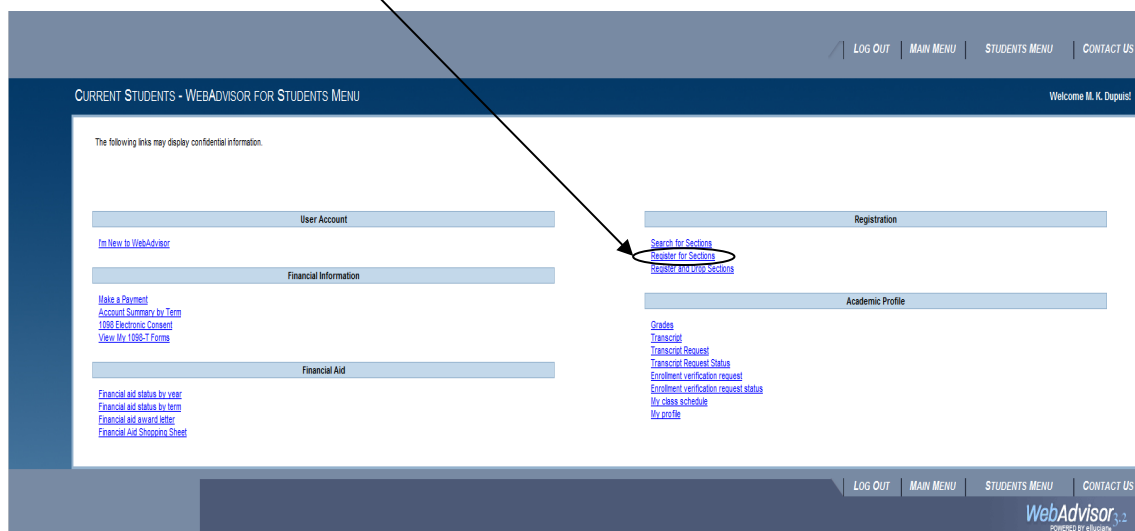
- ✓ Review your current CCCC transcript located in your WebAdvisor under Academic Profile (refer to #3 screen image below)
  - This can be helpful to determine if you have the prerequisite required for the course for which you plan to register or to determine if a course needs to be retaken.
- ✓ Compare your CCCC transcript to your program of study located in the College Catalog (<https://www.coastalcarolina.edu/academics/catalogs-schedules/>)
  - This will guide you in selecting courses within your program of study.

## Step-by-Step Directions

1. Log into WebAdvisor
2. Click on “Students”



3. Select “Register for Sections”



# How to Register Online

4. Select "Search and Register for Sections"

CURRENT STUDENTS

[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: MATH\*100\*01 or Synonym 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.)

[Manage my waitlist](#)  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

5. Select "Term" of registration from the drop down box (As a reminder: Summer 2020 should be completed prior to registering for Fall 2020)

CURRENT STUDENTS

**Search/Register for Sections**

Term

Starting On/After Date  Ending By Date

| Subject              | Course Level         | 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"/> |

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

SUBMIT

# How to Register Online

6. Searching for registration sections allow users to be as general or specific as they wish. Users can select “Subject”, “Course Number”, and fill in “Section” (if known).
  - a. Section Example: Selecting ENG and 111 from drop down and typing in 01 and “Submit” will generate:  
ENG 111 01 Writing & Inquiry M-Th 08:00 AM - 09:00
  - b. Course Number Example: Selecting ENG and 111 generate from the down will generate:  
ENG 111 01 Writing & Inquiry M-Th 08:00 AM - 09:00 AM  
ENG 111 02 Writing & Inquiry M-Th 09:30 AM- 10:30 AM  
ENG 111 03T Writing & Inquiry M-Th 09:30 AM- 10:40 AM
  - c. Course Example: Selecting ENG from the drop down will bring up all ENG courses offered for the term specified

Note – CIS 070, 110, 115 are listed under Information Systems; ACA 111, 122, and 090 are listed under Academic Related; DMA’s are listed under Developmental Math (Summer 2020 only)

**CURRENT STUDENTS**

**Search/Register for Sections**

Term

Starting On/After Date  Ending By Date

| Subject | Course Level | Course Number | Section |
|---------|--------------|---------------|---------|
| English |              | 111           |         |
|         |              |               |         |
|         |              |               |         |
|         |              |               |         |

Sections Meeting After  Sections Ending Before

Mon  Tue  Wed  Thu  Fri  Sat  Sunday

Course Title Keyword(s)

Location  Academic Level

Instructor's Last Name

**SUBMIT**

7. Check the box for the course and section you are selecting, and click “Submit” if correct.

**CURRENT STUDENTS** Welcome M. K. Dupuis!

**Section Selection Results**

Narrow my search

Re-sort my results

| Select                              | Term        | Status | Section Name and Title                            | Location                    | Meeting Information   | Faculty         | Available/Capacity | Credits | CEUs |
|-------------------------------------|-------------|--------|---|-----------------------------|---|-----------------|--------------------|---------|------|
| <input checked="" type="checkbox"/> | Summer 2017 | Open   | ENG-112-3901-1520021 Writing/Research in the Disc | Coastal Carolina Man Campus | 05/22/2017-09/05/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:00PM, Math and Science Technology, Room 201 | To be Announced |                    | 3.00    |      |

**SUBMIT**

# How to Register Online

- Select "Register" from the Action drop down menu

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WELCOME M. K. DUPUIS

### Register and Drop Sections

Name: Michele K. Dupuis

Action for ALL Pref. Sections (or choose below):

Preferred Sections

| Action                   | Term        | Section Name and Title                           | Location                     | Meeting Information  | Faculty         | Available/Capacity | Credits | CEUs |
|--------------------------|-------------|--|------------------------------|--|-----------------|--------------------|---------|------|
| <input type="checkbox"/> | Summer 2017 | ENG-112-990 (S2002) Writing/Research in the Disc | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:00PM, Math and Science Technology, Room 201        | To be Announced |                    | 3.00    |      |
| <input type="checkbox"/> | Spring 2017 | HS-121-990 (S2000) Western Civilization I        |                              | 03/09/2017-05/10/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Online, Room NA | To be Announced |                    | 3.00    |      |

Current Registrations

| Drop                     | Term        | Pass/ Audit | Section Name and Title                  | Location                     | Meeting Information  | Faculty         | Credits | CEUs |
|--------------------------|-------------|-------------|---|------------------------------|--|-----------------|---------|------|
| <input type="checkbox"/> | Summer 2017 |             | ENG-112C-990 (S2003) General Biology I  | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:00AM, Math and Science Technology, Room 201        | To be Announced | 3.00    |      |
| <input type="checkbox"/> | Spring 2017 |             | ENG-111-990 (S1999) Writing and Inquiry |                              | 03/09/2017-05/10/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Online, Room NA | To be Announced | 3.00    |      |

If one of my choices is not available  
 ALL Allow me to adjust all

- Click "Submit"

Preferred Sections

| Action                   | Term        | Section Name and Title                           | Location                     | Meeting Information  | Faculty         | Available/Capacity | Credits | CEUs |
|--------------------------|-------------|--|------------------------------|--|-----------------|--------------------|---------|------|
| <input type="checkbox"/> | Summer 2017 | ENG-112-990 (S2002) Writing/Research in the Disc | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:00PM, Math and Science Technology, Room 201        | To be Announced |                    | 3.00    |      |
| <input type="checkbox"/> | Spring 2017 | HS-121-990 (S2000) Western Civilization I        |                              | 03/09/2017-05/10/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Online, Room NA | To be Announced |                    | 3.00    |      |

Current Registrations

| Drop                     | Term        | Pass/ Audit | Section Name and Title                  | Location                     | Meeting Information  | Faculty         | Credits | CEUs |
|--------------------------|-------------|-------------|---|------------------------------|--|-----------------|---------|------|
| <input type="checkbox"/> | Summer 2017 |             | ENG-112C-990 (S2003) General Biology I  | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:00AM, Math and Science Technology, Room 201        | To be Announced | 3.00    |      |
| <input type="checkbox"/> | Spring 2017 |             | ENG-111-990 (S1999) Writing and Inquiry |                              | 03/09/2017-05/10/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Online, Room NA | To be Announced | 3.00    |      |

If one of my choices is not available  
 ALL Allow me to adjust all

- You have completed the registration process when you see the statement "The following requests have been processed."

CURRENT STUDENTS

WELCOME M. K. DUPUIS

### Registration Results

ENG-112-990 - Student 0640220 has no Registered Priority. Term 2017SU requires one

The following request(s) have been processed:

| Term        | Status                      | Pass/ Fail/ Audit | Section Name and Title                           | Location                     | Meeting Information   | Faculty         | Credits | CEUs |
|-------------|-----------------------------|-------------------|--|------------------------------|---|-----------------|---------|------|
| Summer 2017 | Registered for this section |                   | ENG-112-990 (S2002) Writing/Research in the Disc | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:00PM, Math and Science Technology, Room 201 | To be Announced | 3.00    |      |

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 |
|-------------|-------------------|--|------------------------------|--|-----------------|---------|------|
| Summer 2017 |                   | ENG-112C-990 (S2003) General Biology I           | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 09:00AM, Math and Science Technology, Room 201        | To be Announced | 3.00    |      |
| Summer 2017 |                   | ENG-112-990 (S2002) Writing/Research in the Disc | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday 12:00PM - 01:00PM, Math and Science Technology, Room 201        | To be Announced | 3.00    |      |
| Spring 2017 |                   | ENG-111-990 (S1999) Writing and Inquiry          |                              | 03/09/2017-05/10/2017 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday Times to be Announced/Online, Room NA | To be Announced | 3.00    |      |

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. |                        |          |                     |         |         |      |

LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor  
POWERED BY ANGEL

# How to Register Online

**Important:** If there is a restriction on a user's account, red text will appear at the top of the screen. Please contact [registrar@coastalcarolina.edu](mailto:registrar@coastalcarolina.edu) for guidance on how you should proceed using your student email address. Please include your student id number and "Registration Restriction" as your email subject.

11. Once completed, you will receive a summary of the courses for which you are registered.

The following request(s) have been processed:

| Term        | Status                      | Pass/ Fail/ Audit | Section Name and Title   | Location                     |
|-------------|-----------------------------|-------------------|--|------------------------------|
| Summer 2017 | Registered for this section |                   | <a href="#">ENG-112-99D (52002) Writing/Research in the Disc</a> | Coastal Carolina Main Campus |

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

| Term        | Pass/ Fail/ Audit | Section Name and Title   | Location                     | Meeting Information   |
|-------------|-------------------|--|------------------------------|-----------------------|
| Summer 2017 |                   | <a href="#">BIO-112C-99D (52003) General Biology II</a>          | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 |
| Summer 2017 |                   | <a href="#">ENG-112-99D (52002) Writing/Research in the Disc</a> | Coastal Carolina Main Campus | 05/22/2017-08/08/2017 |
| Spring 2017 |                   | <a href="#">ENG-111-99D (51999) Writing and Inquiry</a>          |                              | 03/09/2017-05/10/2017 |

If you have any questions or require any assistance please email [registrar@coastalcarolina.edu](mailto:registrar@coastalcarolina.edu) or call the Registrar's office at 910-938-6860.