

Web Registration: Intersession and Spring 2015 registration begins on November 3, 2014. Web registration will be available to continuing graduate and undergraduate students currently enrolled for the Fall 2014. Web Registration is available from 8AM to 9PM. You may access course information and register through Webadvisor on <http://inside.fdu.edu>.

Undergraduate Students: are required to meet with an academic advisor to prepare their schedule and to obtain access to register on the web. Academic Advising begins on October 27, 2014. During Priority Registration students must register on the days designated for them, based on the number of credits they have completed up to but not including the Fall 2014 term. Students will receive the date that they may begin to register approximately two weeks prior to the Priority Registration Period. The information is also available on the FDU website.

Please note: the Priority Registration period is from November 3, 2014 through November 18, 2014. Thereafter, a student may register on the web: up to the day before classes begin for Intersession and January 25, 2015 for the Spring 2015 term.

Graduate Students: are encouraged to meet with an academic advisor before registering on the web. The period of eligibility to register on the web begins on the first day of Priority Registration, which is November 3, 2014 for the Intersession and Spring 2015 terms. Many graduate courses have variable start dates; therefore, you may register for a course up to the day before a class begins.

Please note: If you are registering for 3-4-5-6 week module courses and they are prerequisites to one another, you must register for the courses in sequential order and you must register for one course at a time and finalize each transaction.

When selecting courses, if you select a course for which you are not eligible to enroll, your entire schedule will not be processed. Please delete this course in order to proceed and finalize your registration. You must check your schedule for accuracy when you complete the registration process.

In order to register on the web, a student must be registered for the current term, have a Webmail account and a Webadvisor account. Webmail creates an FDU email account. Webadvisor is the program that gives you access to register, view your academic record, billing and financial aid awards.

Please note: A student must create a Webmail account before they can create a Webadvisor account.

To create a Webmail accounts go to <https://webmail.fdu.edu>. You will receive a login and password to Webadvisor the next business day. If you need assistance with Webmail, please call the Help Desk 973-443-8822. If you already have a Webmail account go the home page of FDU and click on Webadvisor to create an account www.fdu.edu.

If you need assistance with Web Advisor send an email to webadvisoradmin@fdu.edu

Guidelines for Web Registration on the Webadvisor system:

Undergraduate Students

- **Undergraduate students must meet with an advisor to gain access to register on the web.**
- **Undergraduates can only register for a maximum of 18 credits. Additional credits must be processed in-person in the Office of Enrollment Services.**
- **If a student on probation registers for a 'future' term, the system will allow the student to exceed the current restricted limit. The Dean's office will contact the student, if their probation and credit limit is extended into the future term and inform them to reduce their course schedule.**
- **The system will check for prerequisites and corequisites.**
- **If a student entered the University prior to 1996, he/she may have a problem registering for a class in which the prereq was completed prior to 1996.**
- **The system will be programmed during the Priority Registration Period to permit students to begin to register on a specific date based on the number of credits that they have completed up to but not including the current term.**
- **If a course has one of the following 'restrictions' a student must register for this class in-person:
DA/Department Approval Needed, DC/Department Chair Approval Needed, RC/Regional Center Approval Needed, HO/Honors Program Approval Needed.**
- **Other courses with a 'Restriction' will be validated within the system to ensure that the student meets the criteria. If they don't, they will be blocked from registering for the course.**
- **A registration form must be completed for each student. The form requires the student's and advisor's signature. The Enrollment Services copy must be forwarded to Enrollment Services within 24 hours.**
- **An EOF student must meet with their EOF advisor in addition to their academic advisor in order to gain access to web advisor.**
- **Students in the 5 year QUEST PROGRAM must meet with a Quest advisor in addition to their academic advisor in order to gain access to web advisor**
- **If a student has a 'Hold' on their record due to an unpaid bill, medical records not presented to the Health Office, Deans Hold, Loan Hold or any other hold, the student will be blocked from registration.**
- **A student will acknowledge University policy regarding academic and financial terms prior to proceeding to register on line.**

Some advisors may choose 'not to permit' their students the option to register on-line. If this occurs, the Advisor should not release the hold flag in PERC. When releasing the hold flag, ALWAYS use the prior day's date otherwise the release will not go into effect until midnight of the current date, thus blocking a student from registering before this time.

Graduate Students

- **Graduate students are encouraged to meet with an advisor prior to registering on the web.**
- **Graduate students can only register for a maximum of 12 credits. Additional credits must be processed in-person in the Office of Enrollment Services.**
- **Non matriculated students will not be permitted to register on-line.**
- **The system will check for prerequisites and corequisites. Waivers and substitutions will be recognized by the system as long as the information resides on the student's transcript.**
- **If a student entered the University prior to 1996, he/she may have a problem registering in a class in which the prereq was completed prior to 1996.**
- **Students may begin to register on the first day of Priority Registration.**
- **Courses with 'Restrictions' will be validated within the system to ensure that the student meets the criteria. If they don't, they will be blocked from registering for the course.**
- **Students in the 5 year QUEST PROGRAM must meet with a Quest advisor in addition to their academic advisor in order to gain access to web advisor**
- **If a student has a 'Hold' on their record due to an unpaid bill, medical record not submitted to the Health Office, Deans Hold, Loan Hold or any other hold, the student will be blocked from registration.**
- **A student will acknowledge University policy regarding academic and financial terms prior to proceeding to register on-line.**

Some advisors may choose 'not to permit' their students the option to register on-line. It is the advisors' or Program Director's responsibility to inform the student of their programs policy.