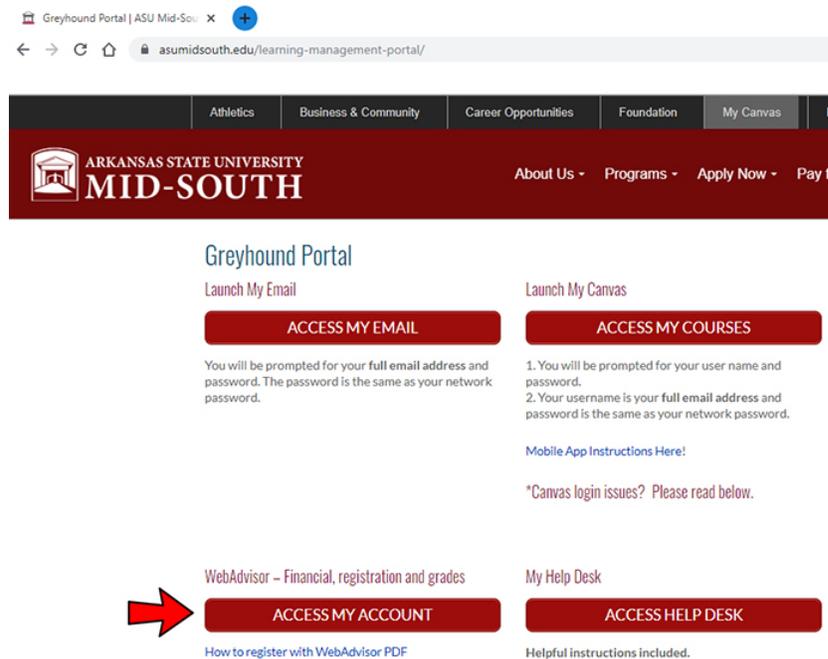


How to use Web Advisor to register for classes online

This guide will show you step by step how to use Web Advisor to register for classes.

1. To access Web Advisor, go to <https://www.asumidsouth.edu/learning-management-portal/> and click on the button that says "Access My Account".



2. At the login screen, login with your username (part of your email address before @) and network password.



3. Once logged in, click on the blue bar which reads "Students"

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Don't wait for long registration lines! See your advisor now!
Don't get bumped out of your classes! TUITION IS DUE DECEMBER 10th BY 4:30 P.M.

Welcome Tom!
Payment Options:
1. Financial aid - if you have applied and been approved.
Phone: 870.733.6729 - Email: finaid@midsouthcc.edu
2. Set up a payment plan using FACTS Tuition Management. For more information please click this link: [E-Cashier](#).
If you have any questions about your amount due, please contact the Finance Office at 870.733.6714.

Continuing Education
Students
Employees

Account Information | I'm New to WebAdvisor | What's My Password?
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4. From the student page, under the registration heading, click search for sections

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Don't forget to pre-register to avoid the LONG registration lines!

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU | Welcome Tom!

The following links may display confidential information.

User Account
[I'm New to WebAdvisor](#)
[What's my User ID?](#)
[What's my password](#)
[Change Password](#)
[Address Change](#)

Financial Information
[View Account and Make Payments](#)
[Account Summary](#)
[Account Summary by Term](#)
[1098 Electronic Consent](#)
[View My 1098-T Forms](#)
[Bank Information \(U.S.\)](#)
[Account Statement](#)

Financial Aid
[Financial aid status by year](#)
[Financial aid status by term](#)
[Financial aid award letter](#)

Communication
[My Documents](#)
[E-mail My Advisor\(s\)](#)

Registration
[Search for Sections](#)
[Register and Drop Sections](#)
[Register and Pay for Continuing Education Classes](#)

Academic Profile
[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[My educational plan](#)
[My class schedule](#)
[My profile](#)

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5. On the Register for Sections screen, click search and register for sections

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CURRENT STUDENTS Welcome Tom!

Register for Sections

Please choose which type of registration you would like to use:
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 register for them.
[Express registration](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and 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.)

OK

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6. Next, select the term you want to register for and the subject and click submit

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CURRENT STUDENTS Welcome Tom!

Search/Register for Sections

** Before you try to Register, click on My Holds / Restrictions
Holds and Restrictions must be cleared to Register.

Term: Spring 2019

Starting On/After Date: Ending By Date:

Subject	Course Level	Course Number	Section
Fine Arts			

Sections Meeting After: Sections Ending Before:

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s):

Location: Academic Level:

Instructor's Last Name:

SUBMIT

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7. Select the class section you want out of the list of available classes, and click submit

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Co-requisite classes that do not meet your selection criteria may be displayed.

CURRENT STUDENTS Welcome Tom!

Section Selection Results

Narrow my search

Re-sort my results: TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Spring 2019	Open	ARTS-1103-01 (15419) Art Appreciation	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thursday 09:35AM - 11:00AM Southland Greyhound, Room 122	M. Rouillard	6 / 24	3.00	
<input type="checkbox"/>	Spring 2019	Open	ARTS-1103-02 (15420) Art Appreciation	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thursday 01:15PM - 02:40PM, Southland Greyhound, Room 122	M. Rouillard	5 / 14	3.00	
<input type="checkbox"/>	Spring 2019	Open	ARTS-1123-01 (15421) Intro to Theatre	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thursday 11:10AM - 12:35PM, Southland Greyhound, Room 122	M. Field	7 / 24	3.00	
<input type="checkbox"/>	Spring 2019	Open	ARTS-1123-97 (15422) Intro to Theatre	Student's Home	01/14/2019-05/06/2019 Telecommunications Days to be Announced, Times to be Announced Online Class, Room OL	M. Field	9 / 24	3.00	

SUBMIT

My Schedule

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8. Lastly, select Register from the drop down menu next to your class and click submit.

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IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS Welcome Tom!

Register and Drop Sections

Name Tom L. Cook

Action for ALL Pref. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
<input type="checkbox"/>	Spring 2019	ARTS-1103-01 (15419) Art Appreciation	Main Campus	01/15/2019-05/02/2019 Lecture Tuesday, Thursday 09:35AM - 11:00AM, Southland Greyhound, Room 122	M. Rouillard	6 / 24	3.00	

Register

Register Pass/Fail

Audit

Remove from List

Waitlist

You are not currently registered for any sections.

If one of my choices is not available
ALL Allow me to adjust all

SUBMIT

Manage Waitlist | My Schedule

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