

2014



PIEDMONT
COLLEGE

CREATING PROPOSED SCHEDULE

This guide provides the steps on how to create a proposed schedule through WebAdvisor.

How to register online through WebAdvisor:

1. Go to www.piedmont.edu/pilgrimnet and log in using your Lions email username and password.
2. Click on Registration under WebAdvisor for Students

The screenshot shows the Piedmont College WebAdvisor portal. At the top, the user is logged in as 'Bogert, Jonathan'. The main navigation bar includes 'Student', 'Academics', 'Campus Life', 'Student Resources', 'Financials', and 'Technology'. Below this, the 'Piedmont College Portal > Student' section is visible. On the left, there is a 'My Week' and 'My To Do' section with a calendar for October 2014. The current date is Wednesday, October 08, 2014. In the center, there are 'Announcements' and 'Campus Events' sections. On the right, there are 'My Bookmarks' and a 'Photos' section. A red arrow points from a callout box labeled 'Click Registration' to the 'Registration' link in the 'WebAdvisor for Students' menu.

3. Click on Register for Sections

The screenshot shows the Piedmont College WebAdvisor portal. At the top, the user is logged in as 'Bogert, Jonathan'. The main navigation bar includes 'Student', 'Academics', 'Campus Life', 'Student Resources', 'Financials', and 'Technology'. Below this, the 'Piedmont College Portal > Student' section is visible. On the left, there is a 'My Week' and 'My To Do' section with a calendar for October 2014. The current date is Thursday, October 09, 2014. In the center, there are 'Announcements' and 'Campus Events' sections. On the right, there are 'My Bookmarks' and a 'Photos' section. A red arrow points from a callout box labeled 'Click on Register for Sections' to the 'Register for Sections' link in the 'WebAdvisor for Students' menu.

4. Click on Search and register for sections

Piedmont College Portal > Staff > WebAdvisor

Register for Sections

Register for Sections

Click on Search and 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 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.
- Register for previously selected sections**
Use this option if you have already placed sections on your preferred list and would like to now register.
- Drop sections**
Use this option if you would like to drop a section. (Other choices 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.

5. Use various fields to search for the sections you need (be sure to choose a Location), then click Submit

Advisor

Search/Register for Sections

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text" value="Biology"/>	<input type="text" value="First Year"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="Accounting"/>	<input type="text" value="Second Year"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

6. Select the sections you need, then click Submit

Section Selection Results ✕

Co-requisite classes that do not meet your selection criteria may be displayed

Narrow my search

Re-sort my results TERM Term, Section Name ▼

Select	Term	Status	Section Name and Title	Location	Meeting Information
<input checked="" type="checkbox"/>	Spring 2015	Open	ACCT-2010-01 Accounting I	Demorest Campus	01/06/2015-04/28/2015 Lecture Tuesday, Thursday 09:30AM - 10:45AM
<input type="checkbox"/>	Spring 2015	Open	ACCT-2020-01 Accounting II	Demorest Campus	01/06/2015-04/28/2015 Lecture Tuesday, Thursday 09:30AM - 10:45AM
<input checked="" type="checkbox"/>	Spring 2015	Open	BIOL-1101-01 General Biology I	Demorest Campus	01/05/2015-04/29/2015 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Stewart Hall
<input type="checkbox"/>	Spring 2015	Open	BIOL-1102-01 General Biology II	Demorest Campus	01/05/2015-04/29/2015 Lecture Monday, Wednesday, Friday 10:00AM - 10:50AM, Stewart Hall
<input type="checkbox"/>	Spring 2015	Open	BIOL-1102-02 General Biology II	Demorest Campus	01/05/2015-04/29/2015 Lecture Monday, Wednesday, Friday 11:00AM - 11:50AM, Stewart Hall

[My Schedule](#)

Select the sections you need, then click Submit

7. Those sections are now added to your Proposed Schedule for your advisor to review. If you need to make more selections, simply go back and search for and select additional sections.

Register and Drop Sections ✕

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions

Name Anthony Cox

Action for ALL Pref. Sections (or choose below) ▼

Preferred Sections					
Action	Term	Section Name and Title	Location	Meeting Information	
▼	Spring 2015	ACCT-2010-01 Accounting I	Demorest Campus	01/06/2015-04/28/2015 Lecture Tuesday, Thursday 09:30AM - 10:45AM, Camp Hall, Room :	
▼	Spring 2015	BIOL-1101-01 General Biology I	Demorest Campus	01/05/2015-04/29/2015 Lecture Monday, Wednesday, Friday 09:00AM - 09:50AM, Stewart H	

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	You are not currently registered for any sections.							

If one of my choices is not available
ALL Allow me to adjust all ▼

[Manage Waitlist](#) | [My Schedule](#)

