



## A QUICK GUIDE FOR STUDENTS

Complete instructions for using e-Reg are online:  
<http://www.hartwick.edu/x22829.xml>

**Not sure how to use e-Reg? Get Trained!** Individual e-Reg training is available in the LOFT (5<sup>th</sup> floor Yager) from 5-9 PM Monday – Thursday and 12-5 PM on Fridays.

### STEP 1 – Pick Your Courses!

- Review your degree audit in WebAdvisor
- Pick courses using the course enrollment web site (<http://www.hartwick.edu/x1948.xml>)
- Add the courses to your course planning worksheet in WebAdvisor (complete instructions for this step are online: <http://www.hartwick.edu/x22830.xml>)
- Email your advisor indicating you are ready to review your plan

### STEP 2 – Get Your Courses Approved!

- Meet with your advisor to discuss your plan
- Your advisor will review and approve your courses in WebAdvisor (your advisor may also change or add courses to your plan)
- After your advisor approves your courses, move on to step 3

### STEP 3 – Pre-Register!

- Open your course planning worksheet in WebAdvisor
- Verify that your courses were approved (you can't pre-register for unapproved courses)
- Click 'Register' at the top right of the screen
- Select the courses you'd like to pre-register for by clicking the 'Find Sections' box next to each one
- Select the sections you'd like to pre-register for on the next page
- **Pre-Register!** (Complete instructions for all of these steps are online: <http://www.hartwick.edu/x22833.xml>)
- **Verify your schedule!!**

### THAT'S IT!

### TROUBLESHOOTING - Didn't Work?

- Do you have a hold on your account? If so you'll need to clear it before you can pre-register.
- Do your section times conflict? If so you'll need to choose sections that don't conflict.
- Do your courses require permission? If so, you'll need to get signed in to the course.
- Couldn't find sections that match your courses? You will need to find courses that have sections offered in the term you're pre-registering for.
- Did you pre-register for an overload? Certain restrictions apply! You may need to petition.
- Did you get a pre-requisite error? You'll need to get signed in to the course.
- Were all of your courses approved by your advisor?