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The Online Registration Application

About the Online Registration Application
The Online Registration application allows students, advisors, and department administrators to access and manage students’ subject selections during the time online registration is open. After approval, subject selections are locked and cannot be edited. Each student will then have to complete 4 additional steps to submit the registration.

What is the Sequence of Online Registration?
The Online Registration process proceeds through three steps, each of which has an associated status. Students can follow the process on the Registration Status Timeline which they will see on their screens. Advisors play a role during the Edit Subject Selections and Advisor Approval steps.

Pre-Registration takes place before Online Registration begins. If a student has pre-registered, those subjects will pre-populate the subject selection page. If they have not pre-registered the subject selection page will be blank.

1. **Edit Subject Selections – Awaiting Approval**
   During the Edit Subject Selections step anyone who is authorized – student, advisor, or department administrator proxy - may edit the student’s subject selections. After subject selections are made the student will meet with their Advisor. During this step the status is Awaiting Approval.

2. **Advisor Approval – Approved**
   After the student and their advisor meet, the Advisor will approve the subject selections in the Online Registration system. At that point the status changes to Approved. Once Approved the subject selections may not be altered in the Online Registration system. To make changes after the selections have been approved, use the Add /Drop/Change process.

3. **Review and Submit Registration – Submitted**
   Once subjects are approved by the Advisor, the student continues through the Review and Submit Registration steps which require the student to review their subject selections and contact data and agree to the terms of registration. After the student completes the additional steps and clicks the Submit button, the registration state becomes Submitted and the online registration process is complete.
How Do I Access Online Registration?

You will access the Online Registration System through the WebSIS Home page during the period that Online Registration is open. Authentication is handled through Touchstone where you are asked to use your Certificate or to enter your Kerberos username and password.

After selecting your Certificate or entering your Kerberos username and password you will see the Registration – Advisor Home Page. After reading the Instructions you can click the Search tab.
[1] **Instructions or Search**

The **Instructions** outline the steps in the process for you as an advisor. Click the appropriate tab to select Search or Instructions.

You can **Search** for an individual student by entering information in the fields on the right or search for **groups of students** based on the criteria you select on the left.
To locate an individual student enter name, ID or Kerberos user name. You can also filter the list by student year or by the status of the registration process. For example, you might want to list all the students who have submitted their selections and are waiting for your approval. Click the tab to show the Search area if necessary.

Select all boxes (or no boxes) in the Year and Status fields to show all students.

After entering or selecting your filter options click the Find Students button to activate the search.

Note: All years and status choices are checked by default. Search criteria you select will not be remembered by the system.

You can change the number of student records shown on the screen at one time. The options are 10, 20, 50, 100 or All. Choose the display option and click the Go button.

Sorting Records
To Sort records, click the column heading text for an ascending sort. Click again for a descending sort. A triangle will show if the sort is ascending or descending.

The Email Student List button creates an email message to the students currently listed on the screen. This feature is explained below.

[3] Student Names
The list of names will reflect your search criteria. The list will show the students status in the registration process, their name and ID number, gender, year and course.

Click the Status link in the first column to show an individual record.
Click the Name link to send an email to the student.
[4] Export to PDF or CSV
Click PDF to print a simple form listing the students based on the current search criteria and sort order. Click CSV to export the list to Excel.

[5] Email Student List
The Email Student List button creates an email to be sent to the current list of students. This may be the entire list or a list modified by your last search. The first step will show you the list of names to be included in the email. You can select and deselect individual names by clicking in the far left column.

Click Prepare Email to continue the process. The result is the screen below which allows you to write your email. You can choose to see a preview of the message in an overlay. You can use the Send, Preview, Clear, or Cancel, don't send buttons. You may also add Report recipients who will receive one copy of the email with a single list of all the recipients.
The **Subject Selections** page shows the subjects for an individual student. This page is available to the student, their advisor and the department administrator who may add or remove subjects until the selections are approved by you, the advisor. Once approved, subject changes can only be completed through the Add/ Drop/Change process.

**[1] Student Information**

This is the Student biographic area where you will see the advisee’s name, ID, reg type and year, major, your name and a picture. For more information about the student, click the link **Student Address and Other Details on WebSIS**. You can move among student screens using the **Next Student** and **Previous Student** buttons in the top right.

The Messages area will show information pertaining to the individual student. It is critical that your advisees read and attend to these messages. See below for more information. You May open or close this message window by clicking next to the word Messages [+ or -].

Messages [-]

- There is a hold on this student's record. As an Advisor, you can review and approve the registration. Please be aware that the student cannot submit the registration until the hold is resolved.
- The following subjects have been removed from your selections because they are not offered this term:
  - (A subject can be re-added if it's status has been changed to "offered" in the online subject listing)
    - 1.018 Ecology: The Earth System (removed on 01/21/2011)
    - 1.036 Structural and Geotechnical Engineering Design (removed from Pre-Registration selections)
- Outstanding DX in 1.035 Mechanics of Structures and Soils Fall 2008-2009
- Credit limit of 60 units

The example image shows several possible messages about a hold, subjects removed after preregistration because they are not being offered this term, outstanding work from a previous term and credit limits. Although this student's registration has a hold you can still approve their subject selections. This student has a credit limit of 60 though you may in fact approve more units than the limit.

There are several potential messages unique to freshmen that are also displayed in the student's Freshman Folder. Some examples are shown below.

[3] Notes

As an advisor, you can add notes about the individual students you advise. Only you can see these notes. The My Notes Privacy Statement follows.

Notes saved in the 'My Notes' section are visible only to you. As these notes are never shared with, or accessible by, any other person (not even your assistant), these notes will not become part of the student's 'education record' which he or she is entitled to review upon request. In rare instances, the notes could nevertheless be disclosed in litigation or court process.
To add a note, click My Notes, then Add Note. Type a note and Save, Cancel or Print to PDF.

Individual notes may be edited, deleted or printed.

You can always see who has made the last change to the subject selections and when that change was made. Click View Changes to see a complete log of all changes since Pre-Registration.

The View Changes screen will display a list of all changes made to the subject selections by the student, an advisor, a department administrator, or the system since pre-registration. The display will list the subject information, the action taken, who made the change and the date the change was made. Click the name in the User column to send an email to that person [not displayed in image below]. Click a column heading to sort by that column.

The View Changes list will show several types of actions including:

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added</td>
<td>For subjects added during the Edit Subject Selections step</td>
</tr>
<tr>
<td>Modified</td>
<td>For example if the units were increased or decreased or the grading option was changed</td>
</tr>
<tr>
<td>Imported from Pre-registration</td>
<td>These subjects are pulled into the system after the pre-registration process</td>
</tr>
<tr>
<td>Subject not offered – removed from selection</td>
<td>These subjects are removed from the pre-registration list of subjects because they are not offered this term</td>
</tr>
</tbody>
</table>

[5] Info Area

The following links may be displayed depending on a student’s status:

**View Schedule of Entered Subjects**: generates a graphical view of each subject’s schedule.

**View Undergraduate Degree Audit**: opens a new browser tab which points to the student’s Undergraduate Degree Audit from WEBSIS.

**Reset to Pre-Registration**: reset subjects list back to its Pre-Registration state, not available for first term Freshmen

**View Online Subject Listing**: opens a new browser tab which points to the subject listing in the Online Subject Listing.
View Pre-Registration Schedule: opens a new browser tab which points to the student’s pre-registration schedule from WEBSIS.

View Freshman Folder: opens a new browser tab which points to the student’s Freshman Folder from WEBSIS.

[6] Subject Selections List

In the Subject Selections area you will see the list of subjects which are available to edit. For those subjects which permit changes to the Units and Grading Options you will have access to make those changes. You will receive a warning if you enter invalid data. Graduate students only will show a column for HGN.

Remove a Subject
To remove a subject from the list check the Remove box and click Save Selections.

Add a Subject
To add subjects enter the subject number in the Search for Subject box, then click Add. The Search for Subject box will only show currently offered subjects. You must confirm the subject you are adding.

After you click Add you may see messages based on the appropriateness of your subject you are trying to add, e.g.,
Grading Options and Units

Grading Options may be changed if applicable by using the pop-up list. Grading Options are tailored to the subject and student. When adding subjects, note the **Total Units**. If the total units are less than 32 the units will appear in red and you will see a message.

Note: Freshman Advising Seminars are assigned by the Undergraduate Advising and Academic Programs Office, and cannot be changed through this Online Registration application.

After you add a subject and click the **Save Selections** button take note of the Total Units and Credit Limit. Many factors affect the way credit limits are calculated. For example, subjects with a grading mode of Listener and not included in credit limit calculations.

When credit limits are exceeded, a warning icon is displayed showing Total Units of subjects selected and the Credit Limit. Some subjects, such as 8.01L, extend into a second term. In those cases, half of the subject’s units are applied to one term for the purpose of determining if a credit limit is exceeded. In these cases, the term “Units Applied to Credit Limit” will appear.
[7] Button Row

The buttons in this bottom row allow you to Save, Approve, Reset and Print.

- **Save Selections**
- **Save & Approve Registration**
- **Reset to Last Save**
- **Print to PDF**

**Save Selections**

Click **Save Selections** to keep any changes you make. You will see the following confirmation.

- Subject selections saved

**Save & Approve Registration**

Click **Save & Approve Registration** when all selections by you and your advisee have been agreed to and added. This is the final step on your part. **When you click Save and Approve the subject selections will be locked!**

To unlock an approved registration form, access the student’s Registration Summary page and click the “Unlock Registration” button. This will revert the form to the “awaiting approval” state where the student and advisor can make changes. Note that the advisor will be required to approve the form again. Registration forms that have been submitted cannot be changed. Rather, registration changes after submission must be made through the Change/Drop/Add process. Students will receive a system generated email that you have approved their subject selections and that they have an additional step beyond your approval before the Online Registration process is complete.

**Note:** You will receive an additional warning message when you approve a total of less than 32 units.
Click **Reset to Last Save** to undo any changes you have made during the current session since your last Save.

Click **Print to PDF** to create a PDF copy of the current page which may be printed.

Click **Reset to Pre-Registration** located above the subjects list to revert the subjects back to its Pre-Registration state.

When you have completed your work on the Subject Selections page click Advisor Home – to return to your list of advisees or click Log Off and close your browser.