The following instructions/information will assist you with respect to WebAdvisor workflows maintained by the Office of the Registrar. For registration issues, please contact 705-474-3450 ext. 4600 or email registrar@nipissingu.ca..

For WebAdvisor questions or concerns not covered in these instructions or login issues, please contact the Technology Services Department - email techsrv@nipissingu.ca, or phone 705-474-3450 x4342.

1. Access www.nipissingu.ca and click on **My Nipissing** located at the top right corner.
2. Enter your **username** (your Nipissing email address @my.nipissingu.ca), and **password** (date of birth, Mmmddyyyy format or new password you created after logging in your account) and click on **Sign In**.
3. Click on **Go to WebAdvisor**.
4. Click on **Students.**
5. Click on **Search & Register for Classes** to register for a course.
6. Choose the appropriate selections for the following fields:

   a) **Term**: 25FW – UG 2025/26 FA/WI – Which is the term for a Fall 2025 or Winter 2026 course, or 26SS – UG 2026 SP/SU for a Spring or Summer course in 2026, etc.
   b) **Subject,** which is the **course subject** and not necessarily the program you are enrolled in (i.e., Marketing for a MKTG course, Academic Writing for an ACAD course, Biology for a BIOL course, etc.).
   c) **Location** (i.e., Distance Learning for an online course, a city name for an on-campus course, etc.).
   d) **Course Number:** If you know the course number (4-digit number only), enter it, or leave the box blank.
   e) **Click Submit.**

7. Click on the box located in front of the course(s) you wish to register in. **Click submit.**
8. Under **Preferred Sections** you are required to select an '*Action*' for each course you have selected. In the 'Action' box you have three options: *Register, Remove from List, or Waitlist*. If the course is open, select *Register* to register. If the course is closed and allows a waiting list, select *Waitlist* to be added to the waiting list. If you neither want to register, nor go on the waiting list, choose *Remove from List* to remove that course selection from your *Preferred Sections*. **Click submit.**

   Please note that you may register for a section of a course and waitlist for a different section or multiple sections of the same course. See page 2 for instructions on the waitlist.

9. Read the message indicating your status in the chosen course(s). Your status should appear as "**Registered for this section**" to indicate that you have successfully registered in the course. Make sure you don't place a checkmark in front of the courses you have already registered for as that is the DROP column.
10. Return to the *Students Menu* and repeat steps 5 through 9 to register for further courses.
11. To verify your course selection, click on **View My Class Selections** or **View My Timetable** on the menu. This should be done after adding or dropping courses. You may want to print the screen for your records.
12. Be certain that your mailing address is up to date. To update it, select **Mailing/Home Address Change**.

How to Drop a Course

1. Sign in to the **MyNipissing** portal and go to **Webadvisor**.

2. Choose the **'Student'** menu.

3. Read the messages at the top of your screen so you are aware of any potential financial impacts of dropping a course.

4. Ensure you are within the drop period - refer to the Academic Calendar for these dates.

5. Select '**Register/Drop Classes**' on the top left side.

6. The courses you are already registered in will be listed in the bottom section of the screen.

7. Next, click on the box beside the course(s) you wish to drop, and click "submit".

8. A message will appear on the screen indicating your status in the chosen course(s). You have successfully dropped the course when it **no longer appears as Registered** for this section.

9. Verify your course selection by clicking on '**My Class Schedule**' or '**View My Class Selections**' or 'View My Timetable' on the menu. Do this after adding or dropping courses.

Manage My Waitlist

Procedure to follow after waitlisted for a course:

1. For courses that allow a waiting list, from the **Students** menu, **Manage My Waitlist** will show you what ranking you are on the waiting list. You may check this at any time.

2. You will only be able to register for the course/section if a spot becomes available for you*. If you receive permission to register from the waitlist, an email will be sent to your Nipissing student email account notifying you may register in the course and the status under **Manage My Waitlist** will show as "**Permission to Register".** An email will also be sent to your Nipissing student email account to notify you that a space is available. The maximum time allowed to register from the waitlist is 72 hours from the time you receive the email or the registration deadline if it's sooner than 72 hours.

   *Please note that being number 1 on the waitlist does not mean you have permission to register. You must wait for 1 more spot to free up to receive permission.

3. To register in the course you received permission to register from the waitlist, select the action **'Register'**. If you need to drop a course to register for this course, you may drop it at the same time as registering for the course through **Manage My Waitlist** by placing a checkmark in front of the course you wish to drop (that's the drop column).

4. If you no longer wish to remain on a waiting list for a course, please go to **Manage My Waitlist** and select the action '**Remove'** to remove your name from the waiting list. This will allow other students on the waitlist to move up the list faster.