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 on the left
3. Click "Students"

   WebAdvisor gives students, applicants and faculty access to our databases.

   To enter WebAdvisor, click Log In above.

   To search for classes, click the link above

   WebAdvisor now has a new look that makes it easier to read and use. If you have any questions about it, please contact web@callutheran.edu.
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 "**Professionals - Undergraduate**" and click "**submit**" at the bottom.

7. Select Fall, Winter, Spring, or Summer Term of that academic year for courses.
8. 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

   **Section Selection Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available Capacity</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-450-01 (52162) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>Witman</td>
<td>18 / 20 / 0</td>
<td>1.00</td>
</tr>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-450-00 (60795) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>Murphy, S.</td>
<td>19 / 20 / 0</td>
<td>1.00</td>
</tr>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-450-04 (50348) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>S. Fischbach</td>
<td>19 / 20 / 0</td>
<td>1.00</td>
</tr>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-450-05 (60365) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>T. Weaver</td>
<td>18 / 20 / 0</td>
<td>1.00</td>
</tr>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-490-06 (61033) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>Witman</td>
<td>19 / 20 / 0</td>
<td>1.00</td>
</tr>
<tr>
<td>✔</td>
<td>Spring Semester</td>
<td>Open</td>
<td>BUS-490-07 (63126) Independent Study</td>
<td>Main Campus</td>
<td>01/18/2017-05/12/2017</td>
<td>B. Gillias</td>
<td>17 / 20 / 0</td>
<td>1.00</td>
</tr>
</tbody>
</table>
Registering for Classes in WebAdvisor

9. **Select "Submit"** once an action is selected for each class on the list.

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

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**Current Registrations**

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**Registered Sections**

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If one of my choices is not available,

ALL Allow me to adjust all

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**Submit**
RG Register = Register for a class that is open (Confirm availability by looking at the first number listed
   a. 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).

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, please contact your academic advisor immediately
    for assistance.