

USING WEB REGISTRATION STEP-BY-STEP

1. Log on to WebAdvisor

Go to <https://webadvisor.uchastings.edu> or click on the link "WebAdvisor" on the www.uchastings.edu homepage. Your "user name" is your Hastings email account name (without the "@uchastings.edu" part). For example, if your email address is: "records@uchastings.edu" then your "User Name" is just: **records**. Your WebAdvisor password is the same as used with email. If you are a new user, your initial email password will not work with WebAdvisor. You must change your initial password via Outlook Web Access before you can use WebAdvisor. For password maintenance, use the Outlook Web Access (OWA) page at <http://www.uchastings.edu/check-email.html>

2. Plan your Schedule

After logging in to WebAdvisor, click on the "Current Students" link in the middle of the screen. Then click on "Search/Register for Sections" under the Registration heading.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome Test!

The following links may display confidential information. The employee accessing Financial Information understands that the data is confidential for the sole purpose of performing job duties and responsibilities. The employee agrees that the User ID and Password will not be shared.

<p>User Account</p> <p>Financial Information</p> <p>Make a Payment Bank Information (U.S.) Student Account Summary</p> <p>Communication</p> <p>My Documents</p> <p>Registration</p> <p>Search for Sections Register and Drop Sections Manage My Waitlist Search/Register for Sections Express Registration</p>	<p>Academic Profile</p> <p>Grades Transcript Application for Graduation My class schedule My Holds Student Exam Numbers My Class Rank Online Training for Internet Takehome Exams</p>
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Use "Search/Register for Sections" to plan your schedule. ←

This page allows you to search by course level, day, instructor, etc., but the only information required is "Term". If you only choose the term, WebAdvisor will return all courses for that semester.

Search/Register for Sections

[My Schedule](#)

The only required field is the term.

Term

Optionally, you can narrow the results by course level to only select lecture courses, seminars, etc.

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	All Courses	<input type="text" value="838"/>	<input type="text"/>
<input type="text"/>	GPA Lecture Courses	<input type="text"/>	<input type="text"/>
<input type="text"/>	GPA Seminars	<input type="text"/>	<input type="text"/>
<input type="text"/>	Mini Courses	<input type="text"/>	<input type="text"/>
<input type="text"/>	Non-GPA Courses	<input type="text"/>	<input type="text"/>
<input type="text"/>	Clinics / Externships	<input type="text"/>	<input type="text"/>
<input type="text"/>	Required First Yr Courses	<input type="text"/>	<input type="text"/>
<input type="text"/>	Legal W&R / Moot Court	<input type="text"/>	<input type="text"/>
<input type="text"/>	Journal/Independent Study	<input type="text"/>	<input type="text"/>

Sections Meeting After

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

Optionally, you can enter the 3 digit course number to search for all sections of that course.

Click the "Submit" button – you will then see a listing of classes based upon your search parameters.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="checkbox"/>	Spring 2011	Open	LAW*201*21 (20121) SCIENTIFIC METHOD FOR LAWYERS		01/10/2011-05/12/2011 Lecture Monday 01:10PM - 03:20PM, 200 McAllister - Admin Bldg, Room 640 (more)...	Park, Faigman	10 / 35 / 0	3.00
<input type="checkbox"/>	Spring 2011	Open	LAW*206*21 (20621) SEXUALITY AND THE LAW		01/20/2011-05/12/2011 Lecture Thursday 04:40PM - 06:50PM, 198 McAllister Bldg, Room 308	K. Hodges	92 / 95 / 0	2.00
<input type="checkbox"/>	Spring 2011	Open	LAW*213*21 (21321) ISLAMIC LAW		01/10/2011-05/12/2011 Lecture Monday 09:40AM - 10:40AM, 198 McAllister Bldg, Room M120 (more)...	Bisharat	5 / 32 / 0	3.00
<input type="checkbox"/>	Spring 2011	Open	LAW*215*21 (21521) STAT INTERP. & BILL DRAFTING*		01/10/2011-05/12/2011 Lecture Days to be Announced, Times to be Announced, Room to be Announced	Salerno	3 / 12 / 0	3.00
<input type="checkbox"/>	Spring 2011	Open	LAW*216*21 (21621) ADMINISTRATIVE LAW		01/11/2011-05/11/2011 Lecture Tuesday, Wednesday, Friday 10:50AM - 11:50AM, 198 McAllister Bldg, Room A	Schiller	59 / 100 / 0	3.00

- An asterisk (*) after a course title indicates that there is special information about this class such as a pre-requisite or enrollment restriction that should be reviewed prior to attempting registration.
- Whenever you see "(more)..." listed under the meeting information column, make sure to click on the course title to see all of the meeting times for that section.
- The numbers under "Available/Capacity/Waitlist" refer to the number of seats left open in a class/the maximum capacity of a class/and the number of students on the waitlist. For Administrative Law above, there are 59 seats available, with a capacity of 100, and 0 students on the waitlist. That means that there are 41 students currently enrolled in Administrative Law.

Click on any course title to see more detailed information about a section, including the course description, pre-requisites, writing requirement information, and any course-specific registration instructions. This will bring up a window that looks like this:

Section Information

Title LITGTNG CLASS ACTN EMPLYMNT *

Course Section Number LAW*765*21

Synonym 76521

Description Satisfies writing or professional skills requirement but not both. The seminar looks at issues that come up at each state in class action employment litigation. Students will research and prepare memos and briefs as appropriate. Seminar meetings will discuss the student work in the context of the substantive issues and litigation strategy.

Credits 2.00 Credit Type K - GPA SEMINARS

Start Date 10 January 2011 End Date 12 May 2011

Comments There will be a mandatory Saturday class on Feb 26th

[Click here for a list of textbooks and supplemental materials](#)

Meeting Information

01/13/2011-05/12/2011 Seminar Thursday 04:40PM - 06:50PM, 198 McAllister Bldg, Room 314

Faculty Contact	Faculty name	Phone	Extension	E-mail address	Instructional Method
	Staff				Seminar

Prerequisites
Employment Discrimination Law or approval of the instructor

Supplies
None

CLOSE WINDOW

Find writing requirement or professional skills information here.

Special scheduling and registration instructions are found here.

Find pre-requisite information here.

Always use the "CLOSE WINDOW" button to exit this screen.

The Records Office has a [course planning grid](#) available on the Records website and in the office. We highly recommend that you view the course schedule and plan potential courses prior to your registration appointment.

When you have a list of courses that interest you, go back to the results page from the "Search/Register for Sections" link. Check the box next to the course(s) that you are interested in and hit submit. This can be done at any time before your registration appointment.

<input type="checkbox"/>					Bldg, Room 514			
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*568*21 (56821) SECURITIES REGULATION *		01/10/2011-05/12/2011 Lecture Monday 12:00PM - 01:00PM, 200 McAllister - Admin Bldg, Room 640 (more)...	E. Finseth	10 / 35 / 0	3.00
<input type="checkbox"/>	Spring 2011	Open	LAW*583*21 (58321) WILLS & TRUSTS*		01/10/2011-05/12/2011 Lecture Tuesday 01:10PM - 03:20PM, 198 McAllister Bldg, Room H (more)...	Schwartz, Lois	59 / 100 / 0	3.00
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*583*22 (58322) WILLS & TRUSTS		01/10/2011-05/12/2011 Lecture Monday 01:10PM - 02:10PM, 198 McAllister Bldg, Room J (more)...	E. Hillman	6 / 100 / 0	3.00
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*761*21 (76121) BUSINESS PLANNING SEMINAR		01/12/2011-05/11/2011 Lecture Wednesday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	Hutton	13 / 20 / 0	2.00
<input type="checkbox"/>	Spring 2011	Open	LAW*763*21 (76321) ADVANCED LEGISLATIVE PROCESS*		01/10/2011-05/12/2011 Lecture Days to be Announced, Times to be Announced, Room to be Announced	Salerno	2 / 12 / 0	2.00
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*788*21 (78821) LEGAL IMPL CLIMATE CHANGE *		01/10/2011-05/12/2011 Lecture Thursday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	S. Bonorris	17 / 20 / 0	2.00
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*837*21 (83721) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday 01:10PM - 03:20PM, 198 McAllister Bldg, Room B1 (more)...	Nelken	7 / 16 / 0	4.00
<input checked="" type="checkbox"/>	Spring 2011	Open	LAW*837*22 (83722) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday, Thursday 01:10PM - 03:20PM, 100 McAllister St., Room 404 (more)...	M. Joseph	7 / 16 / 0	4.00
<input type="checkbox"/>	Spring 2011	Open	LAW*923*21 (92321) LEGISLATION CLINIC FLDWK *		01/10/2011-05/12/2011 Fieldwork Days to be Announced, Times to be Announced, Room to be Announced	Salerno	2 / 12 / 0	8.00

Choose classes by clicking the boxes in this column.

SUBMIT

Those courses will be moved to your "Preferred Sections" list, which can be thought of as a shopping cart for course registration. This list can be accessed from the "Register and Drop Sections" link from the Student Menu.

Register and Drop Sections

Name Test WEBSTUDENT

Action for ALL Pref. Sections (or choose below)

Preferred Sections

←

Preferred Sections list

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="text"/>	Spring 2011	LAW*568*21 (56821) SECURITIES REGULATION *		01/10/2011-05/12/2011 Lecture Monday 12:00PM - 01:00PM, 200 McAllister - Admin Bldg, Room 640 (more)...	E. Finseth	10 / 35 / 0	3.00
<input type="text"/>	Spring 2011	LAW*583*22 (58322) WILLS & TRUSTS		01/10/2011-05/12/2011 Lecture Monday 01:10PM - 02:10PM, 198 McAllister Bldg, Room J (more)...	E. Hillman	6 / 100 / 0	3.00
<input type="text"/>	Spring 2011	LAW*761*21 (76121) BUSINESS PLANNING SEMINAR		01/12/2011-05/11/2011 Lecture Wednesday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	Hutton	13 / 20 / 0	2.00
<input type="text"/>	Spring 2011	LAW*788*21 (78821) LEGAL IMPL CLIMATE CHANGE *		01/10/2011-05/12/2011 Lecture Thursday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	S. Bonorris	17 / 20 / 0	2.00
<input type="text"/>	Spring 2011	LAW*837*21 (83721) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday 01:10PM - 03:20PM, 198 McAllister Bldg, Room B1 (more)...	Nelken	7 / 16 / 0	4.00
<input type="text"/>	Spring 2011	LAW*837*22 (83722) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday, Thursday 01:10PM - 03:20PM, 100 McAllister St., Room 404 (more)...	M. Joseph	7 / 16 / 0	4.00

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

SUBMIT

Please note that the preferred list of sections is ONLY a wishlist. It does not guarantee you spaces in any of these classes. You must take further action in order to be registered for the courses you place on this list. Although you may place any number of classes on your "preferred sections" list at any time, you will not be able to register for classes until your registration priority appointment (or during Add/Drop).

3. Register for Classes

During your registration priority appointment (or during open Add/Drop), select "Register and Drop Sections" to access your previously selected list of preferred sections.

You may place any class that you'd like on your "preferred sections" list regardless of your eligibility to enroll in the class, however, once you attempt to register for the class, your eligibility will be checked. If you do not meet the course criteria (i.e. prerequisite, faculty permission, seat availability, unit limit, etc.), you will not be permitted to enroll in the class. ***In other words, the presence of a course on your "Preferred Sections" list does not indicate in any way that you will be able to register for that class.***

On the "Register and Drop Sections" screen, you can perform the following functions:

1) To register, remove, or waitlist for courses on your "Preferred Sections" list **all at once** choose the following:

Register and Drop Sections

Name Test WEBSTUDENT

Action for ALL Pref. Sections (or choose below) RG Register

RG Register
 RM Remove from List
 WL Waitlist

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
▼	Spring 2011	LAW*568*21 (56821) SECURITIES REGULATION *		01/10/2011-05/12/2011 Lecture Monday 12:00PM - 01:00PM, 200 McAllister - Admin Bldg, Room 640 (more)...	E. Finseth	10 / 35 / 0	3.00	
▼	Spring 2011	LAW*583*22 (58322) WILLS & TRUSTS		01/10/2011-05/12/2011 Lecture Monday 01:10PM - 02:10PM, 198 McAllister Bldg, Room J (more)...	E. Hillman	6 / 100 / 0	3.00	
▼	Spring 2011	LAW*761*21 (76121) BUSINESS PLANNING SEMINAR		01/12/2011-05/11/2011 Lecture Wednesday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	Hutton	13 / 20 / 0	2.00	
▼	Spring 2011	LAW*788*21 (78821) LEGAL IMP		01/10/2011-05/12/2011 Lecture Thursday 04:40PM - 06:50PM	S. Bonorris	17 / 20 / 0	2.00	

Select an action (register, remove, or waitlist) from the drop-down menu and click "Submit" at the bottom of the screen.

2) To register, remove, or waitlist for courses on your "Preferred Sections" list **individually**, choose the following:

Register and Drop Sections

Name Test WEBSTUDENT

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="text" value="Register"/>	Spring 2011	LAW*568*21 (56821) SECURITIES REGULATION *		01/10/2011-05/12/2011 Lecture Monday 12:00PM - 01:00PM, 200 McAllister - Admin Bldg, Room 640 (more)...	E. Finseth	10 / 35 / 0	<input type="text" value="3.00"/>
<input type="text"/>	Spring 2011	LAW*583*22 (58322) WILLS & TRUSTS		01/10/2011-05/12/2011 Lecture Monday 01:10PM - 02:10PM, 198 McAllister Bldg, Room J (more)...	E. Hillman	6 / 100 / 0	<input type="text" value="3.00"/>
<input type="text" value="Register"/>	Spring 2011	LAW*761*21 (76121) BUSINESS PLANNING SEMINAR		01/12/2011-05/11/2011 Lecture Wednesday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	Hutton	13 / 20 / 0	<input type="text" value="2.00"/>
<input type="text" value="Register"/>	Spring 2011	LAW*788*21 (78821) LEGAL IMPL CLIMATE CHANGE *		01/10/2011-05/12/2011 Lecture Thursday 04:40PM - 06:50PM, 198 McAllister Bldg, Room B2	S. Bonorris	17 / 20 / 0	<input type="text" value="2.00"/>
<input type="text" value="Register"/>	Spring 2011	LAW*837*21 (83721) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday 01:10PM - 03:20PM, 198 McAllister Bldg, Room B1 (more)...	Nelken	7 / 16 / 0	<input type="text" value="4.00"/>
<input type="text"/>	Spring 2011	LAW*837*22 (83722) NEGOT/MED PROC & PRACT *		01/10/2011-05/12/2011 Lecture Tuesday, Thursday 01:10PM - 03:20PM, 100 McAllister St., Room 404 (more)...	M. Joseph	7 / 16 / 0	<input type="text" value="4.00"/>

Choose individual actions from the drop-down menu boxes next to each class and click "Submit" at the bottom of the screen.

After making your choices, click "Submit" at the bottom of the page. If your registration was successful, you will be taken to a results screen that confirms your actions. You may want to print this screen for your records. You will also receive a confirmation email.

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer 2011	Registered for this section		LAW*368*31 (36831) EVIDENCE		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 12:00PM, Room to be Announced	C. Mammen	3.00
Summer 2011	Registered for this section		LAW*490*31 (49031) LEGAL ETHICS:PRACTICE OF LAW*		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Thursday 01:00PM - 04:00PM, Room to be Announced	Schwartz, Lois	3.00

Check your status here.

IMPORTANT NOTE!!!! If you have made any errors, **NONE** of your requests will be processed. You'll have to start again.

Example of error message:

Register and Drop Sections

LAW*838*31 conflicts with LAW*368*31.

Error messages appear at the top of the screen like this.

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits
<input type="text" value="Register"/>	Summer 2011	LAW*838*31 (83831) NEGOTIATION & SETTLEMENT*		07/18/2011-07/29/2011 Lecture Monday, Tuesday, Wednesday, Thursday, Friday 09:50AM - 12:00PM, Room to be Announced (more)...	J. Meek	8 / 16 / 0	3.00

Common registration errors:

- Trying to register for too many credits
- Choosing classes for which you do not have the necessary pre-requisites
- Choosing classes that have overlapping meeting times

Make any necessary corrections and re-submit your request.

If your request is being rejected and you don't know why, contact the Records Office immediately at records@uchastings.edu or by calling 415-565-4613. The sooner you contact our office, the better chance we have at fixing the problem in time to get you into the class before it closes.

4. Save your results

Once you've completed registration, the Records Office advises that you print a copy of your confirmation page, your confirmation email, or your new schedule from the "My class schedule" page. This will serve as your receipt of registration.

CONGRATULATIONS! YOU ARE NOW REGISTERED!

5. Making changes to your schedule

Now that you've completed registration, you may have re-considered some of your choices. To remove classes from your schedule, choose "Register and Drop Sections" from the student menu. You will be taken once again to the screen that contains your "Preferred Sections" list at the top; scroll down to the bottom of the page and you will see *all* of your currently enrolled classes (present and future semesters). Drop classes by placing a check in a box in the "Drop" column next to the course you wish to remove from your schedule. After checking the appropriate classes, click the "Submit" button.

Current Registrations									
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	
<input type="checkbox"/>	Summer 2011		LAW*368*31 (36831) EVIDENCE		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 12:00PM, Room to be Announced	C. Mammen	3.00		
<input checked="" type="checkbox"/>	Summer 2011		LAW*490*31 (49031) LEGAL ETHICS:PRACTICE OF LAW*		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Thursday 01:00PM - 04:00PM, Room to be Announced	Schwartz, Lois	3.00		

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

Choose classes to drop by clicking boxes in this column.

SUBMIT

After submitting your choices, you will be taken to a Registration Results screen. Check the messages on this screen to be sure you've dropped the correct classes. As with registration, it is also advisable to print this screen or a copy of your updated class schedule.

Registration Results

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer 2011	Dropped from this section		LAW*490*31 (49031) LEGAL ETHICS:PRACTICE OF LAW*		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Thursday 01:00PM - 04:00PM, Room to be Announced	Schwartz, Lois	3.00

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer 2011		LAW*368*31 (36831) EVIDENCE		07/05/2011-08/05/2011 Lecture Monday, Tuesday, Wednesday, Thursday 10:00AM - 12:00PM, Room to be Announced	C. Mammen	3.00

Check status here.

NOTE: WebAdvisor will allow you to drop classes during registration even if it is not during your appointment time. However, you will not be able to “replace” dropped classes until your next appointment or Add/Drop (whichever comes first), even if you mistakenly drop the wrong class. Therefore, it is advisable that you DO NOT use the drop feature unless it is during either your registration appointment time or Add/Drop.

IMPORTANT TIP !!

You can add & drop in one transaction by first placing the courses you wish to add on your "Preferred Sections" list, then by doing both of the following: select the registration actions you wish to perform, and check the courses you wish to drop (in the “current registration” section) before clicking submit. WebAdvisor will attempt to perform both of these requests at once. That way, if you are unable to enroll in the class you were attempting to add (for any reason), you will not be dropped from the class you were attempting to drop either. (Of course, if you wished to drop the class regardless of whether or not you got into the other class, you will need to go back and do so.)

6. Managing Waitlists

To view all of your waitlisted classes and find out your position on a waitlist, choose “Manage my waitlist” from the students menu page. On the resulting screen, you can choose to drop yourself from individual waitlists, or register yourself for waitlisted classes once you have received permission (see “[Waitlist Procedures](#)” on the Records Office website for more information about waitlist permissions).

To remove waitlisted classes from your schedule:

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Rank / Waitlist
Remove	Active		Spring 2011	LAW*831*22 (83122) TRIAL ADVOCACY I*		01/10/2011-05 /12/2011 Lecture Monday 04:40PM - 06:50PM, 198 McAllister Bldg, Room K	Dooley, Chamberlin	2.00		1 / 1

Choose “remove” from the drop-down menu here and click “Submit” at the bottom of the page

View your position on the waitlist here.

To add a waitlisted class for which you are being offered a seat:

Manage My Waitlist

Waitlisted Sections

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs	Rank / Waitlist
Register	Permission to Register	06/03/11	Spring 2011	LAW*831*22 (83122) TRIAL ADVOCACY I*		01/10/2011-05 /12/2011 Lecture Monday 04:40PM - 06:50PM, 198 McAllister Bldg, Room K	Dooley, Chamberlin	2.00		1 / 1
	Active		Spring 2011	LAW*831*23 (83123) TRIAL ADVOCACY I*		01/12/2011-05 /11/2011 Lecture Wednesday 04:40PM - 06:50PM, 198 McAllister Bldg, Room K	Patton, A. Diem	2.00		1 / 1

Choose “register” from the drop-down box and click “Submit” at the bottom of the page.

View “permission” status here.

If your transaction is successful, you will be taken to a "Registration Results" page that confirms your actions. (See examples in "Registration" and "Making Changes to Your Schedule" sections above.) If you are unsuccessful (ex. you haven't completed the pre-requisite for the class you're attempting to add), you will NOT be registered. You will receive an error message that explains why you weren't registered (see examples in "Registration" above).

7. Troubleshooting Web Registration

There are some common technical problems that students may experience when using Web Registration:

- 1) Log in times out. For security reasons, WebAdvisor will "time out" your session if your screen remains idle for 30 minutes. Therefore, it is advisable that you plan your schedule prior to your registration appointment. However, if you are timed out during your appointment, simply log back in and start again. Also, be sure to log out when you are finished.
- 2) "Request timed out" or "subroutine failed to complete successfully" message appears after you click the submit button. This is a blip in the system that happens rarely. The best solution is to close your browser, re-open it, and start again.
- 3) "java.net.Socket Exception = connect (code=10061)" message appears on screen. The server is down for maintenance; try again later. (Unless there is an emergency, this will not occur during registration appointments.)

PROBLEMS? QUESTIONS? CONCERNS?

The answer to most registration questions can be found in these instructions or on the Registration Information page on the Records Office website. You should also consult the Course Catalog and Academic Regulations. Many WebAdvisor questions can be answered by selecting "FAQ" from the menu in the upper-right hand corner of the main menu screen. If you are experiencing technical problems that you cannot find the answer for, contact the Records Office immediately during office hours by calling 415-565-4613 or emailing records@uchastings.edu. The sooner you make us aware of the problem, the better chance we have at fixing the problem in time to get you into the class before it closes. You also have the option of registering in paper format. See the Registration Information page on the Records Office website for more information.

Contact Information:

WebAdvisor Online Help Username/Password, Technical Issues helpdesk@uchastings.edu	Records Office Course schedule, Waitlist Issues http://www.uchastings.edu/records records@uchastings.edu (415) 565-4613
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