How to Register Online

Before you register, check the Academic Calendar to see when course registration begins for each term.

1. To register, log into the MyCLU Portal

2. Click the "WebAdvisor" tab at the top
3. Click "Students"
Registering for Classes in WebAdvisor

4. Click "Register for Sections"
5. Choose a registration option ("Search and register for sections" is the most common) and click on “ok”
6. Select the **Term** at the top. Under **Academic Level**, choose "**ADEP - Undergraduate**" and click "**submit**" at the bottom.

   a. Select Fall, Winter, Spring, or Summer Term of that academic year for courses.
7. Select the courses that you would like to register for by checking the box next to each course...

   a. Once you have chosen your desired course, click on “**submit**”. Follow the instructions to complete registration.
8. Click "Register for Sections", once again like in the beginning, and scroll down to the section titled “Register for previously selected sections”

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**Register for Sections**

Please choose which type of registration you would like to use:
- Register from my worksheet
- Register using course planning wizard

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 10401 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 remove them: Drop sections
- Use this option if you would like to drop a section. (Other options 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.

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"Select an action from the drop-down menu for every preferred course listed:

RG Register = Register for a class that is open (Confirm availability by looking at the first number listed under the Availability/Capacity/Waitlist column heading. If the class is open for registration, the first number will be > 0).

RL = Remove from list (Use this option to remove the class from the list of selected classes).

WL = Waitlist a class that is full (If the first number under the Availability/Capacity/Waitlist column heading is 0, select this option to be placed on the waitlist)."
9. Select “Submit” once an action is selected for each class on the list.
10. The **Registration Results** screen provides a summary of courses for which were just registered, as well as a summary of courses that are registered for future terms. An e‐mail confirmation is also received confirming the registration process.

11. If registration does not appear to go through or no confirmation email is received, to please contact the Registrar's Office immediately for assistance. The Registrar's Office can be reached at (805)493-3105.