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"
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.
9. Click "Register for Sections", once again like in the beginning, and scroll down to the section titled “Register for previously selected sections”
Registering for Classes in WebAdvisor

Welcome

Register for Sections

Please choose which type of registration you would like to use:

Register from my worksheet
Use this if you want to register for sections from your Course Planning Worksheet.

Register using course planning wizard
This wizard uses your program evaluation to help you plan courses you need. Then, continue into registration to pick the section(s) you want.

Search and register for sections
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: MATH101001 or Synonym 4276)

-- 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).
10. Select "Submit" once an action is selected for each class on the list.
11. 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.

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