WebAdvisor Survival Guide

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At last, online course selection begins today for Rider undergraduates. “It’s a real culture change,” said Susan Stefanick of the Registrar’s Office. “For years people came to the office waiting in line in their pajamas with pillows all night for the doors to open. Now they’ll all just be in their rooms, hunched over their computer screens in the afternoon.”

Beginning this year, students will begin their course selections online at 4:30 p.m. on their dates designated in the course roster booklet. However, those who would prefer to register in person, or who want classes that require the permission of an instructor, will need to go into the Registrar’s Office, said Stefanick.

For those who are apprehensive about the switch to an online service, "The Rider News has provided you with a step-by-step survival guide to using the system.

1 First and foremost, if you haven’t already paid your adviser a visit, hurry along now. You need to be “greenlighted” to register online. Keep the signed Course Request form the two of you agree on.

2 OK, now bring up either Netscape or Internet Explorer and head over to Rider’s homepage (http://www.rider.edu). From there, click on “WebAdvisor for Online Course Selection.” Then click “WebAdvisor for Students” and then “Register for Classes.”

3 Odds are, at this point, you’ve already figured out what classes you want to take and when. Good, that means you can go directly to Express Registration. Otherwise you’ll need to choose the Search and Register option (shown below) and catch up with the rest of us later.

4 To login to the server, put in your WebAdvisor username and password. Your username is your Rider e-mail account name (all lower case) without the @rider.edu, and your password is conveniently set as the last four digits of your Social Security number. Click “Submit.”

5 Here, in the Express Registration field, you will now be able to put in the info for each course you want to take. Put in the subject (ACC - Accounting), course number (210), section number (D1) and term (Spring 2003) in each respective field using the tab key on your keyboard.

6 Once you’re done, scroll down to the bottom of the screen and hit submit. You will be brought to a confirmation page where, if you couldn’t get one of your classes, it will tell you in the Status column by saying “Failed.” If you got all the classes you needed, congrats; skip on down to step 8.

7 If something came up as “Failed,” sorry, you’re going to have to scroll down to “Add Classes” and pick something else. At this point, if you don’t have any alternatives lined up, you can use the Search and Register Window. Found in the Add Classes section, the Search Window will allow you to search by subject, course number, section number, course level, campus or even professor. Once you’ve entered your search criteria you can hit the submit button which will take you to a list of results. If you happen to like any of the choices that come up, put a checkmark in the boxes next to them and hit submit.

8 At last you’re all done, that wasn’t so hard, was it? Just head over to “My Schedule” at the bottom of the screen. Use the printer icon on your browser to print your final schedule. Remember to logout so nobody can mess with your classes.