

## TIPS FOR REGISTERING VIA WEBADVISOR

The following information will assist you in registering online via WebAdvisor. Please note that you may also come to the Student Services Office and register in person if you wish.

Students cannot register until their registration "window" opens, granting them **Permission to Register**. This is the time/day **starting which** an individual may register – the window does not “close” until the beginning of the terms registered for, when the regular add/drop timeframes come into effect.

**Terms: Students may register for Summer 2011, Fall 2011, and Winter 2012.**

## Prerequisites & Consent for Registration

The WebAdvisor System will check if you have the correct prerequisites for the courses you register for. As this is NSCAD's first time with online registration and automated prerequisite checking, **the system will ALERT you** if you are missing a prerequisite. When you see this alert it means that you should NOT register for the course (the system will process the registration and you simply need to then "drop" that course right on the same screen).

**Special Permission / Signature:** Students who do not have the prerequisites for a course but have signed authorization from the instructor must bring that authorization to the Student Services Office and register in person for the course.

**Courses that require Consent / Signature:** Some courses "require" an instructor or chair's signature, and in some cases a studio consent form. This authorization must be sought by the student and brought to the Student Services Office in order to proceed with registration for such courses. Examples include ARTS 3500 (Studio 1), some senior level AHIS classes, Internships, etc.

**NOTE:** If you are taking a course in the summer that will meet a prerequisite required in the fall, you must register for that summer course first.

**STUDENTS WHO REGISTER FOR CLASSES FOR WHICH THEY DO NOT HAVE THE PREREQUISITES OR WRITTEN AUTHORIZATION WILL BE REMOVED FROM THAT CLASS. Please be sure to check prerequisites carefully.**

## WAITLIST NOTIFICATION

**Students will receive offers of course spots (from a waitlist) via NSCAD Student Email. See the WebAdvisor and Registration Page for further information on Waitlist processing and dates.**

## COURSE CONFLICTS

WebAdvisor will ALERT you if a course you wish to register for conflicts with another choice. Students are NOT permitted to register with conflicts. Please heed the alert, and DROP the conflicting course. Registration staff will not be checking conflicts, and so you must pay close attention to your schedule to avoid them.

## TAKING AN OVERLOAD OF 18 CREDITS

Only students who have applied to graduate may take 18 credits in one of their final two semesters prior to graduation. This "overload" must be authorized in WebAdvisor in order for the student to be able to register for an overload. The Overload also "belongs" to a particular semester. So students who wish to take an overload should:

1. Submit an application to Graduate
2. Contact the Registrar ([registrar@nscad.ca](mailto:registrar@nscad.ca)) and specify which semester s/he wishes to overload

## TROUBLESHOOTING: HAVING DIFFICULTY REGISTERING?

Once you have logged in, and have received your Registration "window", if you are blocked from registering and receive an alert, it could be for several reasons:

- 1. You still have outstanding Foundation Credits which need to be completed.** In this case, please visit the Student Services Office to register in person. You **will** be permitted to register when your "Permission to Register" is granted, but we will check that you first have registered for any outstanding Foundation classes you need. The registration restriction will remain on your file until you have completed your foundation requirements. Registration must be done in person.
- 2. You have outstanding Fees.** Visit the Finance Office to clear your account. They will remove the restriction from your file. If you have a student loan document which has been signed (but the funds have not yet arrived), please speak with the Finance Office to have the restriction lifted.
- 3. You have a status of suspended or dismissed.** Please see the Registrar
- 4. You have some other Restriction on your record.** Please see the Registrar

If you are attempting to Drop "all" courses for a semester, you will be prevented from doing so and must contact the Student Services Office ([Registration@nscad.ca](mailto:Registration@nscad.ca)) to complete the process.

If you have other difficulties when trying to register, you may visit the Student Services office or contact [Registration@nscad.ca](mailto:Registration@nscad.ca) or contact the Coordinator of Student Records and Academic Advising at 902.494.8194