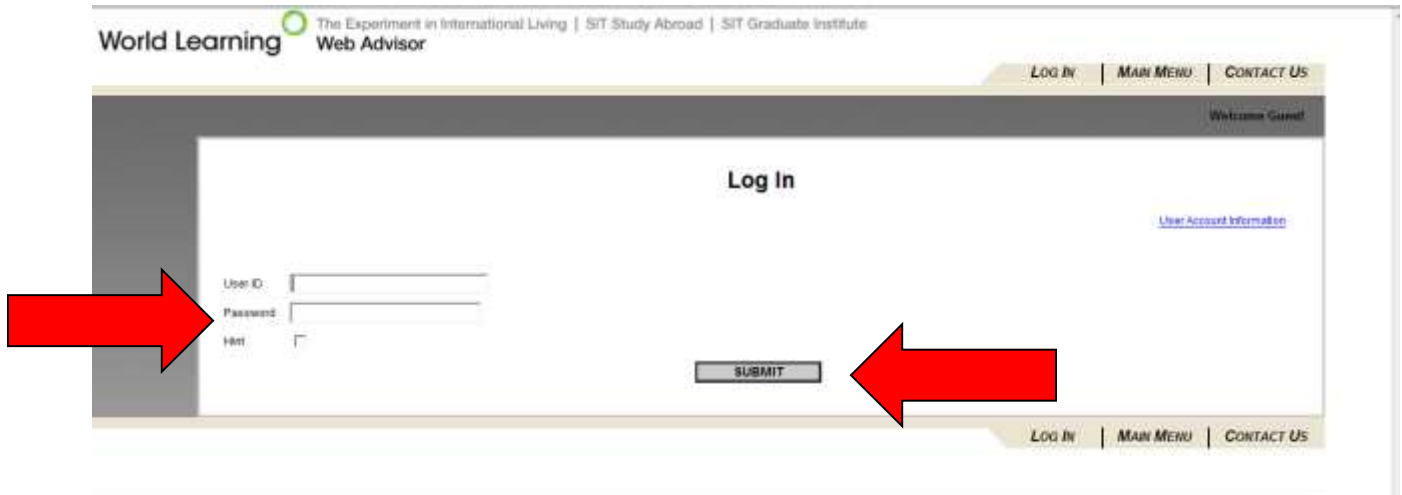


Instructions for New PIM student registration for Fall 2016

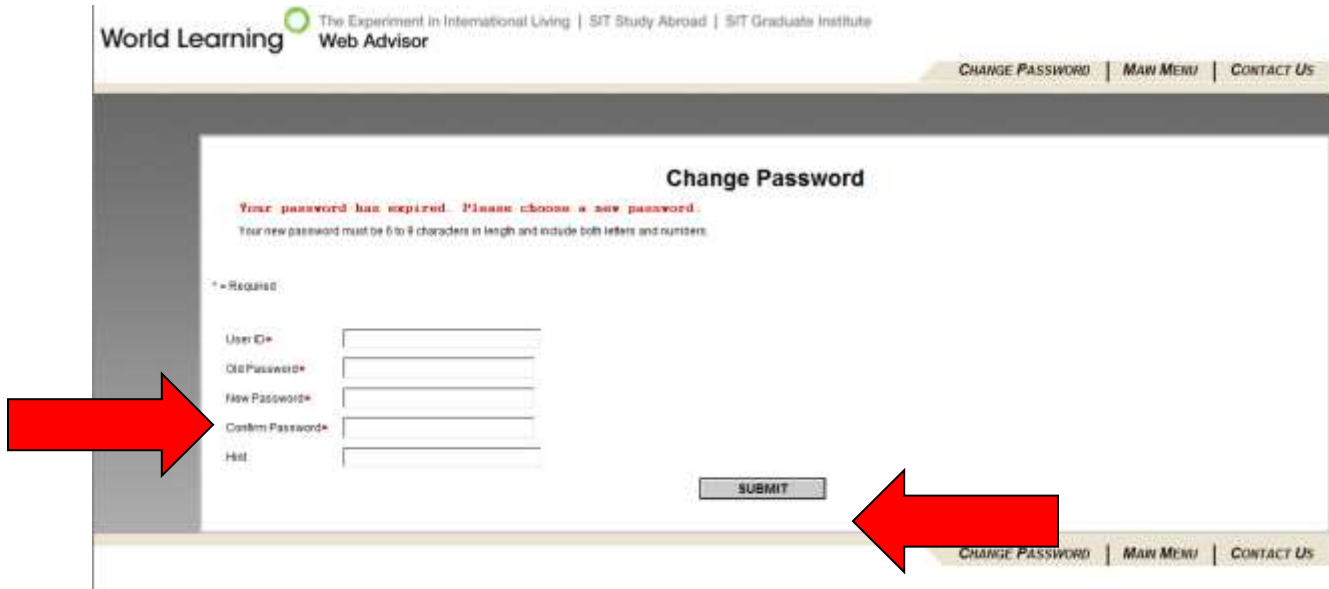
Go to <https://webadvisor.worldlearning.org> and log in.



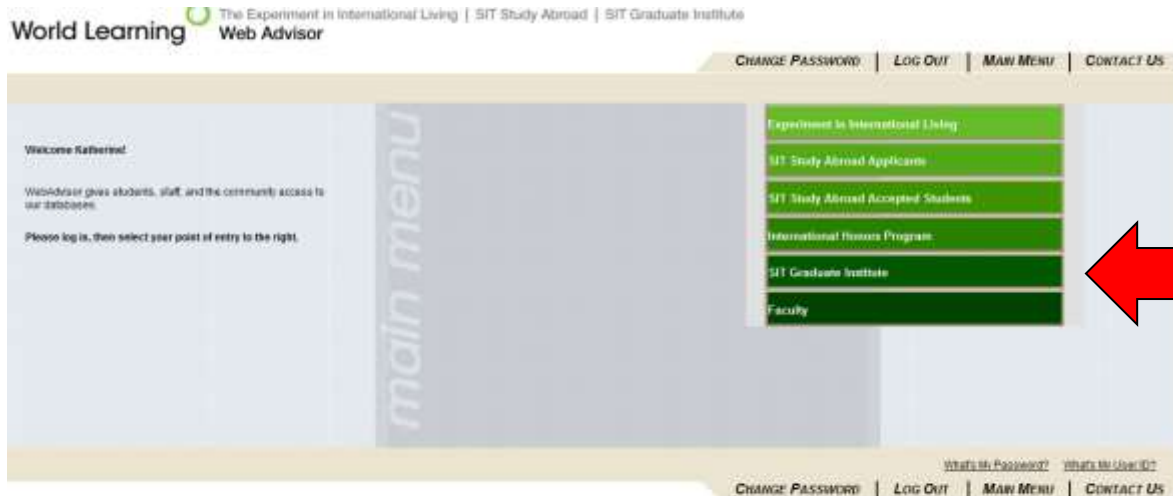
Enter your personal user ID and password, and click the submit button.



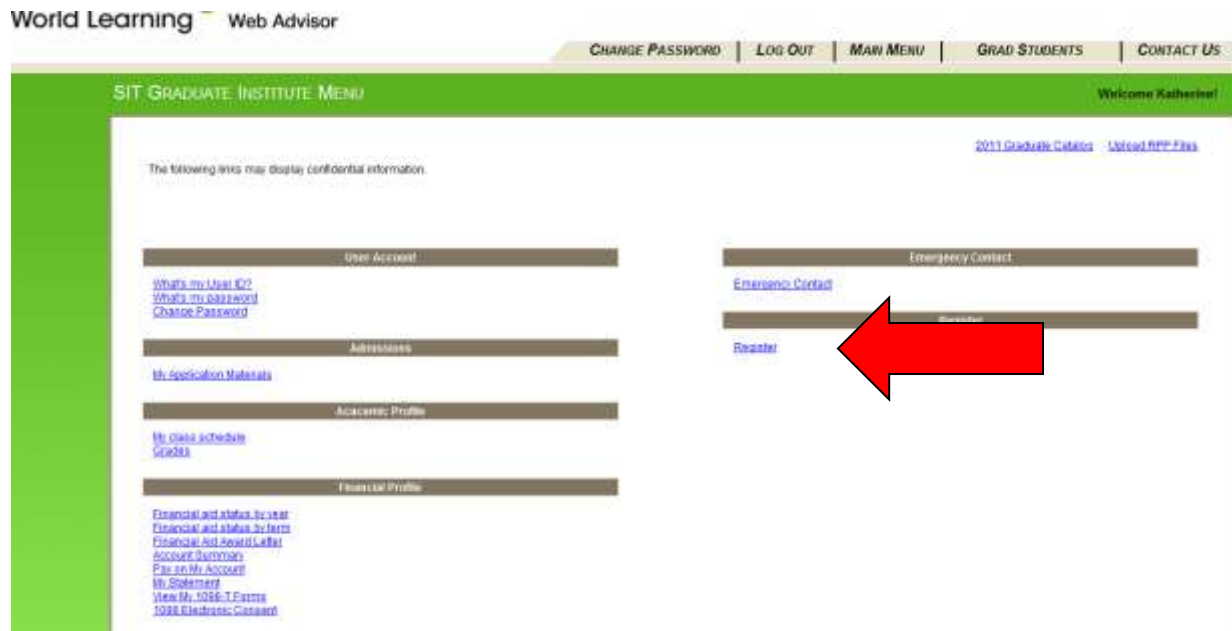
If you have just had your password reset, you will see the "Change Password" page. You must choose a new password that is 6-9 characters and includes at least one number. Please make use of the "Hint" field to help you remember your password. Click the submit button.



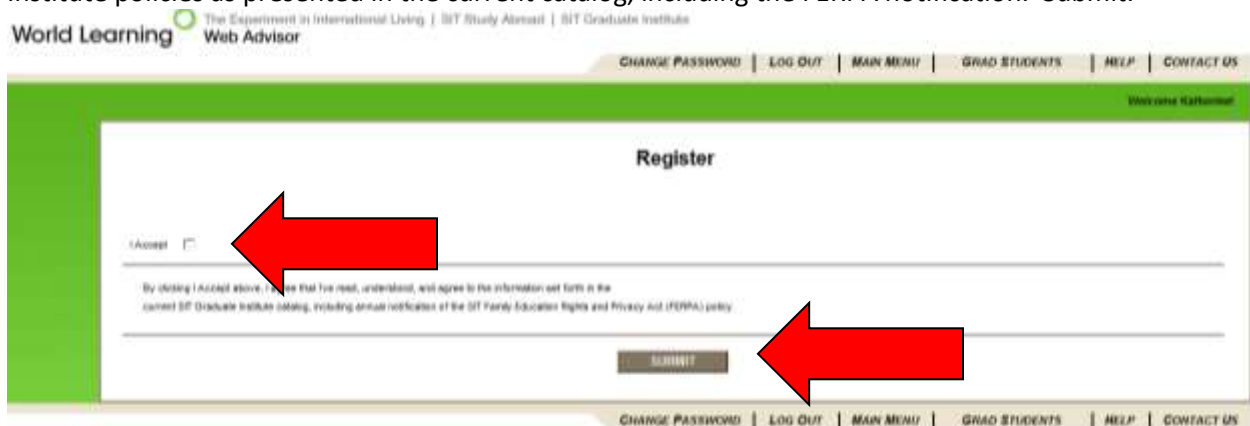
Choose SIT Graduate Institute from the main menu.



Choose Register.



Click the "I Accept" box to acknowledge you have read, understood, and agree to abide by SIT Graduate Institute policies as presented in the current catalog, including the FERPA notification. Submit.

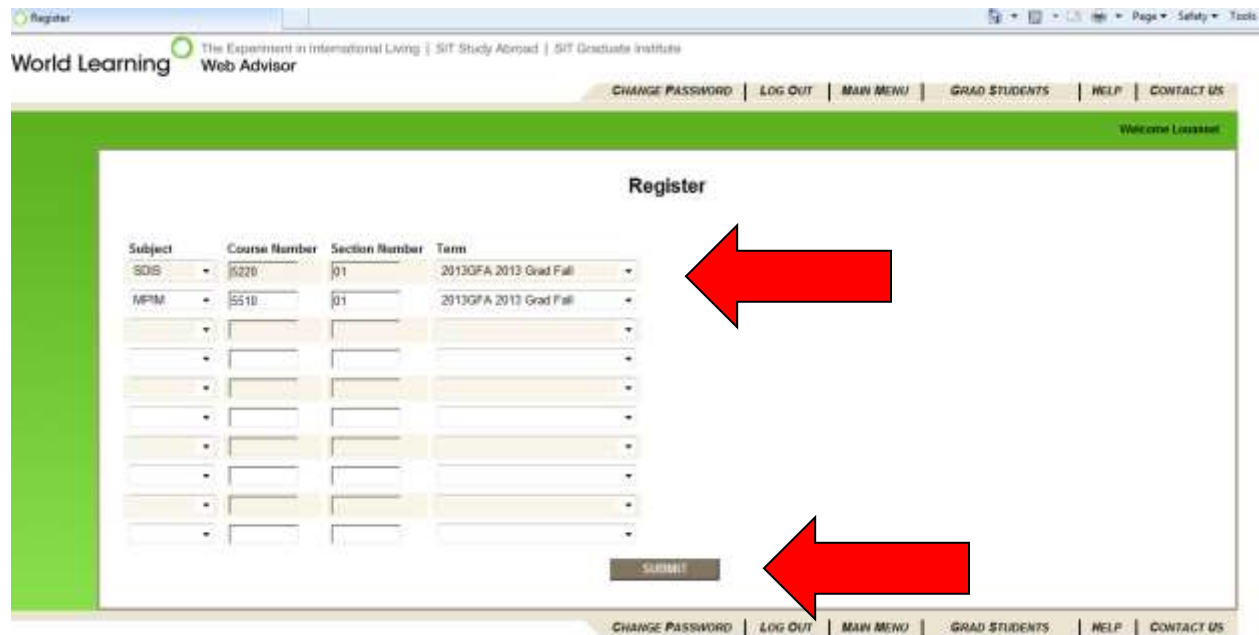


Use the drop down menu on this next page to select the subject code (e.g., MPIM) of the class in which you wish to register. Enter the course number (e.g., 5050) and the section code (e.g., 02), then use the drop down and select the semester 2016GFA 2016 Grad Fall (VT). Repeat this for all classes you wish to take. Click the submit button. (NB: this list is subject to change)

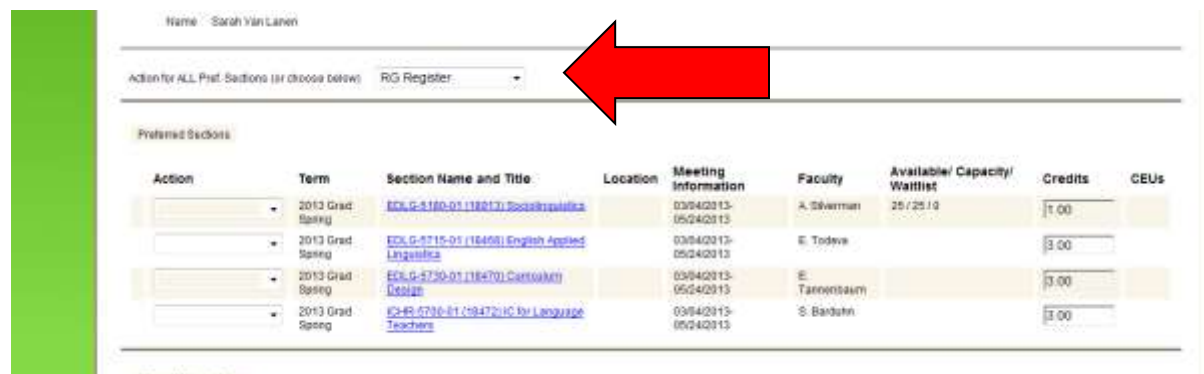
Subject	Course	Section	Title	Instructor
MPIM	5001	01	Foreign Language Requirement	Required for all students
EDLG	5180	01	Special Topics in TESOL - Adult Education	Turpin, Leslie M.
ICHR	5025	01	Training Design for Experiential Learning	White, Ryland
ICHR	5025	03	Training Design for Experiential Learning	White, Ryland
ICHR	5050	01	Social Identity: Exclusion & Inclusion Theory & Practice of Peacebuilding & Conflict Transformation	Bouba, Mokhtar & Slocum, Rachel
ICHR	5315	01	Conflict Transformation	Arai, Tatsushi
ICHR	5550	01	Conflict and Identity	Ungerleider, John
IEDP	5050	01	International Education Policy	Korzh, Alla
IEDP	5050	02	International Education Policy	Friedman, Sora H.
IEDP	5500	01	Theory & Practice of International Education	Sarr, Karla
IEDP	5500	02	Theory & Practice of International Education Program Monitoring and Evaluation:	Young, Raymond
MGMT	5103	01	Concepts	Dayton, Bruce W.
MGMT	5105	01	Program Planning and Management Monitoring, Evaluation, and Learning:	Norton, Simon J.
MGMT	5106	01	Concepts & Practice Leading & Managing Social Sector Organizations: Concepts & Practice	TBA
MGMT	5208	01	Leading & Managing Social Sector Organizations	Tirmizi, S. Aqeel
MGMT	5500	01	Foundations	Williams, Kenneth Ungerleider, John & Blanchard, Karen
MPIM	5050	01	Foundations	Arai, Tatsushi & Bouba, Mokhtar
MPIM	5050	02	Foundations	Slocum, Rachel & Sarr, Karla
MPIM	5050	03	Foundations	Korzh, Alla & Ungerleider, John
MPIM	5050	04	Foundations	Ungerleider, John
MPIM	5180	01	The Way of Council	LeVasseur, Paul
MPIM	5510	01	Practitioner Inquiry	Healy, Teresa
MPIM	5510	02	Practitioner Inquiry	Bouba, Mokhtar
MPIM	5510	03	Practitioner Inquiry	Healy, Teresa
MPIM	5512	01	Practitioner Inquiry for International Education	Korzh, Alla
SDIS	5220	01	Policy Advocacy	Healy, Teresa
SDIS	5223	01	Policy Advocacy Concepts	Healy, Teresa
SDIS	5500	01	Theory & Practice of Sustainable Development	Slocum, Rachel
AMSL	1000	F2	America Sign Language	

ARAB	1000	F2	Beginning Arabic
ARAB`	2000	F2	Intermediate Arabic
ENGL	3000	F2	Advanced English
FREN	1000	F2	Beginning French
FREN	2000	F2	Intermediate French
FREN	3000	F2	Advanced French
SPAN	1000	F2	Beginning Spanish
SPAN	2000	F2	Intermediate Spanish
SPAN	3000	F2	Advanced Spanish

Click the submit button when you are done making your selections.



You will see the courses you chose on this screen. Check to ensure the list is correct, then choose an "Action" for all classes from the action drop down box at the top of the page: **RG Register** (register, receive letter grade); **PF Register** (register, receive pass/no pass grade); **Remove** from list; **Waitlist**. You can also remove yourself from the waitlist if you change your mind about a class.



OR

Choose an action for each class in the action drop down box to the left of each class.

The screenshot shows the 'Register and Drop Sections' page. At the top, there is a navigation bar with 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'GRAD STUDENTS', 'HELP', and 'CONTACT US'. Below this is a green header with 'World Learning' and 'Web Advisor'. The main content area has a title 'Register and Drop Sections' and a user name 'Lorena Dodge'. There is a dropdown menu for 'Action for ALL Pref. Sections (or those below)'. Below this is a table of 'Preferred Sections' with columns: Action, Term, Section Name and Title, Location, Meeting Information, Faculty, Available/ Capacity/ Waitlist, Credits, and CEUs. A red arrow points to the 'Action' dropdown for the first row. Below the table is a section for 'Current Registrations' with a table that is currently empty.

NOTE: YOU WILL RECEIVE AN ERROR MESSAGE IF YOU TRY TO USE THE TOP ACTION DROP DOWN BOX AND THE ACTION DROP DOWN BOXES BESIDE THE CLASS. USE ONE OR THE OTHER.

The registration results page is the list of classes in which you registered. Check it for accuracy before you click the **OK** button at the bottom of the page. **You must click the OK button or you will not be registered!**

The screenshot shows the 'Registration Results' page. At the top, there is a navigation bar with 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'GRAD STUDENTS', 'HELP', and 'CONTACT US'. Below this is a green header with 'World Learning' and 'Web Advisor'. The main content area has a title 'Registration Results'. Below the title, there is a message: 'The following request(s) have been processed:'. This is followed by a table with columns: Term, Status, Pass/Fail/Audit, Section Name and Title, Location, Meeting Information, Faculty, Credits, and CEUs. Below this table, there are two more tables: 'Here are all of the sections for which you are currently registered.' and 'Here are all of the sections for which you are waitlisted (not registered)'. At the bottom of the page, there is an 'OK' button. A red arrow points to the 'OK' button.

Wait for the confirmation message to say you have successfully registered.

Congratulations! You have registered yourself for the fall semester! You can pull up your schedule by going to the main menu and choosing “My class schedule”.



The screenshot shows the 'SIT GRADUATE INSTITUTE MENU' with a green header. At the top right, there are links for 'CHANGE PASSWORD', 'LOG OUT', 'MAIN MENU', 'GRAD STUDENTS', and 'CONTACT US'. Below the header, there is a 'Welcome Kathleen!' message. A warning message states: 'The following items may display confidential information.' Below this, there are several menu items in a two-column layout:

- User Account**: [Update my User ID?](#), [Update my password?](#), [Change Password](#)
- Administration**: [My Application Materials](#)
- Academic Profile**: [My class schedule](#), [Status](#)
- Financial Profile**: [Financial and status by year](#), [Financial and status by school](#)
- Emergency Contact**: [Emergency Contact](#)
- Register**: [Register](#)

At the top right of the main content area, there are links for '2011 Graduate Catalog' and 'Upload F107 Fees'. A large red arrow points to the 'My class schedule' link under the 'Academic Profile' section.

If you are not able to access “My Class Schedule” then you have not registered and must repeat the registration process!