

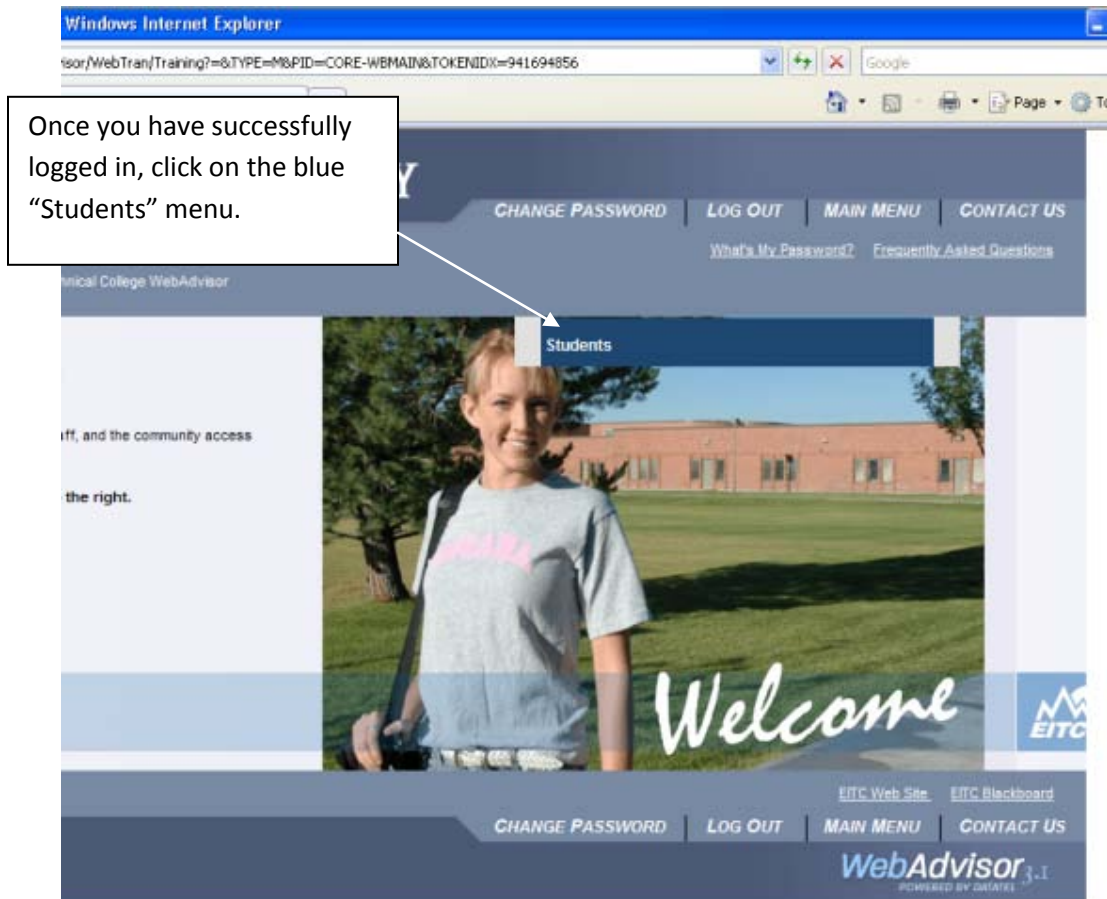
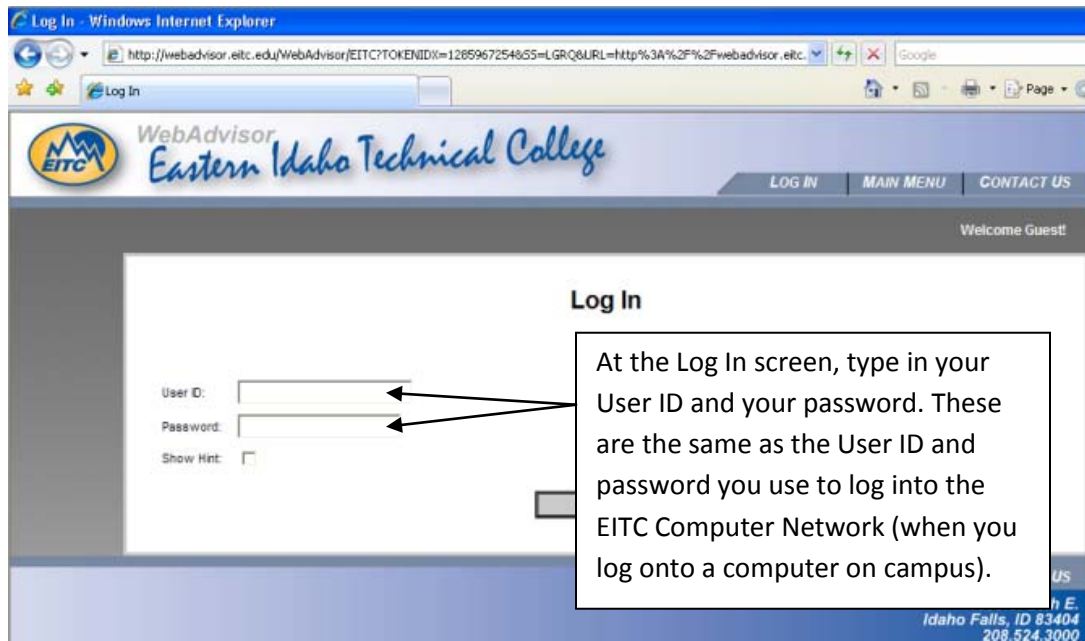


# Eastern Idaho Technical College

## Steps to Register Using WebAdvisor

In order to register, you must have created a course plan, and it must be approved by your advisor. If this has happened, you are eligible to register for classes starting on November 2. In order to access WebAdvisor, you need to go to the following link: <http://webadvisor.eitc.edu/WebAdvisor/EITC>. (If you are typing this into the URL, it must be typed EXACTLY as listed; or you can copy and paste the link or just open it up from this page). Once you are on the main page, follow these steps:

The screenshot shows the WebAdvisor interface for Eastern Idaho Technical College. At the top, there is a navigation bar with the EITC logo and the text "WebAdvisor Eastern Idaho Technical College". Below this, there are links for "LOG IN", "MAIN MENU", and "CONTACT US". A callout box with the text "Click on Log In" and an arrow points to the "LOG IN" link. The main content area includes a "Welcome Guest!" message, a description of WebAdvisor, and a "Select your point of entry to the right." prompt. A large image of a student is displayed, with the word "Welcome" written in a cursive font at the bottom right. The footer contains the EITC logo, "EITC Web Site", "EITC Blackboard", and contact information: "1600 S. 25th E. Idaho Falls, ID 83404 208.524.3000".



Once you have successfully logged in, click on the blue "Students" menu.

Once you are in the Student Menu, you can select from a large number of functions. To register, click on "Register for Sections".

The screenshot shows a navigation menu with several categories:

- Registration**
  - [Search for Sections](#)
  - [Register for Sections](#)
  - [Register and Drop Sections](#)
  - [Manage My Waitlist](#)
- Academic Planning**
  - [Plan Courses](#)
  - [Program Evaluation](#)
  - [Application for graduation](#)
- Financial Aid**
  - [Financial aid status by year](#)
  - [Financial aid status by term](#)
  - [Financial aid award letter](#)
  - [Accept or reject my financial aid awards](#)
  - [Financial aid loan application](#)
- Academic Profile**
  - [Grades](#)
  - [Grade Point Average by Term](#)
  - [Transcript](#)
  - [Program Evaluation](#)
  - [Test Summary](#)
  - [Application for graduation](#)
  - [Enrollment verification request](#)
  - [Enrollment verification request status](#)
  - [My educational plan](#)
- Communication**
  - [My Documents](#)
  - [E-mail My Advisor\(s\)](#)

## 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 [register](#).

[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

[Express registration](#)

Use this option if you know the exact subject, course number, and section (or synonym) of the sections then register. (Example: MATH\*100\*01 or Synonym 42765).

[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.

OK

On the Register for Sections page, you will select "Register from my worksheet".

[CHANGE PASSWORD](#)

[LOG OUT](#)

[MAIN MENU](#)

[STUDENTS MENU](#)

[CONTACT US](#)

WebAdvisor 3.1  
POWERED BY NAVATEL

### Program Confirmation

First, please confirm the program for which you are planning:

Office Professional Catalog: 2008-2009

Is this correct?  Yes  No

SUBMIT

You will be asked to confirm your correct program of study. If what you see is incorrect, select "No" on the dropdown menu. You will then select the correct program.

If the program listed is correct, then click on "Submit".

### Register from My Worksheet

[Course Planning Wizard](#) [Catalog Search and Add](#) [Modify](#) [E-mail Advisor\(s\)](#)

These are PLANNED courses for which you have NOT registered.

Dental Assisting.....Catalog: 2009-2010

Your advisor has removed OCR-105, ENG-090, DTL-129, DTL-126, DTL-125, DTL-124, DTL-121 from your student ed plan.

First, choose courses. After you click Submit, you can choose sections of these courses and register.

Find Sections	Planned Term	Course Name and Title	Credits	CEUs	Added By
<input checked="" type="checkbox"/>	2010 Spring	<a href="#">CIS-101 Computer Information Systems</a>	3.00		Student (Advisor approved)
<input checked="" type="checkbox"/>	2010 Spring	<a href="#">DTL-127 Dental Clinical</a>	2.00		Student (Advisor approved)
<input checked="" type="checkbox"/>	2010 Spring	<a href="#">DTL-128 Dental Specialties</a>	4.00		Student (Advisor approved)
<input checked="" type="checkbox"/>	2010 Spring	<a href="#">DTL-131 Dent Lab Mat &amp; Expanded Func</a>	3.00		Student (Advisor approved)
<input type="checkbox"/>	2010 Summer	<a href="#">DTL-132 Supervised Work Experience</a>	6.00		Student (Advisor approved)

Private Worksheet Notes

Public Worksheet Notes

SUBMIT

From the Register from My Worksheet page, you want to check to see that your advisor has either added your classes, or approved your classes.

Then, select all the classes that have been approved for the Spring 2010 semester and click "Submit".

## Section Selection Results

Narrow my search

Re-sort my results Term, Section Name v

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	2009 Fall	Open	<a href="#">DTL-121-01 (4409) Orient to Dent Asst/Off Mngmt</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Monday, Wednesday 08:00AM - 08:50AM, Health Care Education, Room 6140	R. Roberts	4 / 16 / 0	<input type="text" value="2.00"/>	
<input checked="" type="checkbox"/>	2009 Fall	Open	<a href="#">DTL-124-01 (4410) Basic Dent Sci &amp; Med Situation</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Monday, Wednesday 01:00PM - 03:50PM, Health Care Education, Room 6140 (more)...	R. Roberts	5 / 16 / 0	<input type="text" value="3.00"/>	
<input checked="" type="checkbox"/>	2009 Fall	Open	<a href="#">DTL-125-01 (4411) Dental Operator Procedures</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Monday, Wednesday, Friday 09:00AM - 11:50AM, Health Care Education, Room 6140 (more)...	R. Roberts	4 / 16 / 0	<input type="text" value="4.00"/>	
<input type="checkbox"/>	2009 Fall	Open	<a href="#">DTL-126-01 (4412) Dental Radiology</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Tuesday, Thursday 09:00AM - 11:50AM, Health Care Education, Room 6140 (more)...	R. Roberts	4 / 16 / 0	<input type="text" value="4.00"/>	

From the Section Selection Results screen, you will then pick the appropriate sections you are registering for. If the class you are registering for has a lab, you need to select the correct lab with the lecture. The column labeled "Status" will tell you if a section is "Open", meaning there is space available; "Closed" meaning it is full, but there is not a waitlist yet; or "Waitlisted" which means a waitlist is forming. If you would like to either register for the class or put yourself on the waitlist, you need to select the class. Once you have selected all the classes you wish to register for, click on "Submit".

## Register and Drop Sections

Name: Jana Etc

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="text" value=""/> RG Register RP Register Pass/Fail AU Audit RM Remove from List WL Waitlist	2009 Fall	<a href="#">DTL-121-01 (4409) Orient to Dent Asst/Off Mngmt</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Monday, Wednesday 08:00AM - 08:50AM, Health Care Education, Room 6140	R. Roberts	4 / 16 / 0	2.00	
<input type="text" value=""/>	2009 Fall	<a href="#">DTL-124-01 (4410) Basic Dent Sci &amp; Med Situation</a>	Idaho Falls Main Campus	08/24/2009-12/11/2009 Lecture Monday, Wednesday 01:00PM - 03:50PM, Health Care Education, Room 6140 (more)...	R. Roberts	5 / 16 / 0	3.00	

From the Register and Drop Sections screen, you will select either "Register" or "Waitlist". Do this for each of the sections on your plan. When you have selected an action for each class, click on "Submit". Once you have submitted your registration, you are done. You can go back to the "Student Menu" to print out a schedule for your classes.