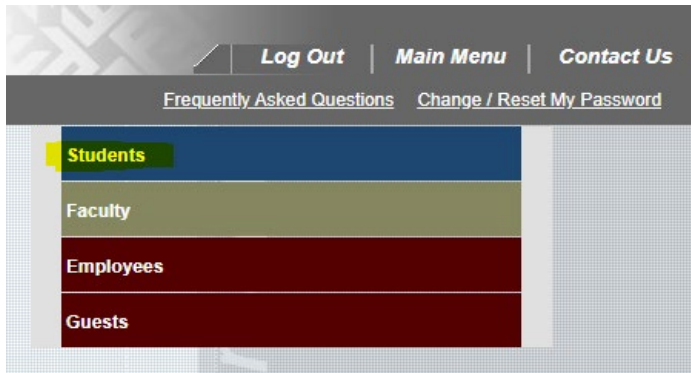


How to Self-Register for Part Time Courses on [WebAdvisor](#)

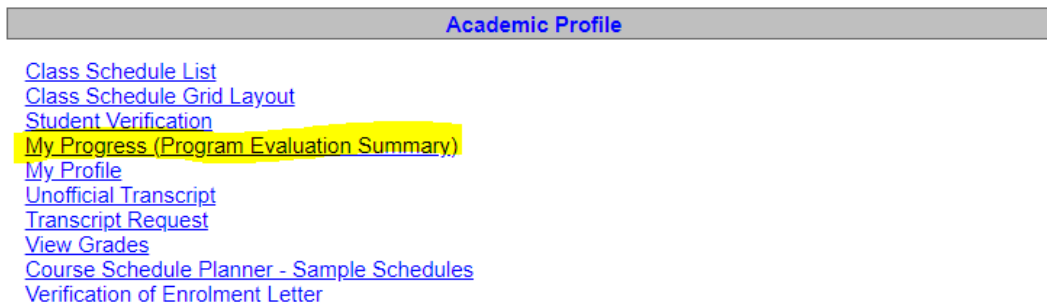
* New Process starting Fall 2024 - \$250 non-refundable deposit is due prior to course registration.

- Pay your \$250 non-refundable deposit and any previous balance by the due date. Click [here](#) for methods of payment.
- Within 48 hours of your deposit payment, \$250 will be credited to your account, which will be applied to your part time tuition fees when you register for courses.
- When you see the credit on your account in WebAdvisor, please follow the instructions below to self-register in courses.

- After logging in to your WebAdvisor account, choose '**Students**' to register for courses.



- Under Academic Profile, select **My Progress** to review and confirm the courses you need to take.



- If you already know the course code and section to take, go to **Express Registration** and fill in the information like the example below. Use the correct section number to continue to the next step. For most part time programs, **01PT** section is available. When **01PT** is not available, try **02PT** or **03PT**.

Registration

- [Manage My Waitlist](#)
- [Search & Register for Continuing Education Courses](#)
- [Express Registration](#)
- [Register and Drop Sections](#)
- [Search and Register for Courses](#)
- [Continuing Education Program Declare](#)

Course Subject	Course Number	Section Number	Term
MGMT - Management Studies	3011	01PT	

Continue

- Can't seem to find the correct section number? Use **Search and Register for Courses**.
- **Do Not use the Continuing Education registration process.** Continuing Education courses have different financial and withdrawal implications.

Registration

- [Manage My Waitlist](#)
- [Search & Register for Continuing Education Courses](#) - Do Not use this fuction. This is for CE registration.
- [Express Registration](#)
- [Register and Drop Sections](#)
- [Search and Register for Courses](#) - Use this fuction for part time post-secondary registration.
- [Continuing Education Program Declare](#)

- Choose a term, fill in the information you already know and continue.

Term

Starting On/After Date (enter as dd/mm/yy) Ending By Date (enter as dd/mm/yy)

Course Subject	Course Level	Course Number	Section
ACCT - Accounting		1098	

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

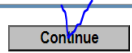
Location Academic Level

Course Type

Continue

- Available courses will be displayed on your screen. Choose a course (part time students must take a section that ends in PT) and click Continue.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Comments	Avail/Max	Credits	Delivery Method
<input type="checkbox"/>	2023 Fall	Open	ACCT-1098-01 Appl Comp App's Accounting 2	London Campus	05/09/2023-05/12/2023 Lecture Tuesday 12:00PM - 03:00PM, C Building, Room C1019		8 / 45	3.00	
<input type="checkbox"/>	2023 Fall	Open	ACCT-1098-01OL Appl Comp App's Accounting 2	London Campus	05/09/2023-08/12/2023 OL Lecture Days to be Announced, Times to be AnnouncedOI Online, Room ONLINE		13 / 40	3.00	
<input checked="" type="checkbox"/>	2023 Fall	Open	ACCT-1098-01PT Appl Comp App's Accounting 2	London Campus	05/09/2023-08/12/2023 Lecture Days to be Announced, Times to be AnnouncedOI Online, Room ONLINE	BAC students only	21 / 30	3.00	
<input type="checkbox"/>	2023 Fall	Open	ACCT-1098-02 Appl Comp App's Accounting 2	London Campus	11/09/2023-04/12/2023 Lecture Monday 11:00AM - 02:00PM, D Building, Room D3015		10 / 45	3.00	



- Choose Register under Action and continue.


Previously Viewed Sections

Action	Term	Section Name and Title	Location	Meeting Information	Comments	Available/Capacity	Credits
<input type="button" value="RG - Register"/>	2023 Fall	ACCT-1098-01PT Appl Comp App's Accounting 2	London Campus	05/09/2023-08/12/2023 Lecture Days to be Announced, Times to be AnnouncedOI Online, Room ONLINE	BAC students only	21 / 30	3.00

Current Registrations

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

If one of my choices is not available



- Repeat the same process for other courses you wish to register for.
- Still don't know the course code? Visit [here](#), go to **Course Sequences**, find your program, and see the progression plan mapped out for you. You will find course codes and in which term they are offered.
- We encourage you to take courses according to the progression plan. However, some courses may not be available when trying to register, as seats fill up quickly. **As long as there is no prerequisite, you can take courses in any order.** If the course you wish to take is unavailable, try other courses offered in the same term.
- Part time students can take **a maximum of three courses per term.** Some programs may offer less than three courses. Please see the recommended progression plan for your program [here](#).
- After completing course registration, go back to the main page of Webadvisor to pay your remaining fees (or pay by the 10th day of term). Select **Pay on my account** and proceed with your payment. Visa or MasterCard are accepted. Webadvisor does not accept debit/Interac as a payment method.

Financial Information

Pay on My Account

[View My Tax Information - T2202, T4 & T4A's](#)
[Bank Information \(For Students & Employees Only\)](#)
[My Account Summary](#)
[My Account Statement](#)
[Academic Term - Payment Summary](#)
[Add Your Social Insurance Number](#)

- If you prefer **online banking**, go to Bills on your bank app, choose 'Fanshawe College Tuition' as a payee, use your Fanshawe student number (seven digits) for the account number, and transfer your tuition fees. It takes 3 to 5 business days to receive your payment when using online banking.
- Check your timetable on Webadvisor for the term (i.e. Fall 2024 or 24F).

Academic Profile

[Class Schedule List](#)
[Class Schedule Grid Layout](#)
[Student Verification](#)
[My Progress \(Program Evaluation Summary\)](#)
[My Profile](#)
[Unofficial Transcript](#)
[Transcript Request](#)
[View Grades](#)
[Course Schedule Planner - Sample Schedules](#)
[Verification of Enrolment Letter](#)

- Your classes will be added to your fanshaweonline.ca (FOL) account on the first day of class or within 24 hours of your course registration if the term has already begun.
- Still having trouble? Please contact 519-452-4277 or ptreg@fanshawec.ca for further assistance.