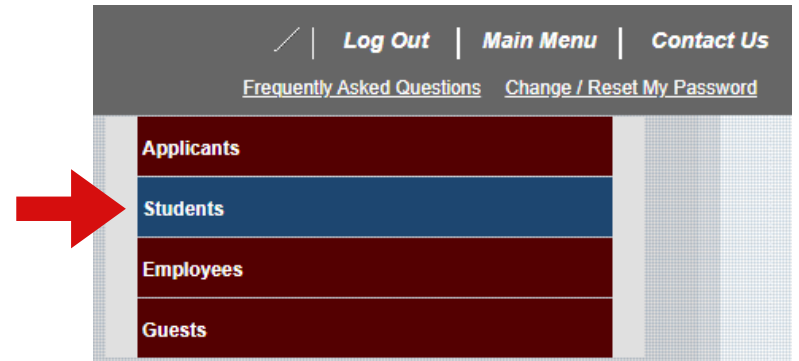# Self-serve registration guide

1 Log in to WebAdvisor

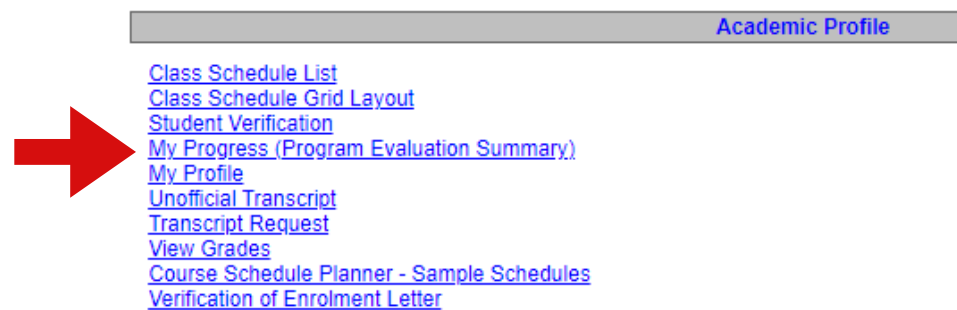- Open your web browser and go to WebAdvisor.
- Log in using your Fanshawe credentials
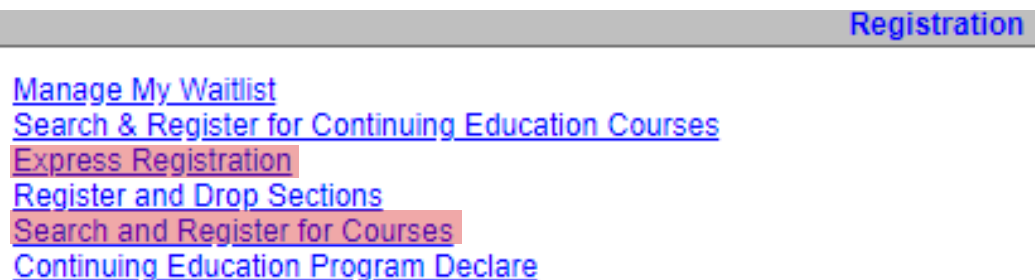- Choose 'Students' from the main menu to register for courses

| | Log Out | Main Menu | Contact Us |
| Frequently Asked Questions | Change / Reset My Password |

Applicants
Students
Employees
Guests

2 Review your academic progress

- Under 'Academic Profile', select 'My Progress'
- Review and confirm the courses you need to take

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

3 Register in courses

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

Know your courses?

Select 'express registration'

- Fill in the course information, ensuring to use the correct section number (e.g - 01PT, 02PT, 03PT)

- Select 'Register' under the 'Action' column and continue

Unsure of your courses?

Select 'search and register'

- Choose the term and fill in the information you already know

- Available courses will appear on your screen

- Choose a course ending in PT (e.g - 01PT, 02PT, 03PT)

- Select 'Register' under the 'Action' column and continue

4 Pay your tuition

- After registering, return to the main page of WebAdvisor to view your tuition fees.

- Allow 5 business days for your $250 non-refundable deposit to be credited to your WebAdvisor account.

- Tuition fees are due by the 10th day of term, or a $150.00 late fee will be applied.

- For Payment methods, please visit: Fee Dates and Payment Options | Fanshawe College

5 Check your timetable

Check your timetable on WebAdvisor by clicking on 'class schedule list' under the student menu
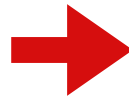
Academic Profile

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6 Access your classes

Your classes will be added to your Fanshawe Online (FOL) account on the first day of class or within 24 hours of registration if the term has already begun.

7 Registration tips

- Unsure of what courses to register for?
  Visit the Course Sequences page and find your program.

- Follow your recommended progression plan.

- If a course is unavailable, try other courses without prerequisites.

- You can take up to three courses per term.

- Want to withdraw?
  You can do so up until the 10th day on WebAdvisor – please note, your $250 non-refundable deposit will not be refunded to you.

- Withdrawing after the 10th day?
  A formal withdrawal is required, and there will be fee implications. For more information, please visit:
  Withdrawal and Refund of Fees Information | Fanshawe College

- Do not use the Continuing Education registration process. Continuing Education courses have different financial and withdrawal implications.

- Need help? We are here for you!
  phone: 519-452-4277
  email: ptreg@fanshawec.ca