Here are the simple steps for enrolling in a Faculty Computer Tools course, for which you have been given the synonym:

1. Log into [WebAdvisor](#). *(instructions for logging into WebAdvisor are located on the main page)*

2. At the Main Menu, click **STUDENTS**.

3. Locate the Registration section and click on **Register and Drop Sections**.

4. Click on **Build preferred section list and register**.

   **FINANCIAL AID STUDENTS MUST PAY FOR**

   - How to Register for Classes
   - Age 65 and Older Tuition Exemption

   **Please choose which type of registration you**

   - **Build preferred section list and register**

   Use this option to enter the 7-digit synonym (e.g., for a lecture and lab, both synonyms must be listed)

5. Type in your class synonym(s) and click **Submit**.
6. The Register and Drop Sections screen will appear.

7. Verify your class information, then choose **Register** in the Action box(es).

   ![Preferred Sections](image)

<table>
<thead>
<tr>
<th>Action</th>
<th>Term</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register</td>
<td>CE Qtr 3</td>
<td>FCST-1004-78037 (0350940) Faculty Computer Tools</td>
<td>Southeast Campus</td>
<td>04/04/2015-04/04/2015 Lecture 1 Saturday 08:30AM - 12:30PM, SE EMBD, Room 1105</td>
</tr>
<tr>
<td>Remove from List</td>
<td>Mar-May</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. If the class information is incorrect, choose **Remove** from List.

9. Click **Submit**.

10. To confirm your schedule, follow steps 2 and 3. From the main menu select **Students** and select **Class Schedule/Attendance** under the Academic Links heading. Enter the appropriate term to view your schedule.

11. To drop a class, follow steps 2 and 3. From the Register and Drop Sections page, click on **Drop Sections link**. Then click on the **Drop radio button** and click **Submit**.