WebAdvisor Registration Information

Please follow the directions below to assist you as you register for classes.

✓ See your Academic Advisor to discuss your course selections. Your Advisor must clear you before you can register for classes via WebAdvisor.
  o You can only register for DAY classes via WebAdvisor. ACCESS classes must be processed on a drop/add form available from your Advisor or our office.

✓ You can access WebAdvisor at www.desales.edu/webadvisor.
  o Log in. If you do not know your USER ID and/or PASSWORD, contact the DSU Helpdesk at extension 4357 or email helpdesk@desales.edu.
  o Click on Students
  o Under Registration,
    ▪ Click on Register for Classes
    ▪ Click on Express Registration or Search for Classes and Register
    ▪ When using Express Registration, you must enter the subject (e.g. Mathematics), course number (e.g. 111), section number (e.g. 01) and the term (e.g. Spring Day 2006).
    ▪ Enter only one course at a time and click SUBMIT. You are selecting your “preferred sections” at this time. You are NOT yet officially registered.
    ▪ On the Register and Drop Sections screen, under Preferred Sections, use the drop down box to choose the action of Register or Remove from List. Click SUBMIT.
    ▪ If the section registration is not processed for any reason, you will receive an error message in red print.
    ▪ The Registration Results screen confirms the course sections that you have been officially registered for.
    ▪ If you need to register for another class, click on Add Classes at the bottom of the screen to continue with registration.
    ▪ If you have completed your registration and wish to return to the Main Menu, click OK.

✓ Contact the Registrar’s Office at extension 1223 or 1349 with any questions or problems.

So we may improve WebAdvisor registration, please email any comments and/or suggestions to registrar@desales.edu after you have completed the registration process.