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.

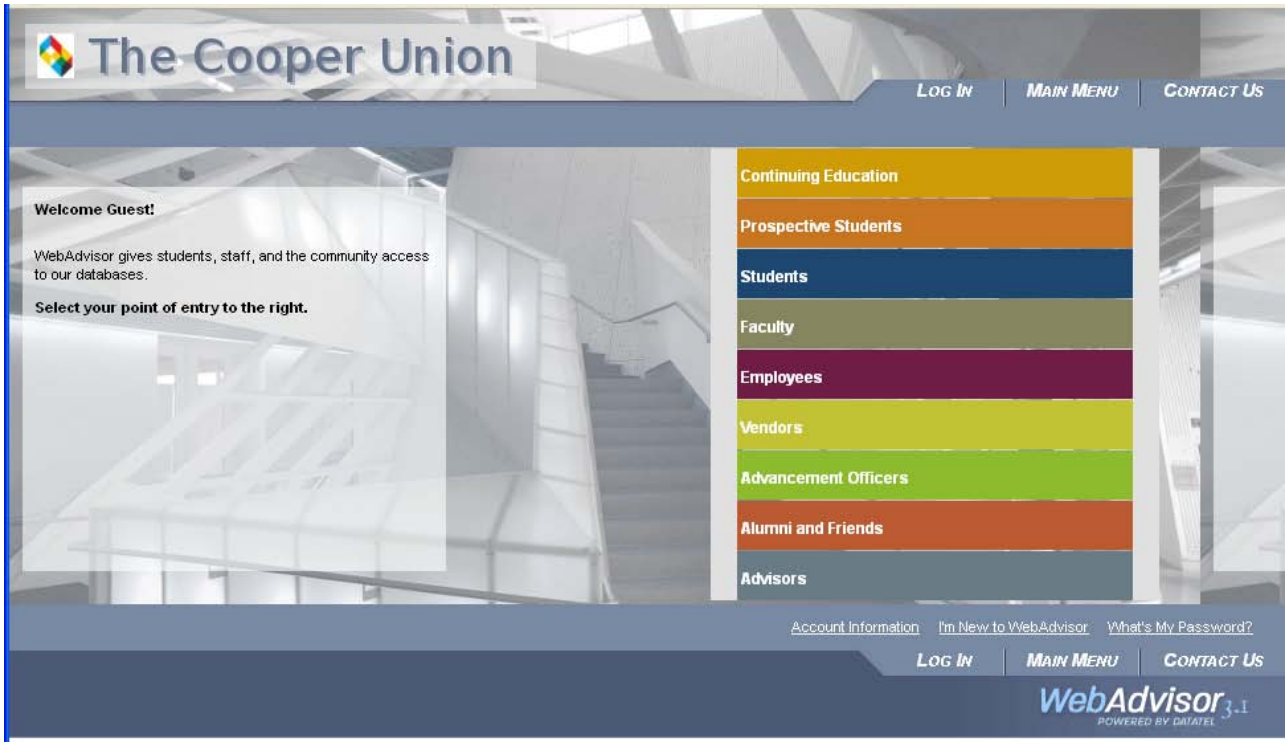
Students with financial or other obligations will be placed on Hold and will not be allowed to register.

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

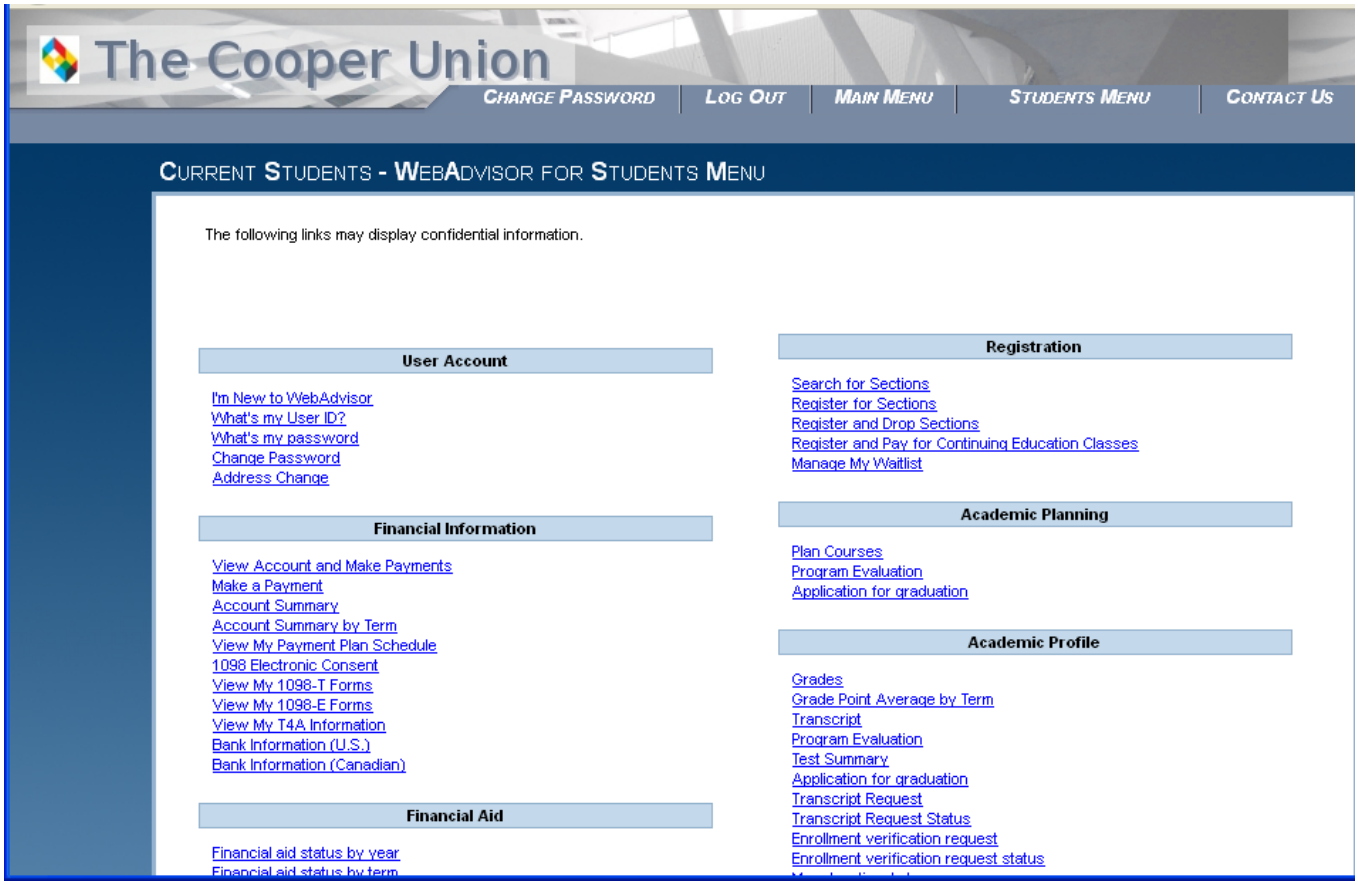
This is the WebAdvisor login page:



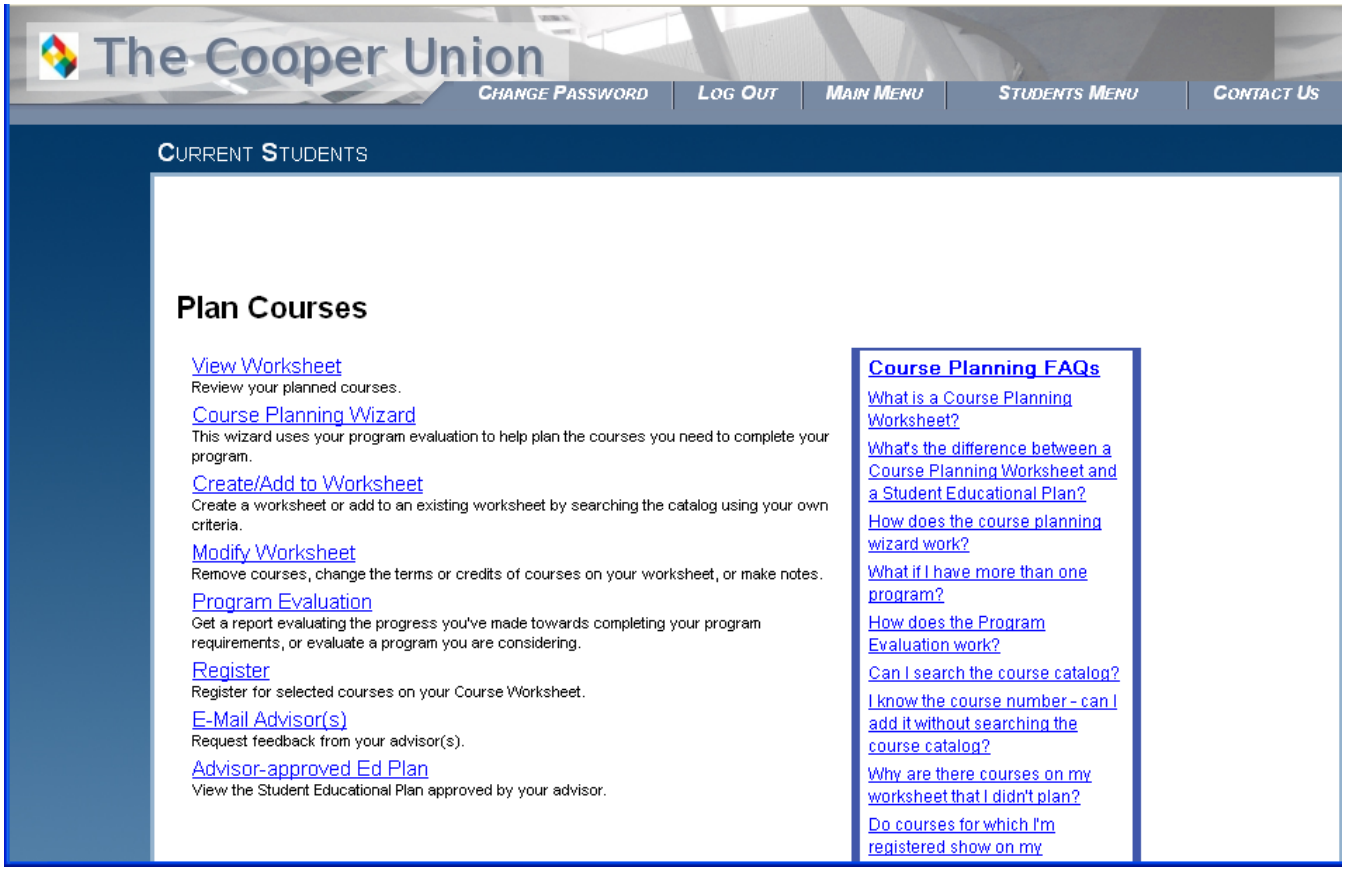
Log in. You should have received at least one e-mail from the IT department with instructions on how to create a password. If you do not know your login or password, click “I’m New to WebAdvisor” or “What’s My Password?” at the bottom right near the Log In tab.

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:

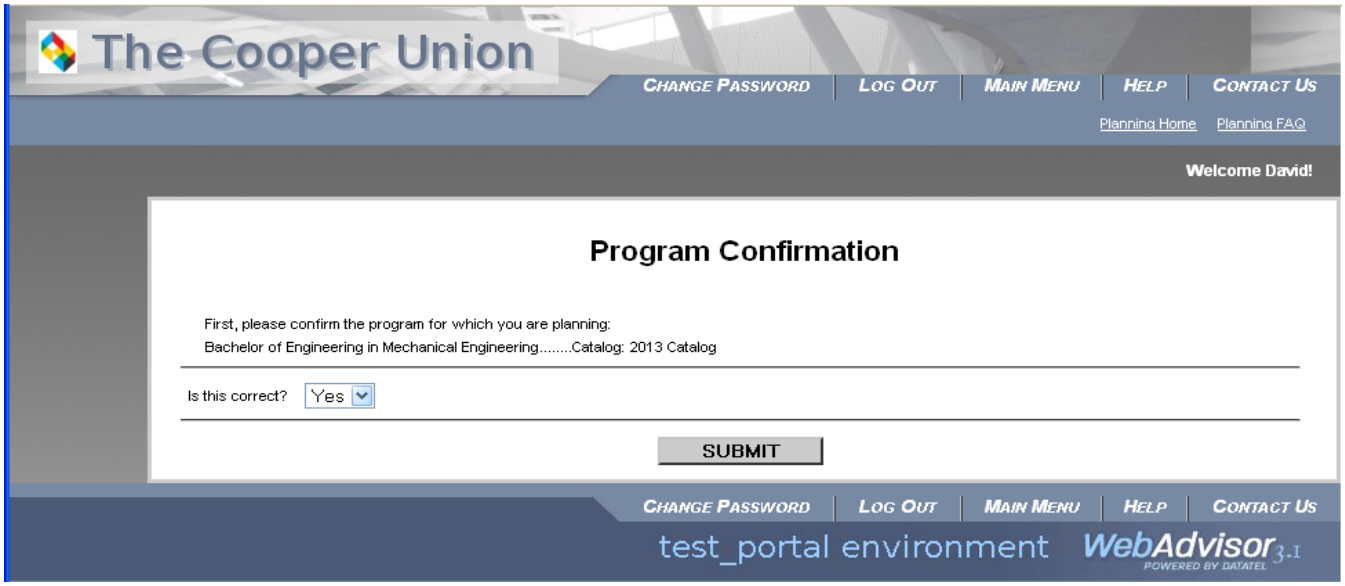


Click on Plan Courses (in the middle section of the right column, under Academic Planning):



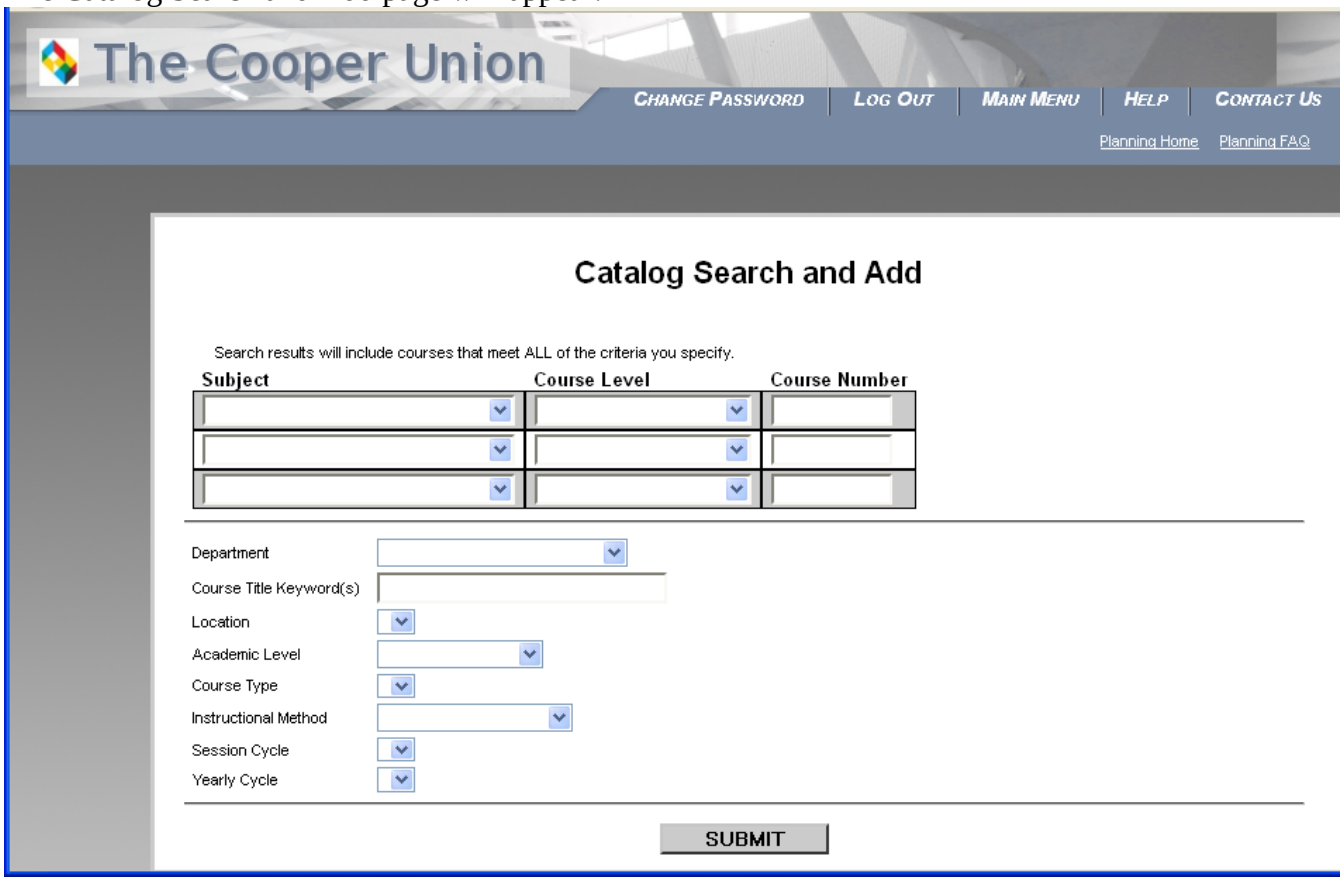
Not all the links on the left will be visible for registration for Spring 2013.

Click on Create/Add to Worksheet:

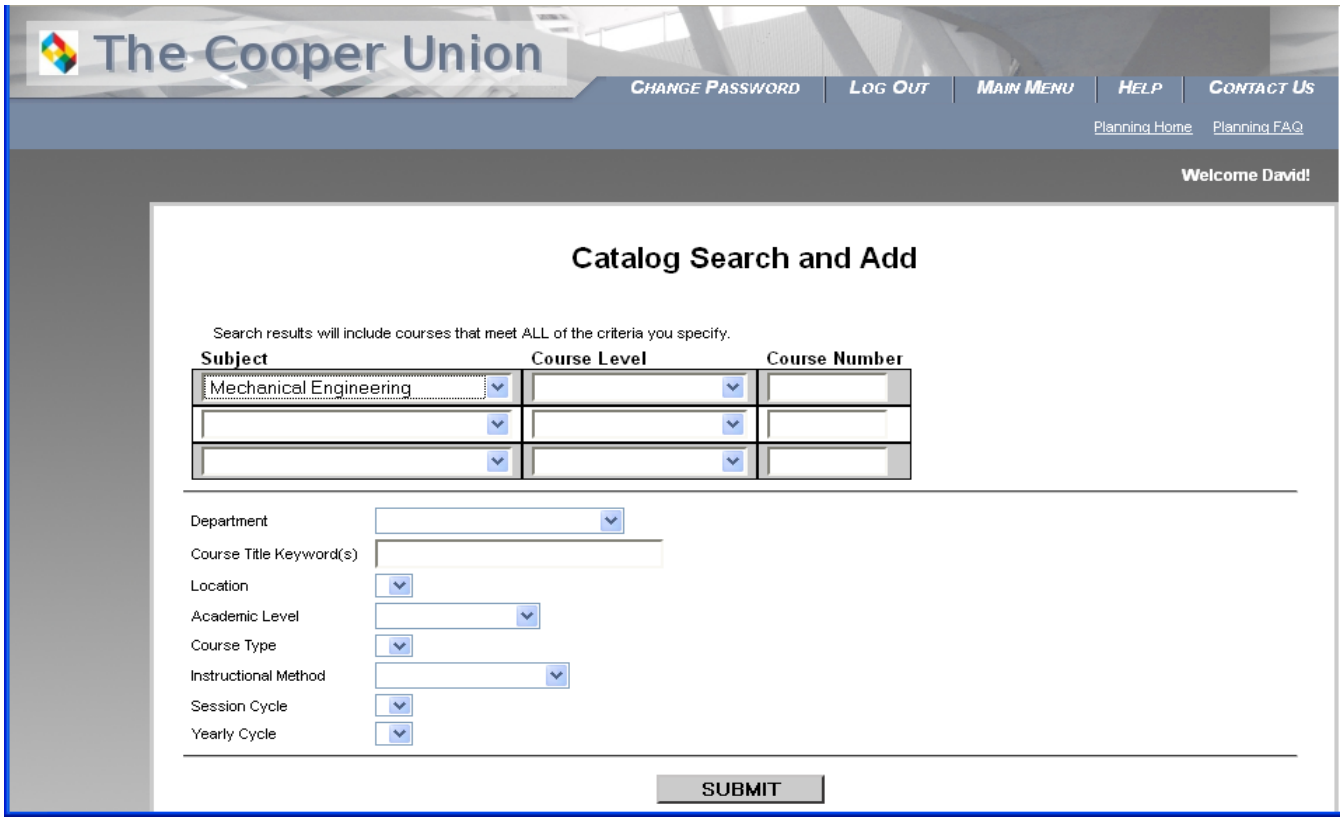


Confirm your academic program (the degree program in which you are enrolled) by clicking Submit (the Catalog year indicates the year you applied to Cooper Union).

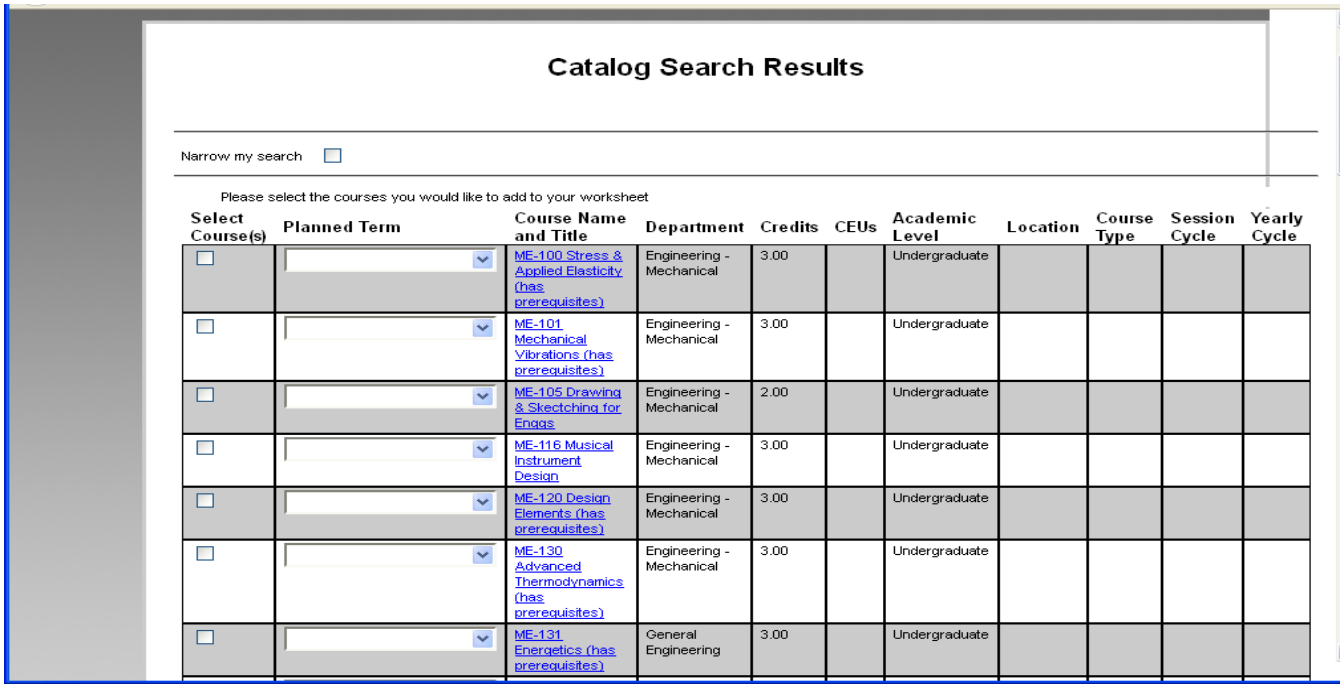
The Catalog Search and Add page will appear:



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):



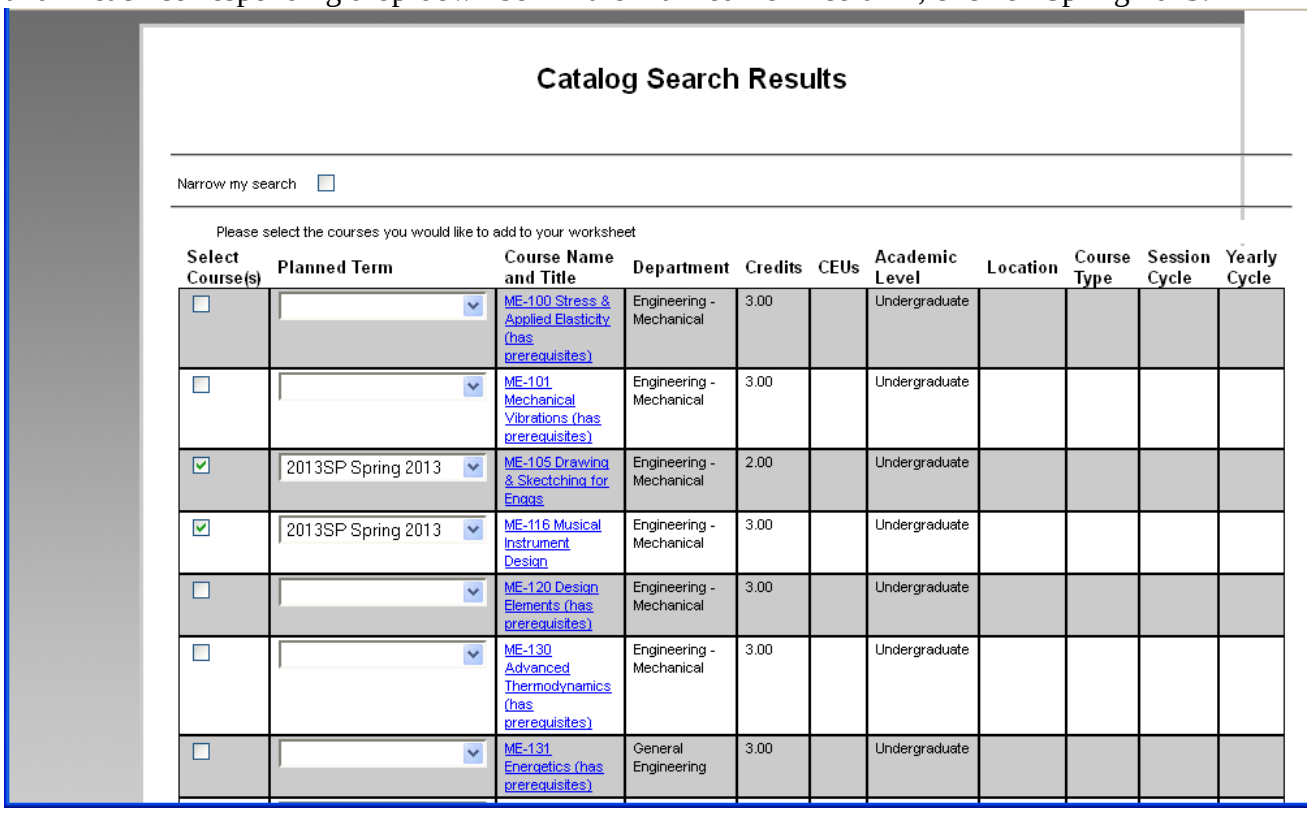
Catalog Search Results

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
☐		ME-100 Stress & Applied Elasticity (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-101 Mechanical Vibrations (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-105 Drawing & Sketching for Enggs	Engineering - Mechanical	2.00		Undergraduate				
☐		ME-116 Musical Instrument Design	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-120 Design Elements (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-130 Advanced Thermodynamics (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		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

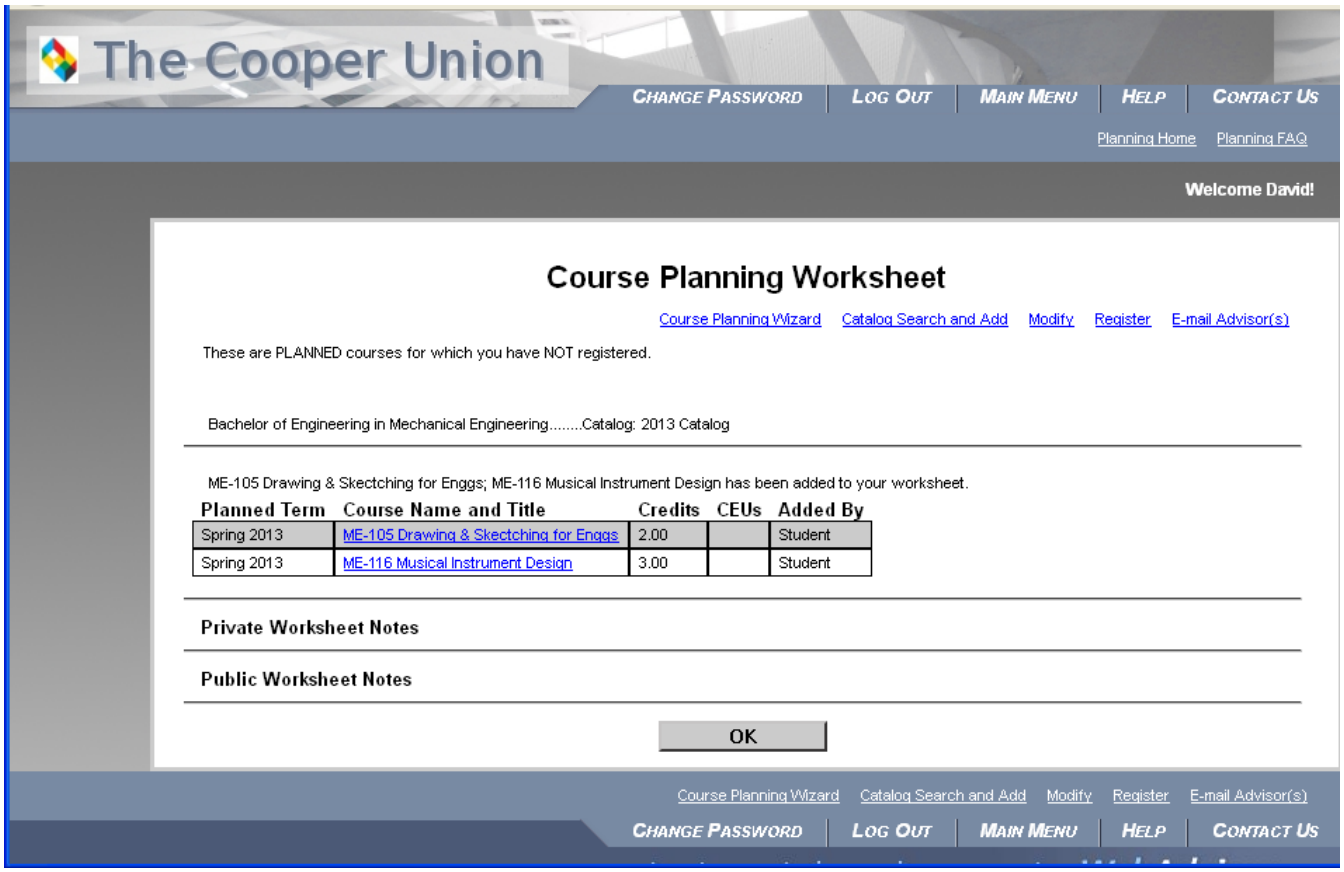
Narrow my search

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
☐		ME-100 Stress & Applied Elasticity (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-101 Mechanical Vibrations (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☑	2013SP Spring 2013	ME-105 Drawing & Sketching for Enggs	Engineering - Mechanical	2.00		Undergraduate				
☑	2013SP Spring 2013	ME-116 Musical Instrument Design	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-120 Design Elements (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		ME-130 Advanced Thermodynamics (has prerequisites)	Engineering - Mechanical	3.00		Undergraduate				
☐		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":

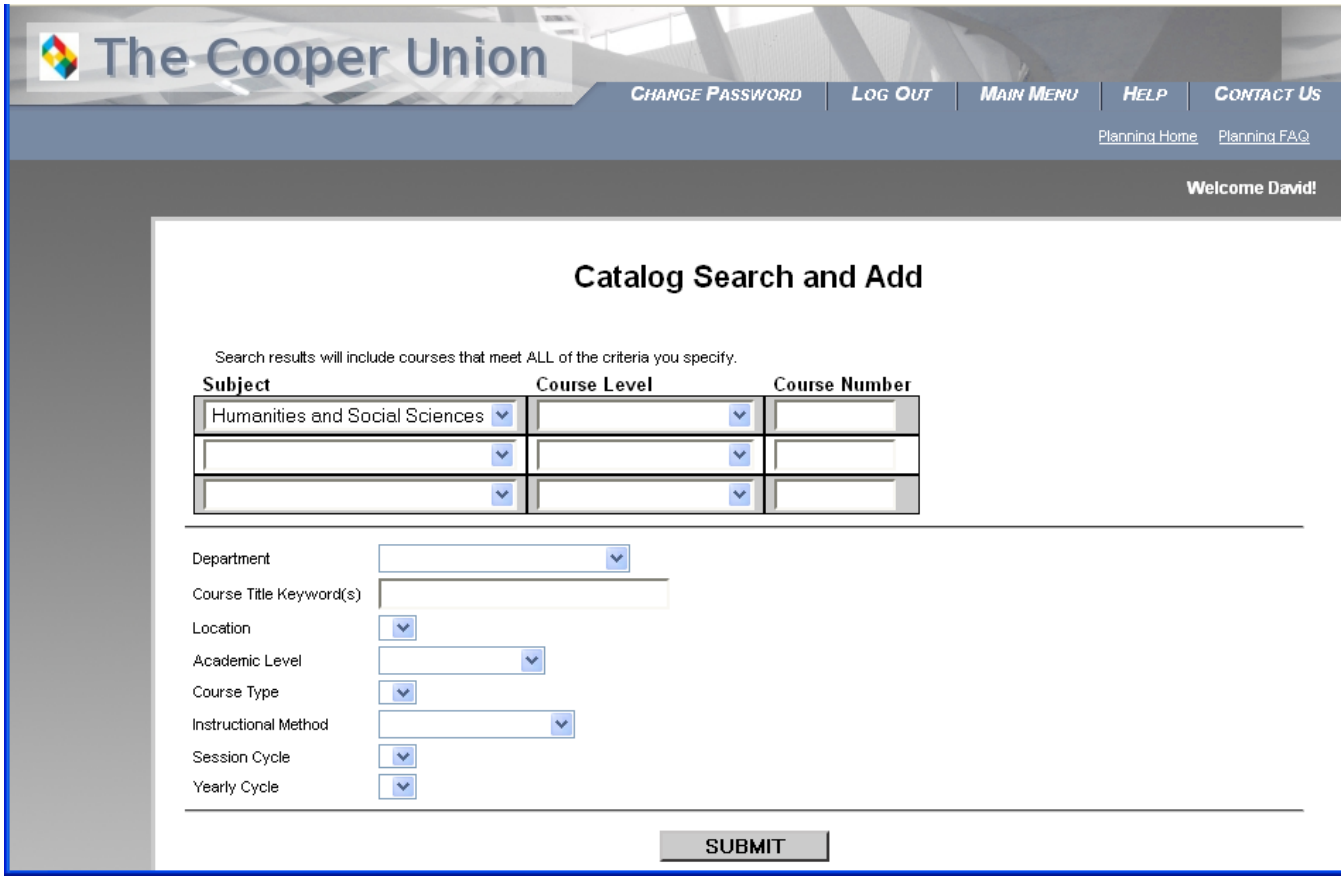


On this page you can enter Private Worksheet Notes available only to yourself or Public Worksheet Notes available both to you and your advisor.

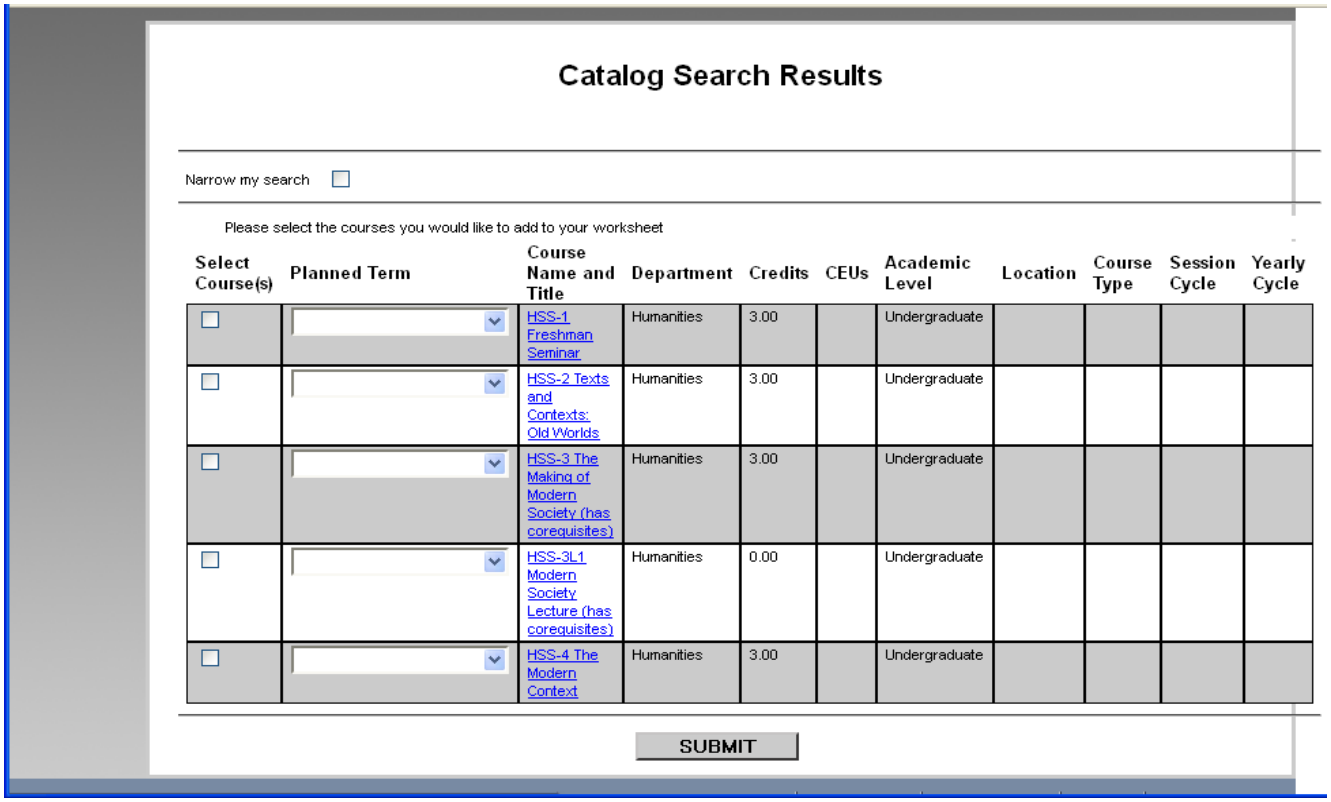
To add a Humanities or Social Science course, choose one of the following subjects:

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:



Catalog Search Results

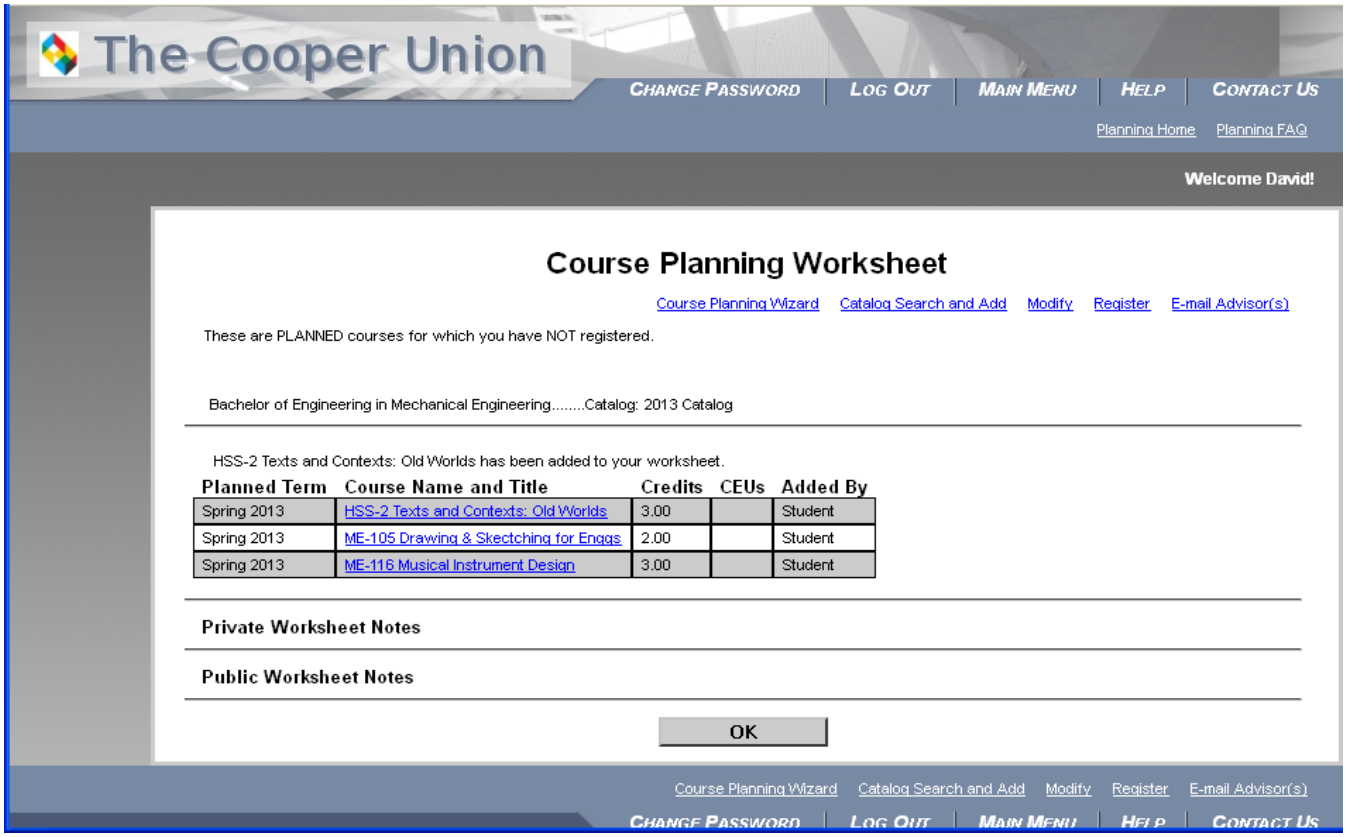
Narrow my search ☐

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

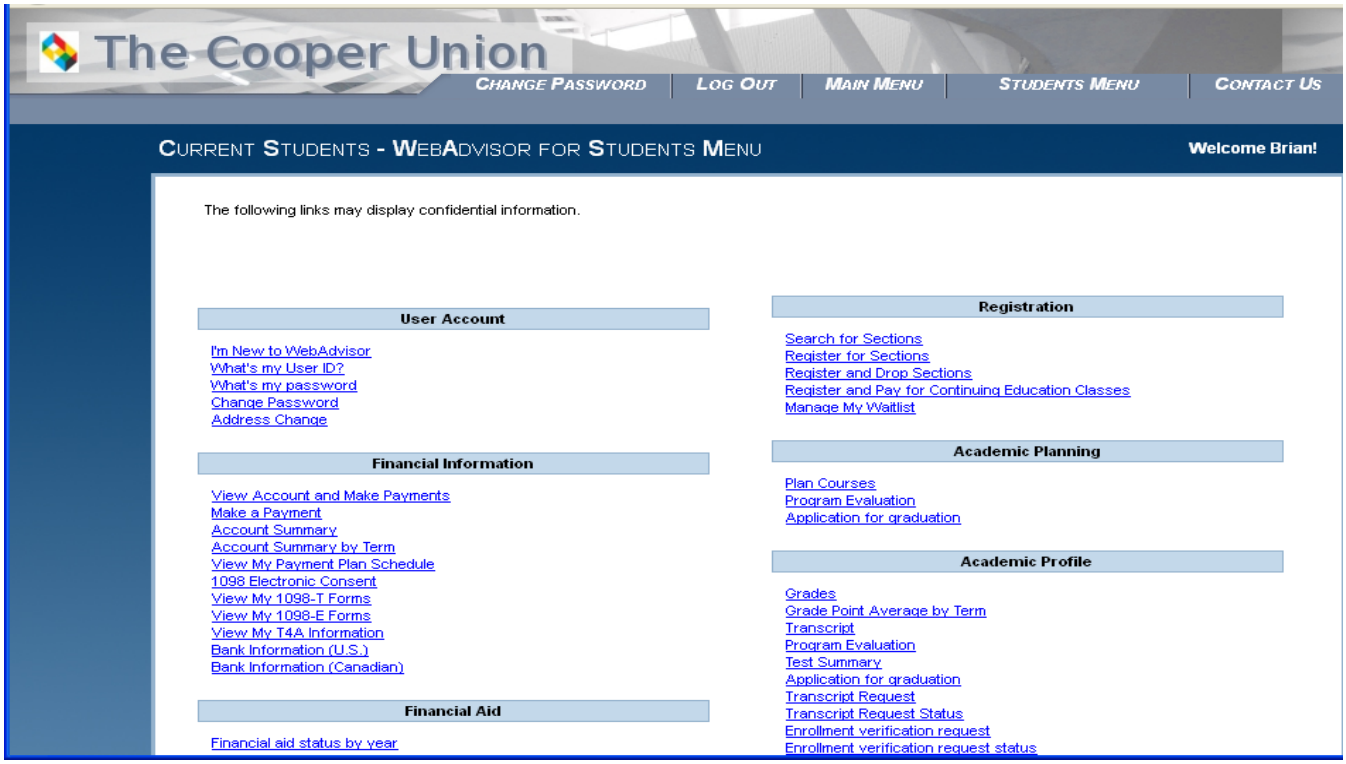
Select Course(s)	Planned Term	Course Name and Title	Department	Credits	CEUs	Academic Level	Location	Course Type	Session Cycle	Yearly Cycle
☐		HSS-1 Freshman Seminar	Humanities	3.00		Undergraduate				
☐		HSS-2 Texts and Contexts: Old Worlds	Humanities	3.00		Undergraduate				
☐		HSS-3 The Making of Modern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

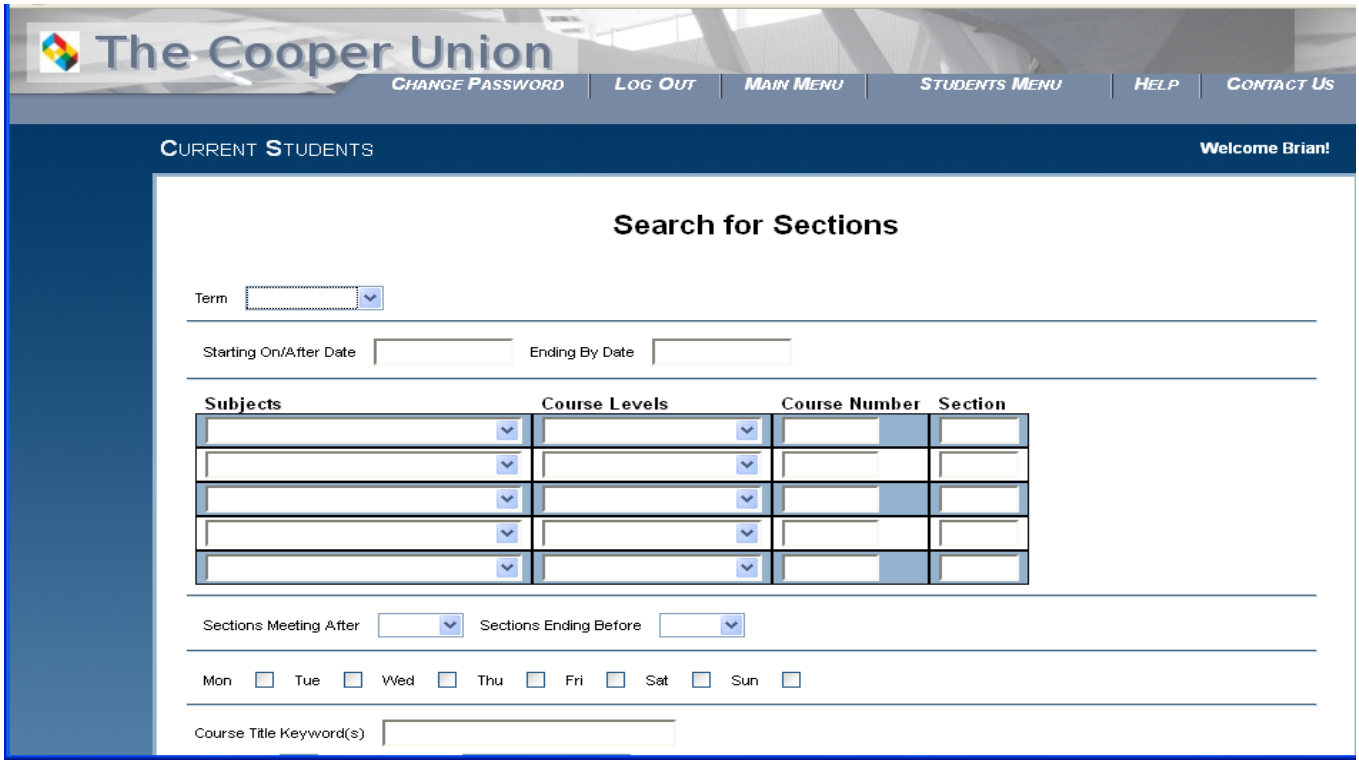
SUBMIT

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:

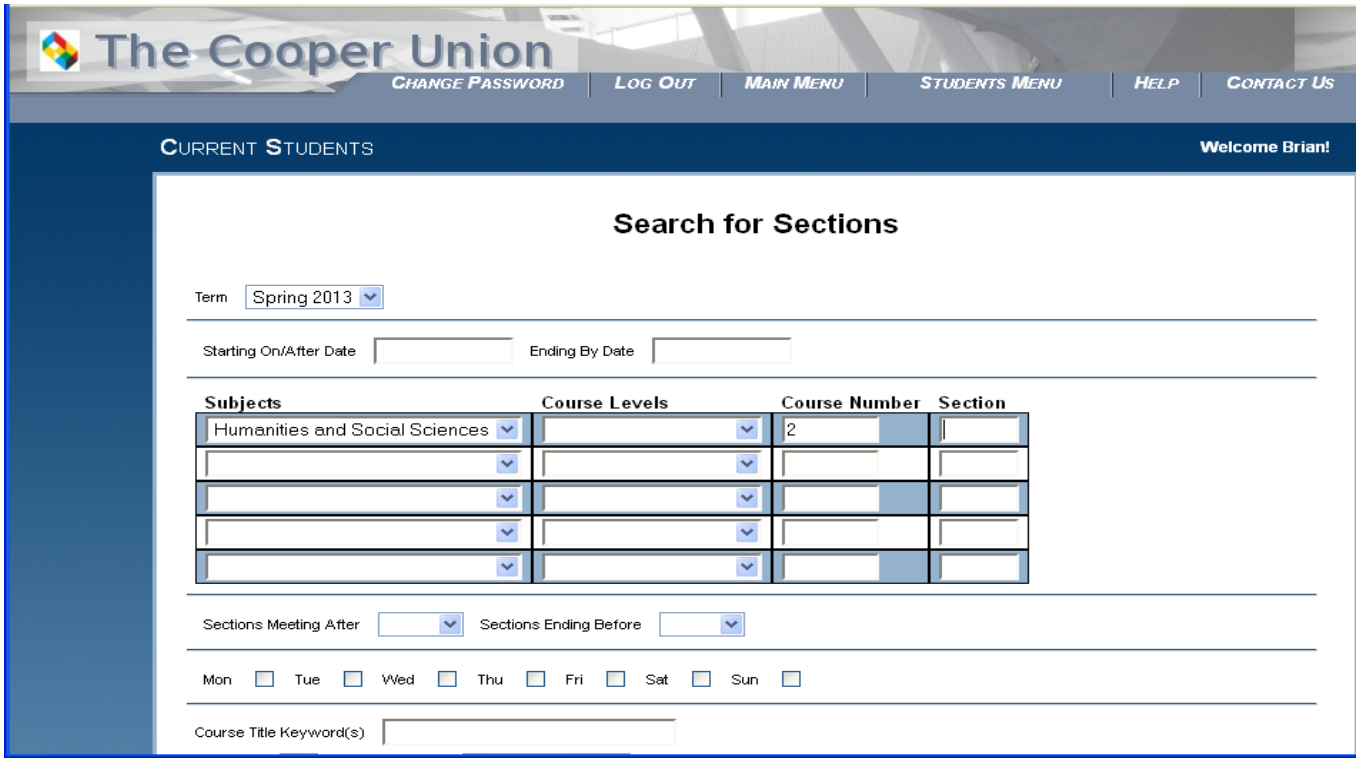


To find information about section instructors and meeting days and times, click on Search for Sections, the first link in the Registration section on the top right side of the Students Menu page:





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



Then Submit:

Section Selection Results

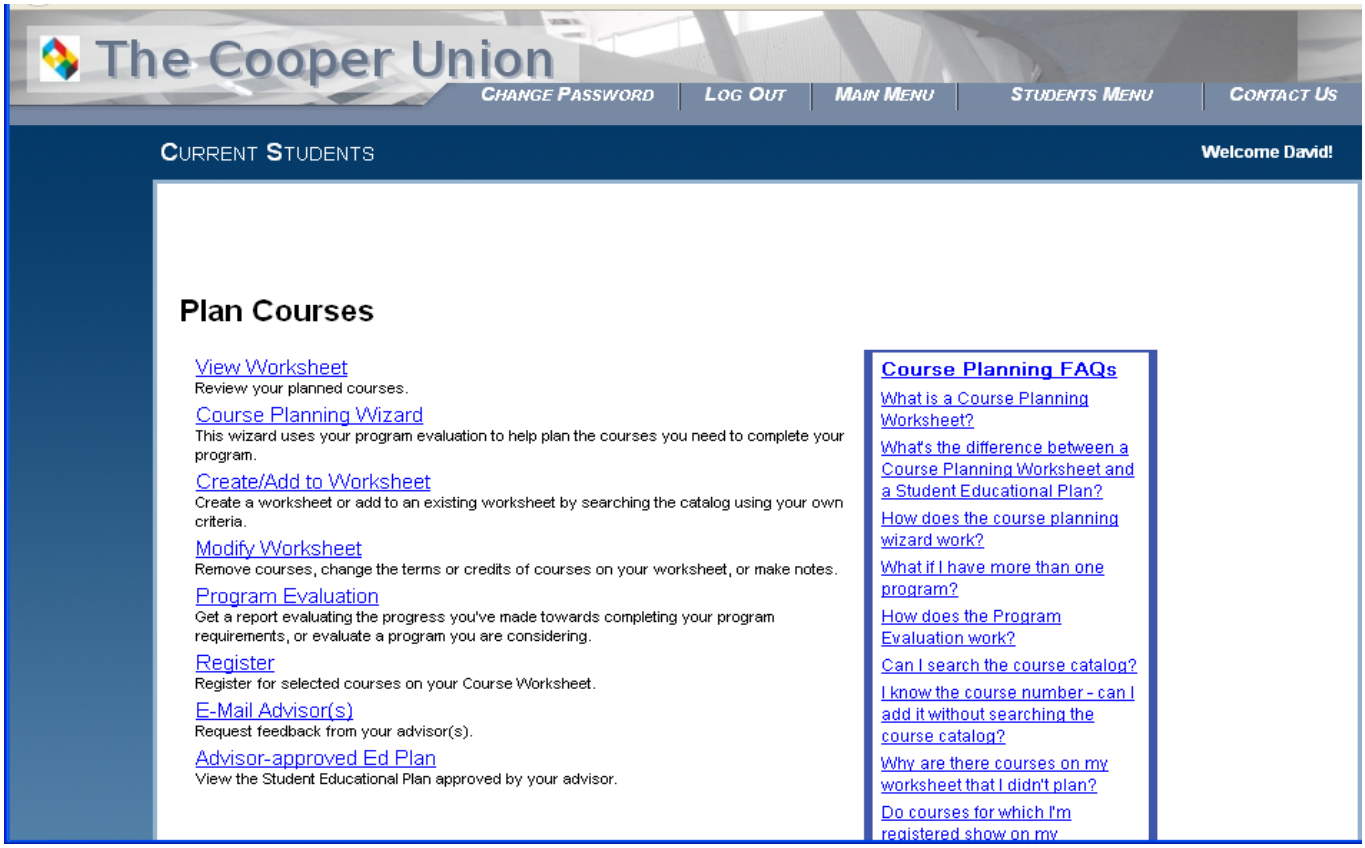
FIRST | PREV | NEXT | LAST | JUMP | Page 1 of 1

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

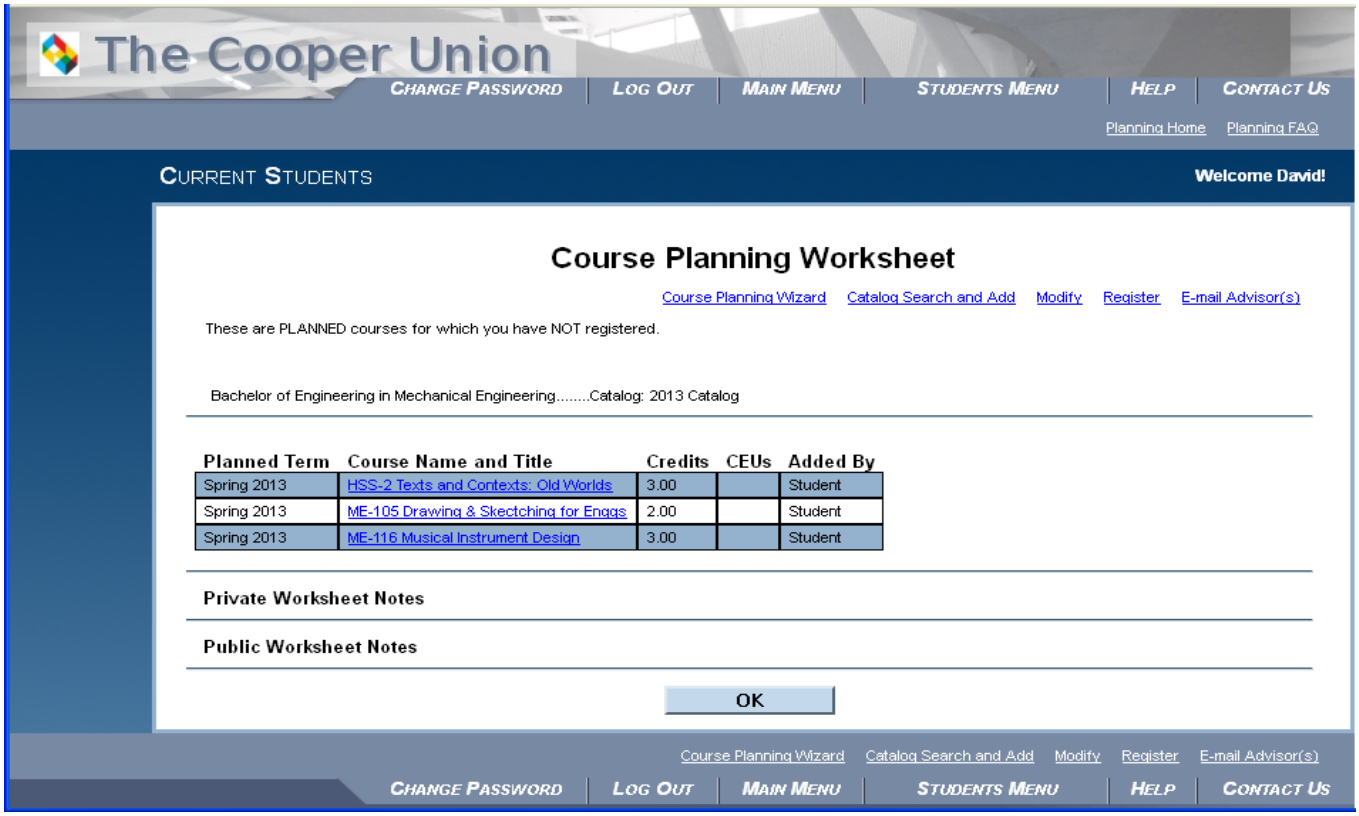
In addition to Humanities, students can choose from the following subjects:

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:



That will take you back to the Course Planning Worksheet:

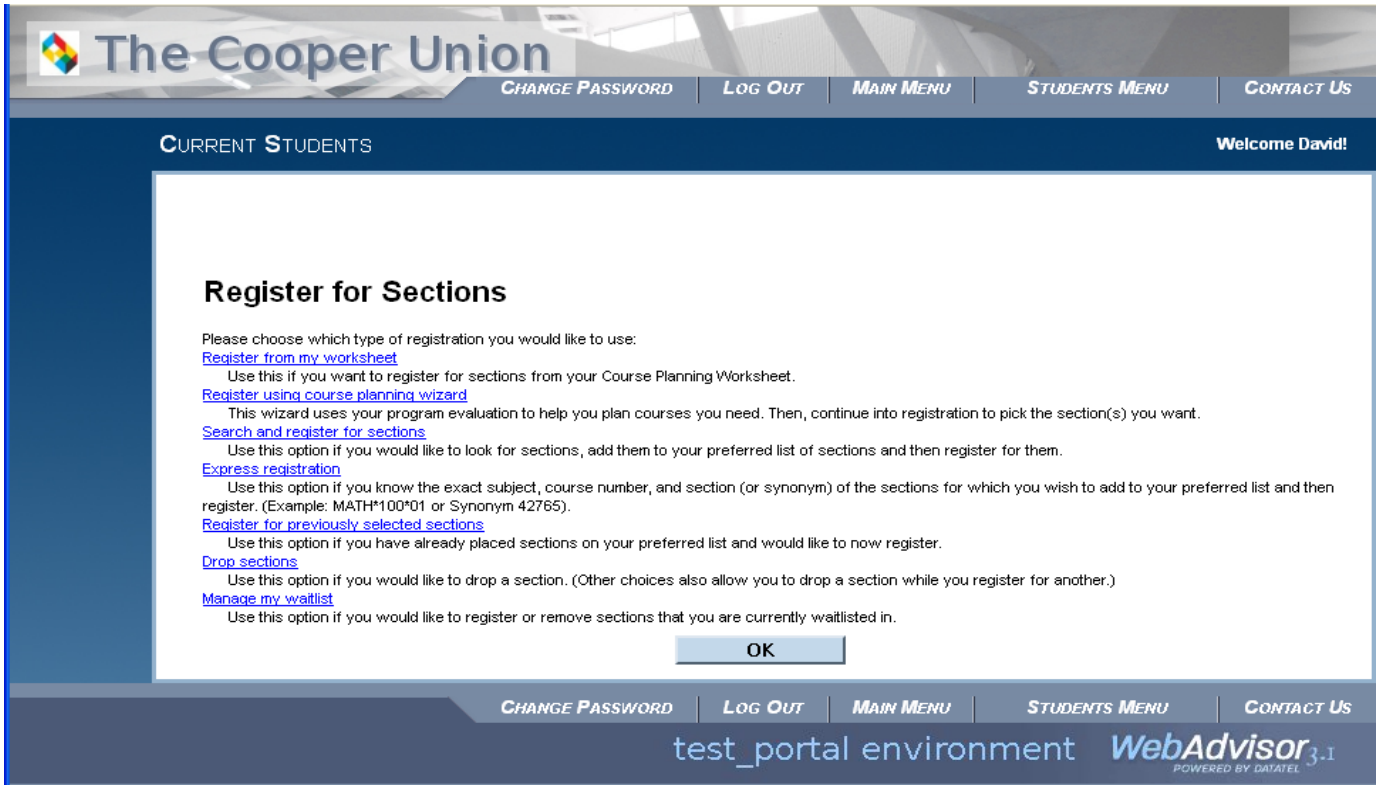


You are free to modify your plan before your advisor approves it. You may log back in and add or remove courses on Create/Add to Worksheet or Modify Worksheet. You can click on these links on the Students Menu or click on Catalog Search and Add or Modify at the top of the Course Planning Worksheet page.

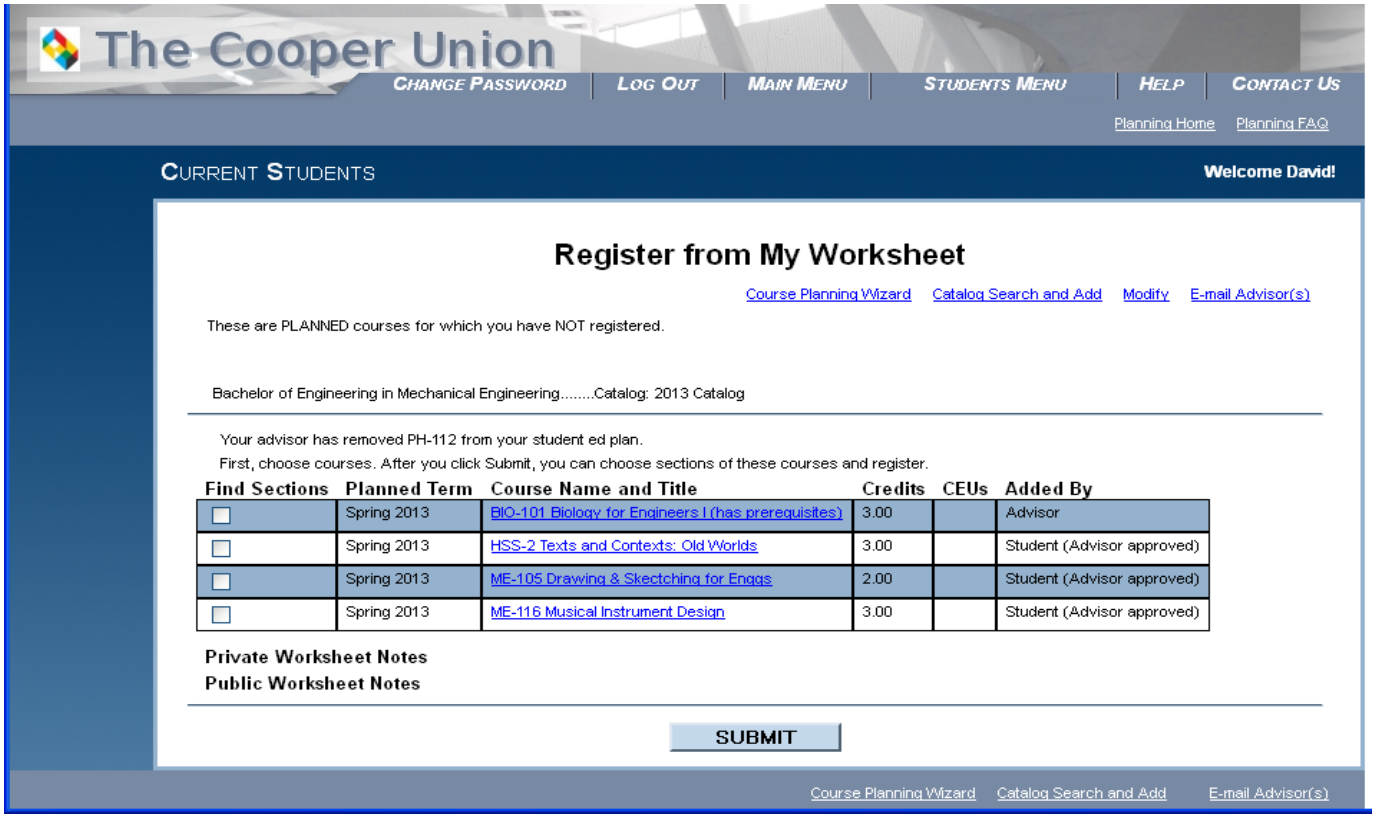
If your plan is now complete, e-mail your advisor (the link is on the upper right of the Course Planning Worksheet page) that you have completed your plan for the coming semester and ask your advisor to approve it. Your advisor will either approve your plan as is or modify it and approve it. Your advisor 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

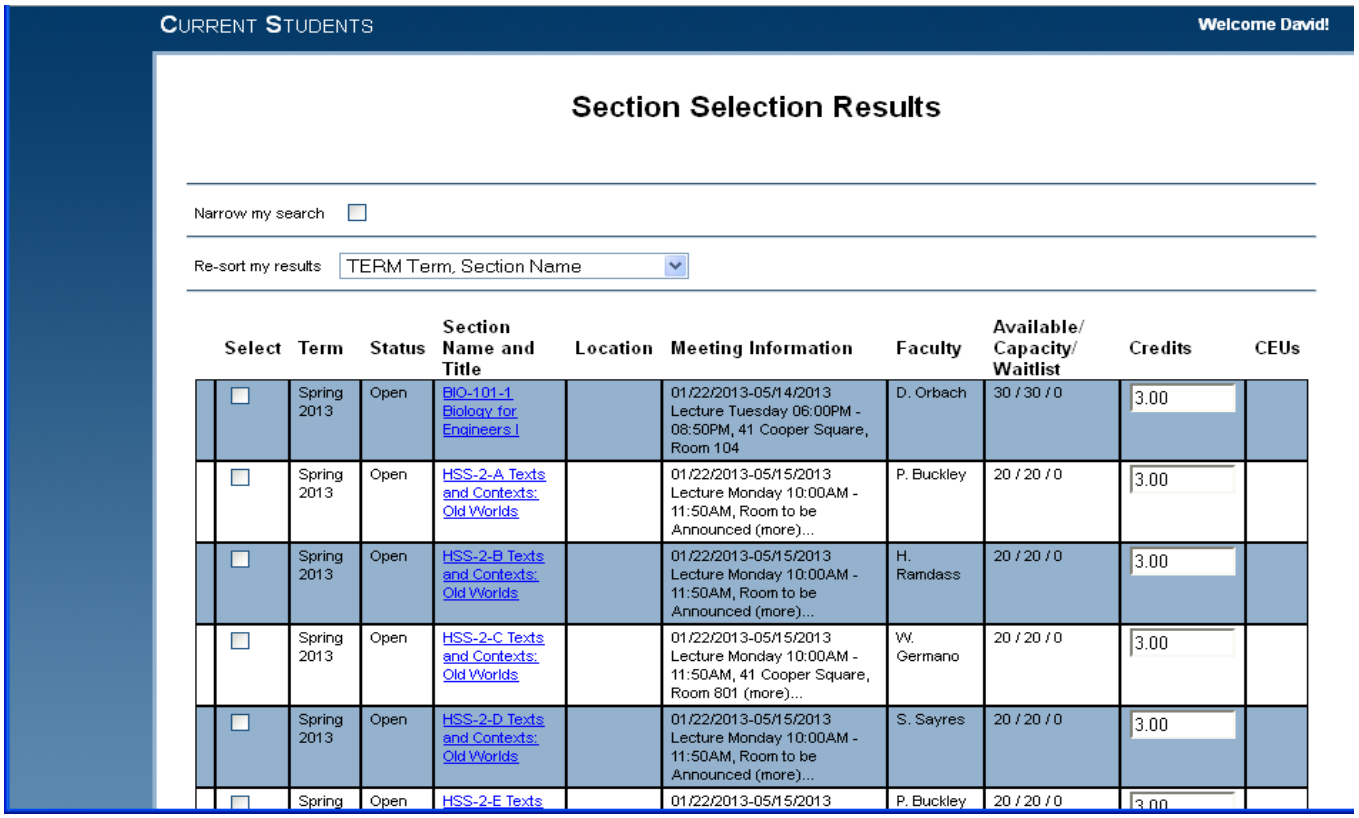
You may register during your appointed day and during the remainder of the registration period for all courses on your plan approved by your advisor. For some courses, such as HSS, you must register for a particular section, either as instructed by your advisor or on your own.
On the Students Menu, click on Register for Sections in the Registration area on the top right:



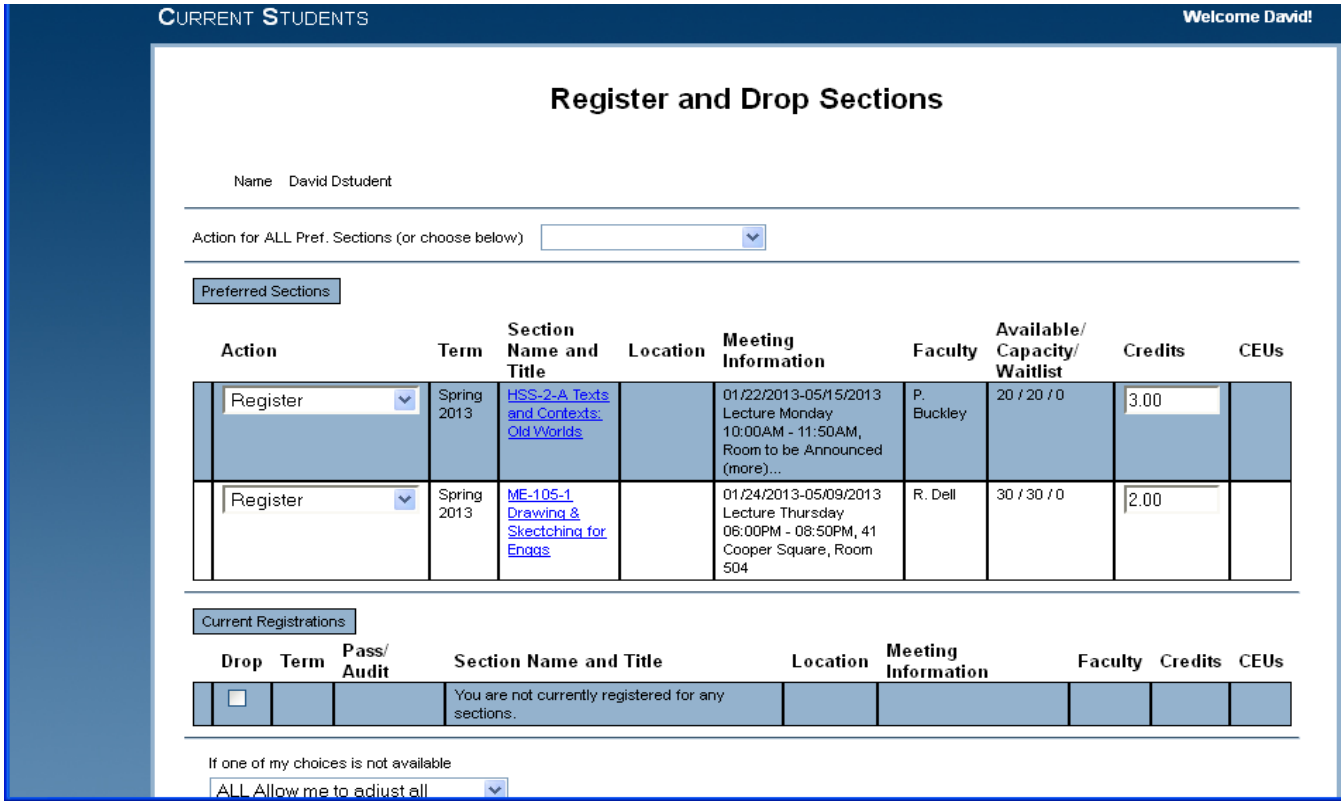
Click on Register from my worksheet, then confirm your program (Submit). The Register from My Worksheet page will appear, showing advisor approval and possibly the advisor's addition of a course:



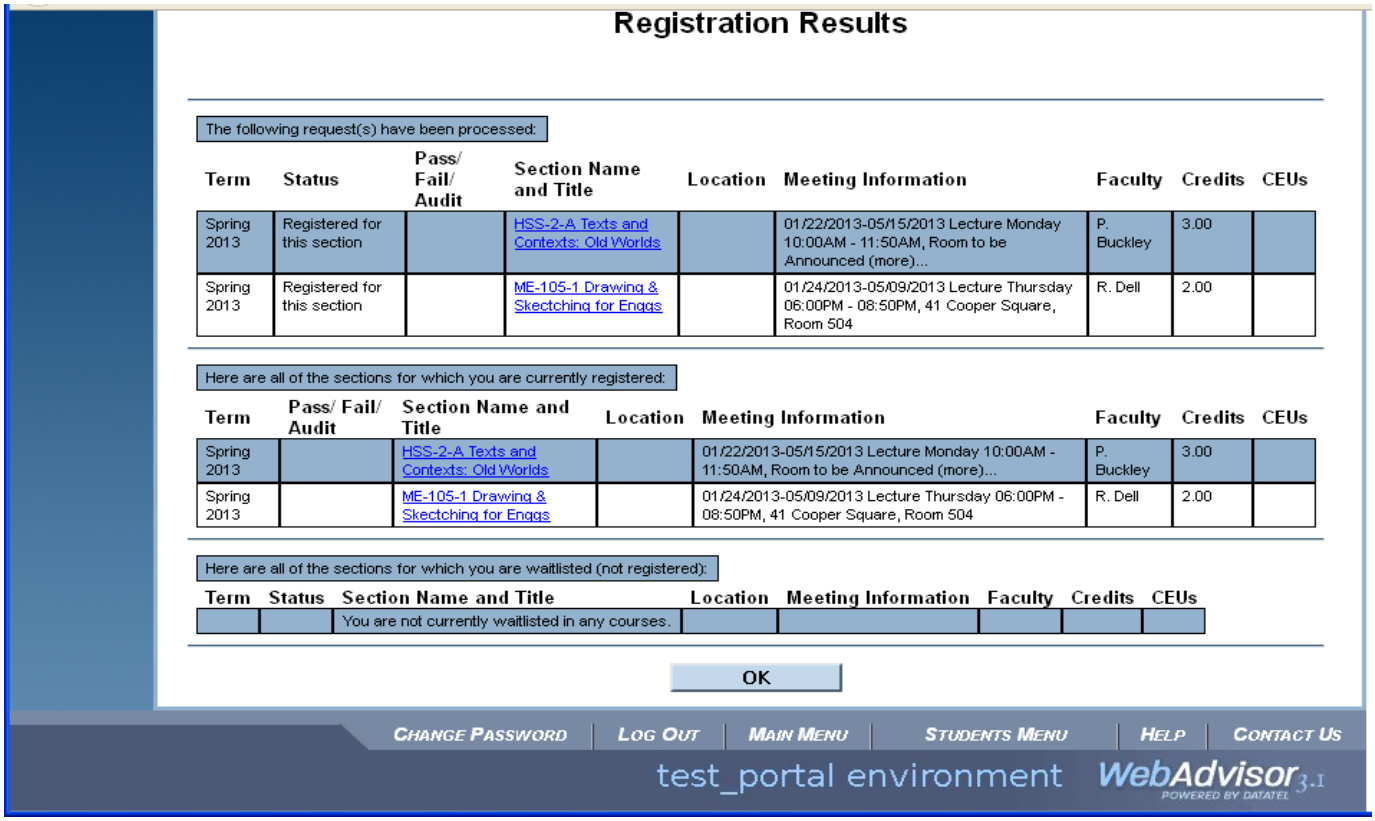
Check the boxes in Find Sections, in the left column, and Submit:



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:



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

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

test_portal environment WebAdvisor 3.1 POWERED BY DATATEL

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.