REGISTER AT UWA

Step 1. To start the registration process, go to the UWA website at www.uwa.edu and click “Current Students”.

![Current Students link on UWA website](image)
Step 2. Have you created your username and password? If not, you need to select “Need An Account”. If you already have a username and password, click on “MY UWA” and log in. If you already have a username and password, but cannot log in, your password may be expired. You can reset your password by clicking “Need an Account” also.
Step 3. Once you have selected My UWA, click on “Login to MyUWA Students”. Please remember that you must include the (@uwa.edu) behind your username when logging onto MyUWA. Your login will be your entire UWA email address and password.
Once you are logged in, select “WebAdvisor for Students”
Step 4. Click “Academic Planning” then directly under here click “Plan Courses”
Step 5. You must plan your course(s) by clicking on “Course Planning Wizard”.

Plan Courses

View Worksheet
Review your planned courses.

Course Planning Wizard
This wizard uses your program evaluation to help plan the courses you need to complete your program.

Create/Add to Worksheet
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

Modify Worksheet
Remove courses, change the terms or credits of courses on your worksheet, or make notes.

Program Evaluation
Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

Register
Register for selected courses on your Course Worksheet.

E-Mail Advisor(s)
Step 6. Review your program and confirm that it is correct by clicking submit. If your program is incorrect you need to contact your Dean’s Office.
Step 7. Select your program requirement below by clicking the “Select ONE” box and then click “Submit”. The Status and Need to Plan columns will indicate if you have started the requirements or whether you have completed the requirements.
Step 8. Below you will see the components of your current program. Choose ONE of the components below in which you will select a class and register in the next steps.

Please note the Status in Need to Plan column. This will inform you if you need to register for classes in this area.

<table>
<thead>
<tr>
<th>Select ONE</th>
<th>Component</th>
<th>Exception</th>
<th>Status</th>
<th>Need to Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Group 1: ED-504 ED-506 CSD-500</td>
<td></td>
<td>Requirement Not Started</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Step 9. Select a course to add to your plan by clicking the box beside the course(s), and selecting the term you wish to register for this course. Next, click “Submit”.

<table>
<thead>
<tr>
<th>Select</th>
<th>Planned Term</th>
<th>Course Name and Title</th>
<th>Department</th>
<th>Credits</th>
<th>CEUs</th>
<th>Academic Level</th>
<th>Location</th>
<th>Course Type</th>
<th>Session Cycle</th>
<th>Yearly Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Spring Two 2012</td>
<td>CSD-500 Theory/Phil of Coll Stud Devel</td>
<td>Teacher Education</td>
<td>3.00</td>
<td></td>
<td>Graduate Level</td>
<td></td>
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<tr>
<td></td>
<td>Campus Summer 2012</td>
<td>ED-504 Tech of Educational Research</td>
<td>Teacher Education</td>
<td>3.00</td>
<td></td>
<td>Graduate Level</td>
<td></td>
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<tr>
<td></td>
<td>Online Summer 2012</td>
<td>ED-506 Educational Statistics</td>
<td>Teacher Education</td>
<td>3.00</td>
<td></td>
<td>Graduate Level</td>
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<td>Campus Fall 2012</td>
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</table>
Step 10. You have successfully added a class to your plan; however, you still need to register. If you wish to continue and register for this class, click “Register”.
Step 11. Here you will select the course(s) you wish to register for. If you have multiple courses listed, check only the ones you want to register for and make sure the planned term is open for registration. Once you have selected your course(s), click “Submit”. If there is a past term planned that is not open for registration, then you must change your term by modifying your plan. Please see instruction on modifying your worksheet at [http://www.uwa.edu/registration.aspx](http://www.uwa.edu/registration.aspx) if needed.
Step 12. Here you will select the section you wish to register for by clicking the box beside that section. In most cases there will be more than one section available. You can choose which section you wish to register for as long as the section status is OPEN. Please note the information displayed in each of the columns below.
Step 13. You are now ready to register. Select register in the Action Box beside each course. Be sure to select “PART Complete only available” in the last drop down box before clicking submit.
Congratulations! You are now registered. Always check the status column to confirm your registration below. You will receive a confirmation email to your UWA email address also confirming your registration.
This completes your registration.

If you are still experiencing difficulties, contact the Registrar’s Office at 205.652.3587.

For proper assistance, please have access to a computer when you call.