

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.

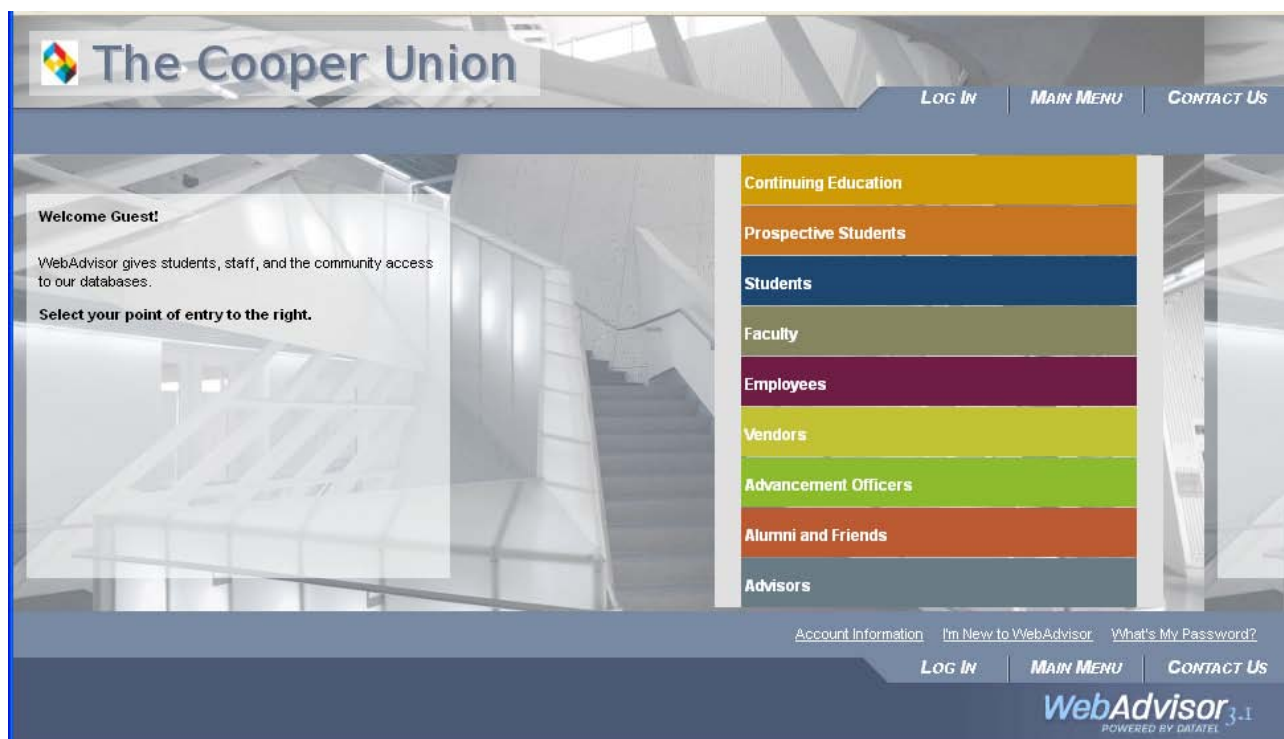
Students with financial or other obligations will be placed on Hold and will not be allowed to register.

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:

The screenshot shows the WebAdvisor interface for The Cooper Union. At the top, there is a header with the university's logo and name, followed by navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, and CONTACT US. Below this is a dark blue banner with the text "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU". A warning message states: "The following links may display confidential information." The main content area is divided into two columns. The left column contains three sections: "User Account" with links for new users, password recovery, and address changes; "Financial Information" with links for account management, payments, and forms; and "Financial Aid" with links for aid status. The right column contains two sections: "Registration" with links for searching, registering, and managing waitlists; and "Academic Planning" with links for planning courses, program evaluation, and graduation applications. Below these is an "Academic Profile" section with links for grades, transcripts, and test summaries.

| User Account | Registration |
|---------------------------------------|---|
| I'm New to WebAdvisor | Search for Sections |
| What's my User ID? | Register for Sections |
| What's my password | Register and Drop Sections |
| Change Password | Register and Pay for Continuing Education Classes |
| Address Change | Manage My Waitlist |

| Financial Information | Academic Planning |
|--|--|
| View Account and Make Payments | Plan Courses |
| Make a Payment | Program Evaluation |
| Account Summary | Application for graduation |
| Account Summary by Term | |
| View My Payment Plan Schedule | |
| 1098 Electronic Consent | |
| View My 1098-T Forms | |
| View My 1098-E Forms | |
| View My T4A Information | |
| Bank Information (U.S.) | |
| Bank Information (Canadian) | |

| Financial Aid | Academic Profile |
|--|--|
| Financial aid status by year | Grades |
| Financial aid status by term | Grade Point Average by Term |
| | Transcript |
| | Program Evaluation |
| | Test Summary |
| | Application for graduation |
| | Transcript Request |
| | Transcript Request Status |
| | Enrollment verification request |
| | Enrollment verification request status |

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



CURRENT STUDENTS

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's 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](#)

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

Click on Create/Add to Worksheet:


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[MAIN MENU](#)
[HELP](#)
[CONTACT US](#)

[Planning Home](#)
[Planning FAQ](#)

Welcome David!


Program Confirmation

First, please confirm the program for which you are planning:
 Bachelor of Engineering in Mechanical Engineering.....Catalog: 2013 Catalog

Is this correct?


SUBMIT

[CHANGE PASSWORD](#)
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[HELP](#)
[CONTACT US](#)

test_portal environment
 

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:


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[HELP](#)
[CONTACT US](#)

[Planning Home](#)
[Planning FAQ](#)

Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

| Subject | Course Level | Course Number |
|----------------------|----------------------|----------------------|
| <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"/> |

Department

Course Title Keyword(s)

Location

Academic Level

Course Type

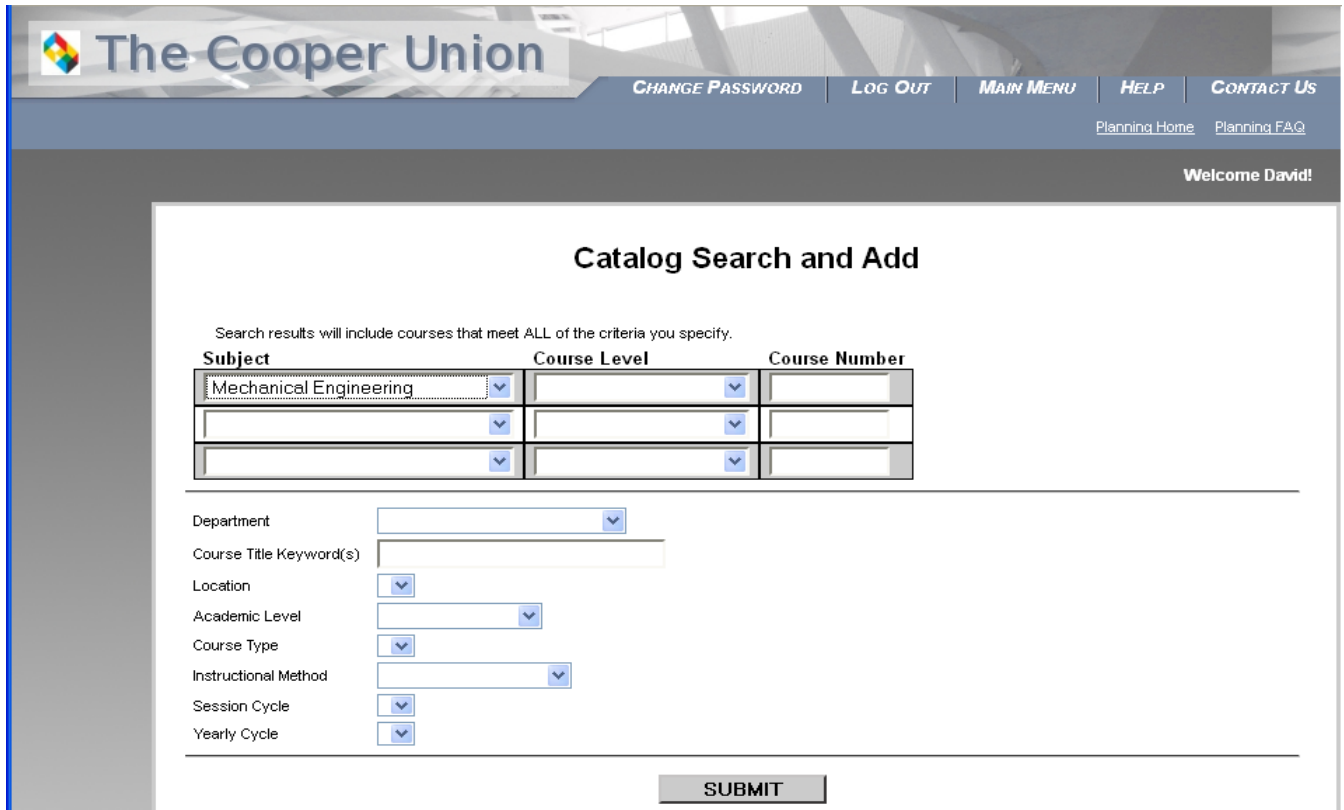
Instructional Method

Session Cycle

Yearly Cycle

SUBMIT

Choose your program from the Subject drop-down box. Ignore Course Level, Course Number, and the other drop-down boxes. Click Submit:



The screenshot shows the 'Catalog Search and Add' page of The Cooper Union website. The header includes the logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, HELP, and CONTACT Us. Below the header, there are links for Planning Home and Planning FAQ, and a welcome message 'Welcome David!'. The main content area is titled 'Catalog Search and Add' and contains a search form. The form includes a table with three columns: Subject, Course Level, and Course Number. The Subject column has a dropdown menu with 'Mechanical Engineering' selected. Below the table, there are several search criteria with dropdown menus: Department, Course Title Keyword(s), Location, Academic Level, Course Type, Instructional Method, Session Cycle, and Yearly Cycle. A SUBMIT button is located at the bottom right of the form.

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[Planning Home](#) | [Planning FAQ](#)

Welcome David!

Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

| Subject | Course Level | Course Number |
|------------------------|--------------|---------------|
| Mechanical Engineering | | |
| | | |
| | | |

Department:

Course Title Keyword(s):

Location:

Academic Level:

Course Type:

Instructional Method:

Session Cycle:

Yearly Cycle:

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):

Catalog Search Results

Narrow my search ☐

Please select the courses you would like to add to your worksheet

| Select Course(s) | Planned Term | Course Name and Title | Department | Credits | CEUs | Academic Level | Location | Course Type | Session Cycle | Yearly Cycle |
|--------------------------|--------------|--|--------------------------|---------|------|----------------|----------|-------------|---------------|--------------|
| <input type="checkbox"/> | | ME-100 Stress & Applied Elasticity (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-101 Mechanical Vibrations (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-105 Drawing & Sketching for Engrs | Engineering - Mechanical | 2.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-116 Musical Instrument Design | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-120 Design Elements (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-130 Advanced Thermodynamics (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-131 Energetics (has prerequisites) | General Engineering | 3.00 | | Undergraduate | | | | |

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:

Catalog Search Results

Narrow my search ☐

Please select the courses you would like to add to your worksheet

| Select Course(s) | Planned Term | Course Name and Title | Department | Credits | CEUs | Academic Level | Location | Course Type | Session Cycle | Yearly Cycle |
|-------------------------------------|--------------------|--|--------------------------|---------|------|----------------|----------|-------------|---------------|--------------|
| <input type="checkbox"/> | | ME-100 Stress & Applied Elasticity (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-101 Mechanical Vibrations (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input checked="" type="checkbox"/> | 2013SP Spring 2013 | ME-105 Drawing & Sketching for Engrs | Engineering - Mechanical | 2.00 | | Undergraduate | | | | |
| <input checked="" type="checkbox"/> | 2013SP Spring 2013 | ME-116 Musical Instrument Design | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-120 Design Elements (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-130 Advanced Thermodynamics (has prerequisites) | Engineering - Mechanical | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | | ME-131 Energetics (has prerequisites) | General Engineering | 3.00 | | Undergraduate | | | | |

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”:

The screenshot shows the 'Course Planning Worksheet' page for The Cooper Union. The header includes the university logo and navigation links: CHANGE PASSWORD, LOG OUT, MAIN MENU, HELP, and CONTACT US. A 'Welcome David!' message is displayed. The main content area is titled 'Course Planning Worksheet' and contains a message: 'These are PLANNED courses for which you have NOT registered.' Below this, it specifies 'Bachelor of Engineering in Mechanical Engineering.....Catalog: 2013 Catalog'. A confirmation message states: 'ME-105 Drawing & Sketching for Enggs; ME-116 Musical Instrument Design has been added to your worksheet.' A table lists the planned courses:

| Planned Term | Course Name and Title | Credits | CEUs | Added By |
|--------------|--|---------|------|----------|
| Spring 2013 | ME-105 Drawing & Sketching for Enggs | 2.00 | | Student |
| Spring 2013 | ME-116 Musical Instrument Design | 3.00 | | Student |

Below the table are sections for 'Private Worksheet Notes' and 'Public Worksheet Notes'. An 'OK' button is at the bottom of the main content area. The footer repeats the navigation links.

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:



Catalog Search and Add

Search results will include courses that meet ALL of the criteria you specify.

| Subject | Course Level | Course Number |
|---|----------------------------------|----------------------------------|
| Humanities and Social Sciences <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="button" value="v"/> |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="button" value="v"/> |
| <input type="button" value="v"/> | <input type="button" value="v"/> | <input type="button" value="v"/> |

| | |
|-------------------------|----------------------------------|
| Department | <input type="button" value="v"/> |
| Course Title Keyword(s) | <input type="text"/> |
| Location | <input type="button" value="v"/> |
| Academic Level | <input type="button" value="v"/> |
| Course Type | <input type="button" value="v"/> |
| Instructional Method | <input type="button" value="v"/> |
| Session Cycle | <input type="button" value="v"/> |
| Yearly Cycle | <input type="button" value="v"/> |

The HSS courses will then appear:

Catalog Search Results


Narrow my search ☐

Please select the courses you would like to add to your worksheet

| Select Course(s) | Planned Term | Course Name and Title | Department | Credits | CEUs | Academic Level | Location | Course Type | Session Cycle | Yearly Cycle |
|--------------------------|----------------------|---|------------|---------|------|----------------|----------|-------------|---------------|--------------|
| <input type="checkbox"/> | <input type="text"/> | HSS-1 Freshman Seminar | Humanities | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | <input type="text"/> | HSS-2 Texts and Contexts: Old Worlds | Humanities | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | <input type="text"/> | HSS-3 The Making of Modern Society (has corequisites) | Humanities | 3.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | <input type="text"/> | HSS-3L1 Modern Society Lecture (has corequisites) | Humanities | 0.00 | | Undergraduate | | | | |
| <input type="checkbox"/> | <input type="text"/> | HSS-4 The Modern Context | Humanities | 3.00 | | Undergraduate | | | | |

SUBMIT

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:


The Cooper Union

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[CONTACT US](#)

[Planning Home](#)
[Planning FAQ](#)

Welcome David!

Course Planning Worksheet

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

These are PLANNED courses for which you have NOT registered.

Bachelor of Engineering in Mechanical Engineering.....Catalog: 2013 Catalog

HSS-2 Texts and Contexts: Old Worlds has been added to your worksheet.

| Planned Term | Course Name and Title | Credits | CEUs | Added By |
|--------------|--|---------|------|----------|
| Spring 2013 | HSS-2 Texts and Contexts: Old Worlds | 3.00 | | Student |
| Spring 2013 | ME-105 Drawing & Sketching for Engrs | 2.00 | | Student |
| Spring 2013 | ME-116 Musical Instrument Design | 3.00 | | Student |

Private Worksheet Notes


Public Worksheet Notes

OK

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

[CHANGE PASSWORD](#)
[LOG OUT](#)
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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:


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[STUDENTS MENU](#)
[CONTACT US](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome Brian!

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](#)
[Make a Payment](#)
[Account Summary](#)
[Account Summary by Term](#)
[View My Payment Plan Schedule](#)
[1098 Electronic Consent](#)
[View My 1098-T Forms](#)
[View My 1098-E Forms](#)
[View My T4A Information](#)
[Bank Information \(U.S.\)](#)
[Bank Information \(Canadian\)](#)

Financial Aid

[Financial aid status by year](#)

Registration


[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Register and Pay for Continuing Education Classes](#)
[Manage My Waitlist](#)

Academic Planning

[Plan Courses](#)
[Program Evaluation](#)
[Application for graduation](#)

Academic Profile

[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Program Evaluation](#)
[Test Summary](#)
[Application for graduation](#)
[Transcript Request](#)
[Transcript Request Status](#)
[Enrollment verification request](#)
[Enrollment verification request status](#)


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[CHANGE PASSWORD](#)
[LOG OUT](#)
[MAIN MENU](#)
[STUDENTS MENU](#)
[HELP](#)
[CONTACT US](#)

CURRENT STUDENTS
Welcome Brian!

Search for Sections

Term

Starting On/After Date
Ending By Date


| Subjects | Course Levels | 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 ☐
Sun ☐

Course Title Keyword(s)

Choose a Term, then a Subject in the Subjects drop-down box. Enter the Course Number:


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[CHANGE PASSWORD](#)
[LOG OUT](#)
[MAIN MENU](#)
[STUDENTS MENU](#)
[HELP](#)
[CONTACT US](#)

CURRENT STUDENTS
Welcome Brian!

Search for Sections

Term

Starting On/After Date
Ending By Date

| Subjects | Course Levels | Course Number | Section |
|---|----------------------|------------------------|----------------------|
| Humanities and Social Sciences <input type="text"/> | <input type="text"/> | 2 <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 ☐
Sun ☐

Course Title Keyword(s)

Then Submit:

Section Selection Results

Page 1 of 1

| Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity/ Waitlist | Credits | CEUs | Academic Level |
|-------------|--------|--|----------|---|------------|-------------------------------------|---------|------|----------------|
| Spring 2013 | Open | HSS-2-A Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | P. Buckley | 19 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-B Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | H. Ramdass | 20 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-C Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, 41 Cooper Square, Room 801 (more)... | W. Germano | 20 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-D Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | S. Sayres | 20 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-E Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Tuesday 10:00AM - 11:50AM, 41 Cooper Square, Room 506 (more)... | P. Buckley | 20 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-F Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Tuesday 10:00AM - 11:50AM, 41 Cooper Square, Room 101 (more)... | M. Stieber | 20 / 20 / 0 | 3.00 | | Undergraduate |
| Spring 2013 | Open | HSS-2-G Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Tuesday 10:00AM - 10:50AM, 41 Cooper Square, Room 801 (more)... | S. Sayres | 20 / 20 / 0 | 3.00 | | Undergraduate |

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:



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's 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](#)

That will take you back to the Course Planning Worksheet:

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[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT Us](#)

[Planning Home](#) | [Planning FAQ](#)

CURRENT STUDENTS **Welcome David!**

Course Planning Worksheet

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

These are PLANNED courses for which you have NOT registered.

Bachelor of Engineering in Mechanical Engineering.....Catalog: 2013 Catalog

| Planned Term | Course Name and Title | Credits | CEUs | Added By |
|--------------|--|---------|------|----------|
| Spring 2013 | HSS-2 Texts and Contexts: Old Worlds | 3.00 | | Student |
| Spring 2013 | ME-105 Drawing & Sketching for Enggs | 2.00 | | Student |
| Spring 2013 | ME-116 Musical Instrument Design | 3.00 | | Student |

Private Worksheet Notes

Public Worksheet Notes

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


[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [HELP](#) | [CONTACT Us](#)

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:

The Cooper Union

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

CURRENT STUDENTSWelcome David!

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 registration to pick the section(s) you want.

[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.)

[Manage my waitlist](#)
Use this option if you would like to register or remove sections that you are currently waitlisted in.

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | CONTACT US

test_portal environment WebAdvisor 3.1
POWERED BY DATATEL

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:



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.

Bachelor of Engineering in Mechanical Engineering.....Catalog: 2013 Catalog

Your advisor has removed PH-112 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 type="checkbox"/> | Spring 2013 | BIO-101 Biology for Engineers I (has prerequisites) | 3.00 | | Advisor |
| <input type="checkbox"/> | Spring 2013 | HSS-2 Texts and Contexts: Old Worlds | 3.00 | | Student (Advisor approved) |
| <input type="checkbox"/> | Spring 2013 | ME-105 Drawing & Sketching for Enngs | 2.00 | | Student (Advisor approved) |
| <input type="checkbox"/> | Spring 2013 | ME-116 Musical Instrument Design | 3.00 | | Student (Advisor approved) |

Private Worksheet Notes

Public Worksheet Notes

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

Check the boxes in Find Sections, in the left column, and Submit:

Section Selection Results

Narrow my search ☐

Re-sort my results

| Select | Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Available/ Capacity/ Waitlist | Credits | CEUs |
|--------------------------|-------------|--------|--|----------|---|------------|-------------------------------------|---------|------|
| <input type="checkbox"/> | Spring 2013 | Open | BIO-101-1 Biology for Engineers I | | 01/22/2013-05/14/2013 Lecture Tuesday 06:00PM - 08:50PM, 41 Cooper Square, Room 104 | D. Orbach | 30 / 30 / 0 | 3.00 | |
| <input type="checkbox"/> | Spring 2013 | Open | HSS-2-A Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | P. Buckley | 20 / 20 / 0 | 3.00 | |
| <input type="checkbox"/> | Spring 2013 | Open | HSS-2-B Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | H. Ramdass | 20 / 20 / 0 | 3.00 | |
| <input type="checkbox"/> | Spring 2013 | Open | HSS-2-C Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, 41 Cooper Square, Room 801 (more)... | W. Germano | 20 / 20 / 0 | 3.00 | |
| <input type="checkbox"/> | Spring 2013 | Open | HSS-2-D Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | S. Sayres | 20 / 20 / 0 | 3.00 | |
| <input type="checkbox"/> | Spring | Open | HSS-2-E Texts | | 01/22/2013-05/15/2013 | P. Buckley | 20 / 20 / 0 | 3.00 | |

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:

CURRENT STUDENTS
Welcome David!

Register and Drop Sections

Name David Dstudent

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 |
|------------------------|-------------|--|----------|---|------------|-------------------------------------|---------|------|
| Register | Spring 2013 | HSS-2-A Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | P. Buckley | 20 / 20 / 0 | 3.00 | |
| Register | Spring 2013 | ME-105-1 Drawing & Sketching for Engrs | | 01/24/2013-05/09/2013 Lecture Thursday 06:00PM - 08:50PM, 41 Cooper Square, Room 504 | R. Dell | 30 / 30 / 0 | 2.00 | |

Current Registrations

| Drop | Term | Pass/ Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|--------------------------|------|----------------|--|----------|---------------------|---------|---------|------|
| <input type="checkbox"/> | | | You are not currently registered for any sections. | | | | | |

If one of my choices is not available

ALL Allow me to adjust all

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

Registration Results

The following request(s) have been processed:

| Term | Status | Pass/ Fail/ Audit | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|----------------|--------------------------------|-------------------------|--|----------|--|---------------|---------|------|
| Spring 2013 | Registered for this section | | HSS-2-A Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | P. Buckley | 3.00 | |
| Spring 2013 | Registered for this section | | ME-105-1 Drawing & Sketching for Enggs | | 01/24/2013-05/09/2013 Lecture Thursday 06:00PM - 08:50PM, 41 Cooper Square, Room 504 | R. Dell | 2.00 | |

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 |
|----------------|-------------------------|--|----------|---|---------------|---------|------|
| Spring 2013 | | HSS-2-A Texts and Contexts: Old Worlds | | 01/22/2013-05/15/2013 Lecture Monday 10:00AM - 11:50AM, Room to be Announced (more)... | P. Buckley | 3.00 | |
| Spring 2013 | | ME-105-1 Drawing & Sketching for Enggs | | 01/24/2013-05/09/2013 Lecture Thursday 06:00PM - 08:50PM, 41 Cooper Square, Room 504 | R. Dell | 2.00 | |

Here are all of the sections for which you are waitlisted (not registered):

| Term | Status | Section Name and Title | Location | Meeting Information | Faculty | Credits | CEUs |
|------|--------|--|----------|---------------------|---------|---------|------|
| | | You are not currently waitlisted in any courses. | | | | | |

OK

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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.