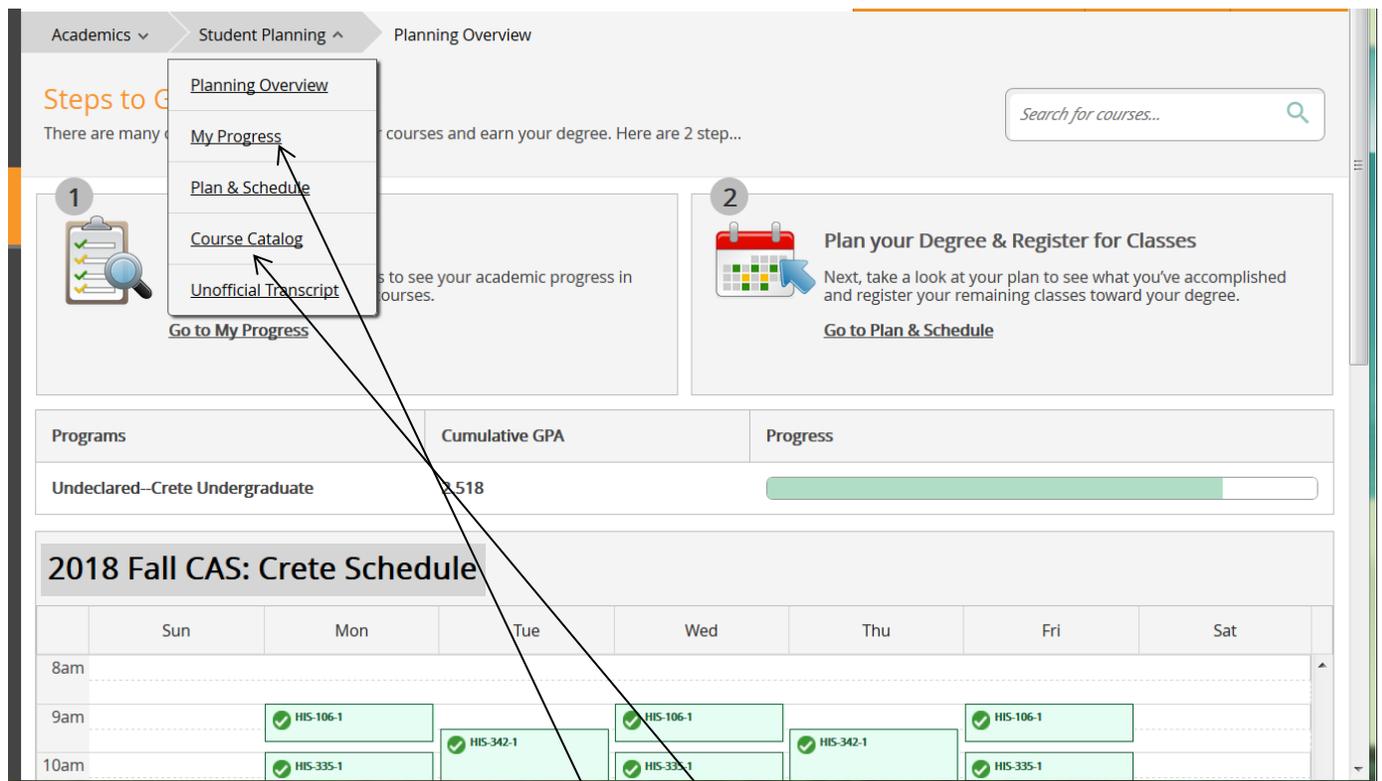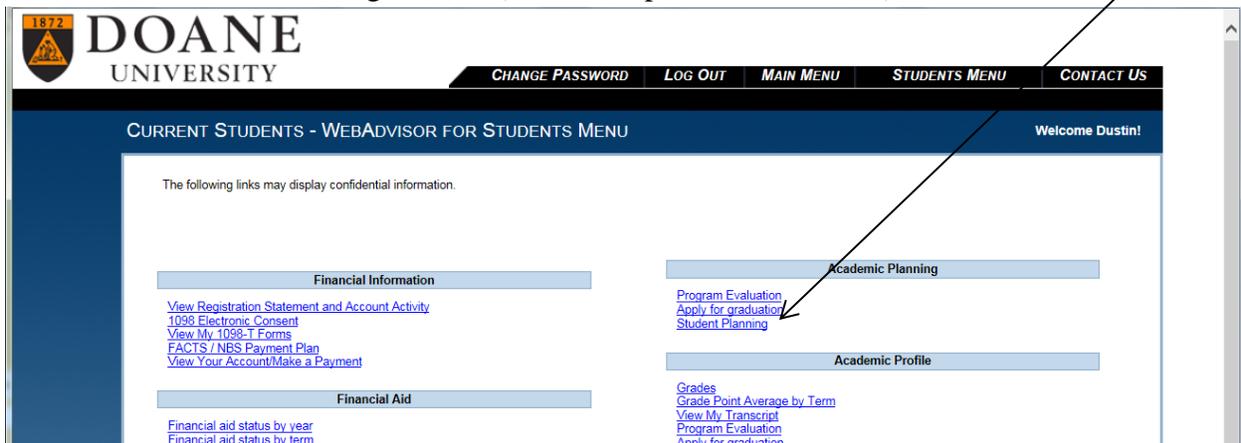# 10 Easy Steps to Help You Register for Classes

1. Log in to Web Advisor (wa.doane.edu) Click on Students. On the right side click on Student Planning under the Academic Planning section. (This will open a new window)





You will see your class schedule for the current semester on this page.

To add classes you can either select the Course Catalog (go to #3) if you know what class you would like to add, or you can click on My Progress (go to #4) and select a class depending on what requirement you are trying to fill.

2. Once you have selected Course Catalog you are going to select the course subject. Once you have selected one it will give you a list of classes you can take. In order to add courses simply click on the Add Course to Plan button. The course will appear on your schedule in the Plan & Schedule tab.

3. Once you have selected My Progress you are going to find what requirement you are looking to fill. Click on the Search button for the requirement you are looking to fill.



It will bring you to a page with all the classes that will fill that requirement.



Select the course that interests you by clicking on the Add Course to Plan button. Select the term you want to add the course to. If the course is variable credit you'll want to select how many credits you want to enroll for.

The course will appear on your schedule in the Plan & Schedule tab.



4. Select Plan & Schedule under the Student Planning tab. On the Left hand side you will see a list of the classes that you have added. All classes that your advisor has approved will appear in green. All those that your advisor still needs to approve will appear in Yellow and you will not be able to fully register for these classes until your advisor has approved them.

5. To add classes to your schedule click View other sections for each class and the times that each class is offered will show up on your schedule.
(Hint: View all of the sections for your classes on your schedule before you add them as many classes have multiple sections available.)



6. To get into a class click on the section on the left that corresponds to the time on your schedule when you would like to be in that class. The Section Details will pop up. Make sure that the details are all correct and then click Add Section to Schedule.
    Repeat for all classes.

7. Once your class has been added to your schedule it should appear a darker green or yellow. If it is still light colored you haven't added it. Retry #7 until the class is added.

8. Once all your classes have been added to your schedule you are going to click Request Review. This will send your schedule to your advisor so that they can confirm your class schedule and approve your classes.
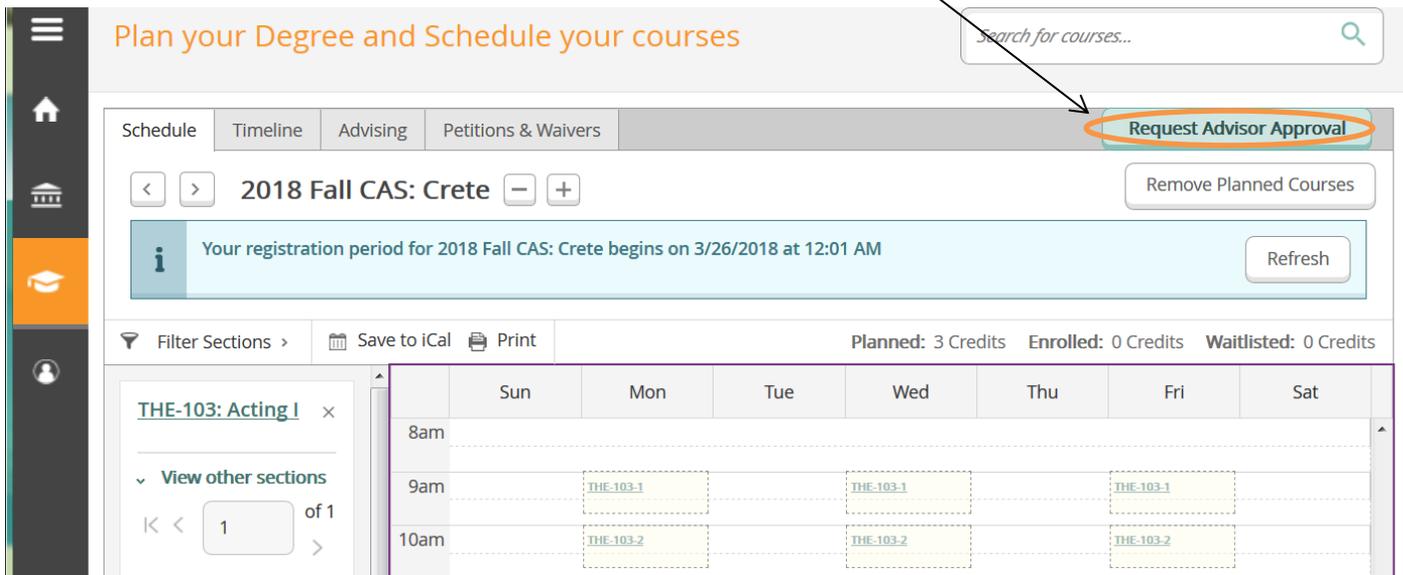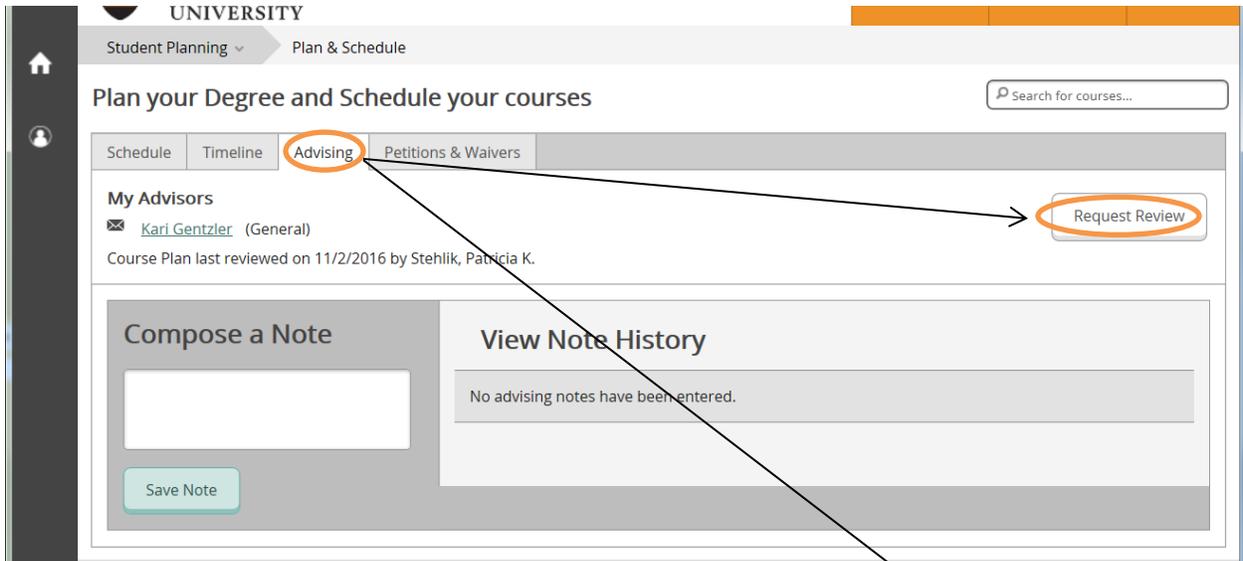


9. If your advisor has already approved all your classes you can **select Register Now** on the right hand side above your schedule. Be sure to review your schedule and make sure that you are happy with the schedule.

Different View of your courses.  This is also where you can easily remove planned courses from previous terms you didn't enroll in by clicking on the X.