Web Registration
Undergraduate Student
Helpful Information
To start the registration process go to the UWA website at www.uwa.edu and click “Current Students”.

![UWA Website Screenshot](image.png)
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 maybe expired. You can reset your password by clicking “Need an Account” also. Please remember that you must include the (@uwa.edu) behind your username when logging onto MyUWA.
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”
Click “Academic Planning” then directly under here click “Plan Courses”
When the course planning window is open, select “Create/Add to Worksheet.” Confirm your program of study when prompted.
This page will allow you to select your course for your plan. Under the subject box, click the course name (i.e. English), and type in the course number (i.e. 101) under the course number box. Leave lower boxes blank and then click “Submit”.
This page will show you the course. You will check the box under "Select Course", choose the "Term" from the drop down list, and click Submit.

<table>
<thead>
<tr>
<th>Select Course(s)</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>Online Spring One 2011</td>
<td>Online Spring One 2011</td>
<td>Written English I (has prerequisites)</td>
<td>Languages &amp; Literature</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[SUBMIT]
This screen will show you the course with the message “These are PLANNED courses for which you have not registered.” At this point you have only planned your schedule. You must click “E-mail Advisor” and request schedule approval. You cannot register for the class until your advisor approves your schedule.
If you been assigned an advisor, their information will automatically populate. Make sure the box is checked beside the advisors name. Enter a subject (i.e. Class Approval) and an e-mail text (i.e. Please approve my classes). Next, select the box to the left of the course and click Submit. ** Your advisor will send an e-mail to your Tigernet E-mail address when your plan has been approved.
Once you have receive notice that your classes have been approved, you can log back into MY UWA and click on “Academic Planning” then “Plan Courses”.
Click on Register and approve your program again.
Select the class or classes to search for available sections and click “Submit”.

<table>
<thead>
<tr>
<th>Find Sections</th>
<th>Planned Term</th>
<th>Course Name and Title</th>
<th>Credits</th>
<th>CEUs</th>
<th>Added By</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Online Spring One</td>
<td>EH-101 Written English I (has prerequisites)</td>
<td>3.00</td>
<td></td>
<td>Student (Advisor approved)</td>
</tr>
</tbody>
</table>

Private Worksheet Notes

Public Worksheet Notes
This screen will ask you to select the course section you wish to register for. Notice the status column, it tell if the section is open or closed. Make sure the section you select is open. Next, select the box to the left of the course and click Submit.
You will be asked to choose an action next to the class you selected. Under action you will choose “Register” from the drop down list and then click “Submit.” You should receive a message stating that your request has been processed and the course should appear with in your schedule.
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.