On Line Registration via WebAdvisor for Students

On line registration will open at midnight on successive days for each class, starting with the seniors. It will stay open until midnight of the last day, for registration at any time from the day your class registration opens until the last day of registration.

Students with financial or other obligations will be placed on Hold and will not be allowed to register.

Before registration week you will create your Plan (your course schedule) in WebAdvisor. Your advisor will approve the plan. Approval authorizes you to register for the next term (semester) when registration opens for your class. We recommend that you discuss your plan with your advisor face-to-face instead of simply e-mailing for approval. Even if you see a different advisor’s name on your record, you must still get approval from your designated advisor. If you are an Engineering student and you do not know who your advisor is, ask your department secretary.

Here is the URL for WebAdvisor:

https://dtwa.cooper.edu

This is the WebAdvisor login page:
Log in. You should have received at least one e-mail from the IT department with instructions on how to create a password. If you do not know your login or password, click “I’m New to WebAdvisor” or “What’s My Password?” at the bottom right near the Log In tab.

A note before you navigate: do not use the back-arrow in WebAdvisor, since it is unreliable. It is far better to click on Students Menu, or Main Menu.

Click on the Students tab and the Students Menu page will appear:

![Students Menu Page](image)

Click on Plan Courses (in the middle section of the right column, under Academic Planning):
Plan Courses

View Worksheet
Review your planned courses.

Course Planning Wizard
This wizard uses your program evaluation to help plan the courses you need to complete your program.

Create/Add to Worksheet
Create a worksheet or add to an existing worksheet by searching the catalog using your own criteria.

Modify Worksheet
Remove courses, change the terms or credits of courses on your worksheet, or make notes.

Program Evaluation
Get a report evaluating the progress you've made towards completing your program requirements, or evaluate a program you are considering.

Register
Register for selected courses on your Course Worksheet.

E-Mail Advisor(s)
Request feedback from your advisor(s).

Advisor-approved Ed Plan
View the Student Educational Plan approved by your advisor.

Course Planning FAQs
What is a Course Planning Worksheet?
What is the difference between a Course Planning Worksheet and a Student Educational Plan?
How does the course planning wizard work?
What if I have more than one program?
How does the Program Evaluation work?
Can I search the course catalog?
I know the course number - can I add it without searching the course catalog?
Why are there courses on my worksheet that I didn’t plan?
Do courses for which I'm registered show on my worksheet?

Not all the links on the left will be visible for registration for Spring 2013.

Click on Create/Add to Worksheet:
Confirm your academic program (the degree program in which you are enrolled) by clicking Submit (the Catalog year indicates the year you applied to Cooper Union).

The Catalog Search and Add page will appear:
Choose your program from the Subject drop-down box. Ignore Course Level, Course Number, and the other drop-down boxes. Click Submit:

The Catalog Search Results screen will appear with a display of all available courses in the chosen Subject. Note that not every course displayed is offered in every term. Refer to the course list issued by your school. Under some course titles is the phrase “has prerequisites.” To register for such courses you must have successfully completed its prerequisite(s):
In the Select Course(s) column check each course for which you plan to register in Spring 2013 and in each corresponding drop-down box in the Planned Term column, click on Spring 2013:

<table>
<thead>
<tr>
<th>Select Course(s)</th>
<th>Planned Term</th>
<th>Course Name and Title</th>
<th>Department</th>
<th>Credits</th>
<th>CEUs</th>
<th>Academic Level</th>
<th>Location</th>
<th>Course Type</th>
<th>Session Cycle</th>
<th>Yearly Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ME-101 Stress &amp; Failure Analysis (Mechanical)</td>
<td>Engineering - Mechanical</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-161 Mechanical Behavior (Mechanical)</td>
<td>Engineering - Mechanical</td>
<td>2.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-165 Drawing &amp; Sketching (Mechanical)</td>
<td>Engineering - Mechanical</td>
<td>2.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-166 Industrial Design</td>
<td>Engineering - Mechanical</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-168 Pocket Design (Mechanical)</td>
<td>Engineering - Mechanical</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-169 Advanced Thermodynamics (Mechanical)</td>
<td>Engineering - Mechanical</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ME-170 Engineering Design</td>
<td>Engineering - Mechanical</td>
<td>3.00</td>
<td></td>
<td>Undergraduate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Then Submit. To jump to the bottom of a long page, hold down the Ctrl key, then push the End key.

The Course Planning Worksheet appears and states “These are PLANNED courses for which you have NOT registered”:

On this page you can enter Private Worksheet Notes available only to yourself or Public Worksheet Notes available both to you and your advisor.

To add a Humanities or Social Science course, choose one of the following subjects:

- Humanities and Social Sciences, for HSS 1, 2, 3, or 4
- Humanities Elective,
- Social Sciences,
- History and Theory of Art,

For HSS, click on the Subject Humanities and Social Sciences and Submit:
The HSS courses will then appear:
Choose the course in your sequence. For HSS-3 you must choose both HSS-3 and the lecture, HSS-3L1. Remember to check the Select Course box and show the Planned Term before clicking Submit:
To find information about section instructors and meeting days and times, click on Search for Sections, the first link in the Registration section on the top right side of the Students Menu page:
Choose a Term, then a Subject in the Subjects drop-down box. Enter the Course Number:

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Course Levels</th>
<th>Course Number</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Social Sciences</td>
<td></td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Then Submit:
In addition to Humanities, students can choose from the following subjects:

Art: Fine Arts, Science, Seminars, Techniques
Engineering: A major subject and Biology, Chemistry, Engineering Science (ESC courses), Engineering Interdisciplinary (EID courses), Mathematics, Physics

You can review your plan by clicking on Plan Courses on the Students Menu page, then by clicking on View Worksheet:
That will take you back to the Course Planning Worksheet:
You are free to modify your plan before your advisor approves it. You may log back in and add or remove courses on Create/Add to Worksheet or Modify Worksheet. You can click on these links on the Students Menu or click on Catalog Search and Add or Modify at the top of the Course Planning Worksheet page.

If your plan is now complete, e-mail your advisor (the link is on the upper right of the Course Planning Worksheet page) that you have completed your plan for the coming semester and ask your advisor to approve it. Your advisor will either approve your plan as is or modify it and approve it. Your advisor will e-mail you to confirm approval. Note that if you add courses to your plan after your advisor approves it you must get advisor approval for the courses added. You cannot remove a course your advisor has approved.

**Registration**

You may register during your appointed day and during the remainder of the registration period for all courses on your plan approved by your advisor. For some courses, such as HSS, you must register for a particular section, either as instructed by your advisor or on your own.

On the Students Menu, click on Register for Sections in the Registration area on the top right:
Click on Register from my worksheet, then confirm your program (Submit). The Register from My Worksheet page will appear, showing advisor approval and possibly the advisor’s addition of a course:
Check the boxes in Find Sections, in the left column, and Submit:
In the left column check the boxes of the sections you want. For HSS you will have to choose one section among the available sections. The third column from the right shows availability. The Register and Drop Sections window will appear:

In the left column, Action, click Register in each drop-down box. Click Submit, and you are registered:
Wait Lists:

If you are on a wait list for a course, you will receive an e-mail in your Cooper Union e-mail account if a place opens, most likely during the Add/Drop period. You will have twenty-four hours to register for that course. To register from a wait list or remove your name from a wait list, click on Manage My Waitlist in the Registration section at the top right of the Students Menu page.

Add/Drop:

During the Add/Drop period your advisor will have to approve any courses you want to add. You will then register for them yourself. Your advisor will drop courses you want to drop, unless your advisor does not approve the drop.