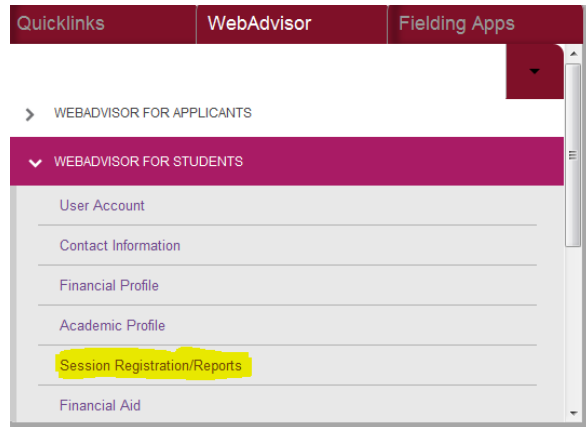


REGISTERING FOR SESSION

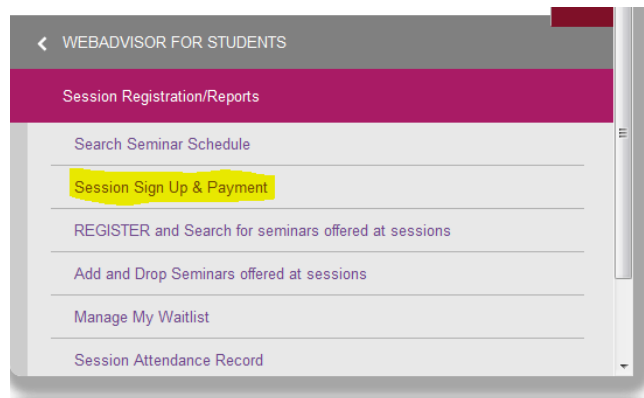
You must complete [Session Sign Up & Payment](#) before enrolling in seminars.

If you experience issues during the registration process please contact sessions@fielding.edu

1. Open my.fielding.edu
2. Click on **WebAdvisor** then select **WebAdvisor for Students (Alumni)**
3. Select the **Session Registration/Reports** section from the drop down menu



4. Select **Session Sign Up & Payment**



5. You will be given the option to choose an Attendee Type. Select the relevant attendee type and click Submit.

*Please pay close attention to this page as it will have multiple options such as requesting an FOR or Committee Meeting as well as ordering regalia for Graduation depending on the attendee type you choose.

6. Input your payment information

* When registration and payment is completed you will receive a 'Payment Acknowledgement' email. Please print a copy for your records. Once you receive the **registration confirmation email** you are ready to begin Step Two.

Questions: Contact sessions@fielding.edu

ENROLLING IN SESSION SEMINARS

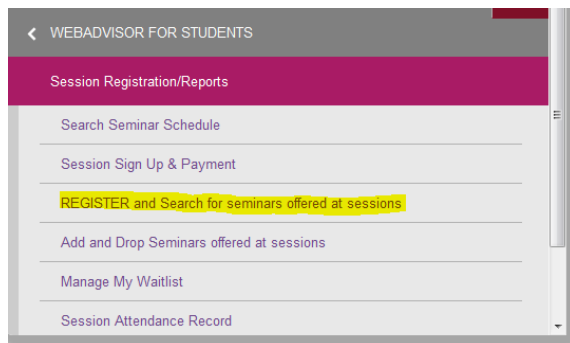
Choose from one of the two options available for enrolling in session seminars.

Instructions for **Option One**

1. Open my.fielding.edu
2. Click on the *WebAdvisor* tab then select *WebAdvisor for Students/Alumni*
3. Select **Session Registration/Reports** from the drop down menu



4. Select **REGISTER and Search for seminars offered at sessions**



5. Select a Session (i.e. Summer Session 2016) from the drop down menu, leave all other fields blank and click **SUBMIT**.

Search/Register for Seminar

* = Required

Message

Session* Summer Session 2016

Starting On/After Date Ending By Date

Subject	Class Sections Information	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

Questions: Contact sessions@fielding.edu

ENROLLING IN SESSION SEMINARS

6. A list of **all** available seminars will appear on the *Section Selections Results* webpage.
7. Check the **Select** box next to all the seminars you wish to attend and click **SUBMIT**.

Section Selection Results

Messages

Narrow my search

Re-sort my results: TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input checked="" type="checkbox"/>	Summer 2016	Open	PSY-C563-3 (37480) Dementia and Epilepsy		07/11/2016-07/12/2016 In Person Monday, Tuesday 09:30AM - 06:00PM, Room to be Announced	H. Soper	996 / 999 / 0	0.00	
<input type="checkbox"/>	Summer 2016	Open	GEN-S401-51 (37479) Foundations of Org Studies		07/14/2016-07/14/2016 In Person Thursday 09:30AM - 12:00PM, Room to be Announced	F. Barrett, M. Manning		0.00	

8. On the *Drop Classes* page select **Register** from the Action drop down menu next to each of the seminars you wish to enroll in then click **SUBMIT**

Drop Classes

Comments
Name: Shannon R. Butts

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="button" value="Register"/>	Summer 2016	GEN-S401-51 (37479) Foundations of Org Studies		07/14/2016-07/14/2016 In Person Thursday 09:30AM - 12:00PM, Room to be Announced	F. Barrett, M. Manning		0.00	
<input type="button" value="Register"/>	Summer 2016	PSY-C563-3 (37480) Dementia and Epilepsy		07/11/2016-07/12/2016 In Person Monday, Tuesday 09:30AM - 06:00PM, Room to be Announced	H. Soper	996 / 999 / 0	0.00	
<input type="button" value="Register"/>	Spring 2014	PSY-637-14SP0 (31881) Dissertation Research		01/06/2014-04/20/2014	J. Read		2.00	
<input type="button" value="Register"/>	Fall 2012	PSY-637-12FAN (28077)		09/10/2012-12/23/2012	J. Read		2.00	

9. The *Registration Results* webpage will list the seminars you enrolled in.

Registration Results

PSY-C563-3 - Warning: Student's academic level doesn't match the course PSY-C563-3.

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Summer 2016	Registered for this section		GEN-S401-51 (37479) Foundations of Org Studies		07/14/2016-07/14/2016 In Person Thursday 09:30AM - 12:00PM, Room to be Announced	F. Barrett, M. Manning	0.00	
Summer 2016	Registered for this section		PSY-C563-3 (37480) Dementia and Epilepsy		07/11/2016-07/12/2016 In Person Monday, Tuesday 09:30AM - 06:00PM, Room to be Announced	H. Soper	0.00	

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	CEUs
Summer 2016		GEN-S401-51 (37479) Foundations of Org Studies		07/14/2016-07/14/2016 In Person Thursday 09:30AM - 12:00PM, Room to be Announced	F. Barrett, M. Manning	0.00	

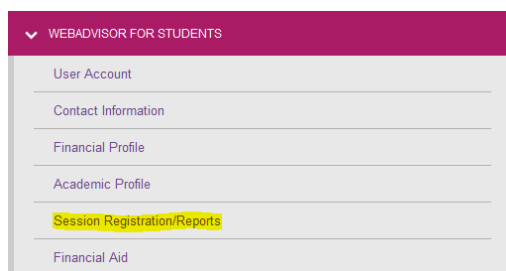
ENROLLING IN SESSION SEMINARS

Instructions for *Option Two*

1. Review the [Session Catalog](#) found on the **session homepage**
2. Note the section (seminar) codes for the seminars you wish to attend. i.e. PSY 707 16SP

Registration Information/Links	
PSY Schedule: PSY Flyer	All Schools Summer Session Catalog
SLS Schedule: SLS Flyer	How to Register: Reg Instructions
Fees: Summer Session Fees	If you have any issues registering, please email: sessions@fielding.edu

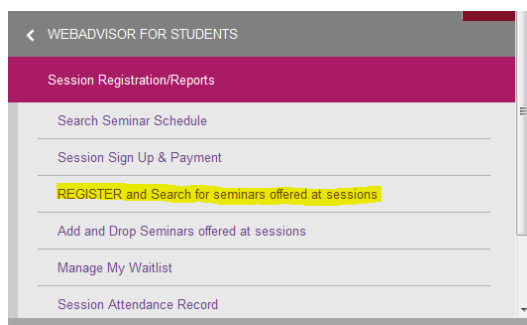
3. Open my.fielding.edu
4. Click on **WebAdvisor** then select **WebAdvisor for Students (Alumni)**
5. Select **Session Registration/Reports** from the drop down menu



WEBADVISOR FOR STUDENTS

- User Account
- Contact Information
- Financial Profile
- Academic Profile
- Session Registration/Reports
- Financial Aid

6. Select **REGISTER and Search for seminars offered at sessions**



WEBADVISOR FOR STUDENTS

Session Registration/Reports

- Search Seminar Schedule
- Session Sign Up & Payment
- REGISTER and Search for seminars offered at sessions
- Add and Drop Seminars offered at sessions
- Manage My Waitlist
- Session Attendance Record

7. Select a session (i.e. Summer Session 2016) from the session drop down menu.
8. In the **Class Sections Information** section select the **Subject** from the drop down menu. Enter the **Course Number** (i.e. PSY 707 16SP2) **Section** Info (i.e. PSY 707 16SP2)
(You can enter a maximum of 5 seminars at one time. If you wish to enroll for more we recommend following Step One).

* = Required

Message

Session* Summer Session 2016 ▼

Starting On/After Date Ending By Date

Class Sections Information		
Subject	Course Number	Section
Psychology	707	16SP2
▼	<input type="text"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>
▼	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

9. Click SUBMIT
10. Follow steps 7, 8 & 9 from Option One to complete your session enrollment.

Questions: Contact sessions@fielding.edu