



Student Planning | Course enrolment *redefined*

WebAdvisor & Student Planning Guide

Dropping Courses and Changing Sections

Undergraduate, diploma and graduate students can select their courses online using any computer with internet access. Please read this guide and watch the videos to help you get started.



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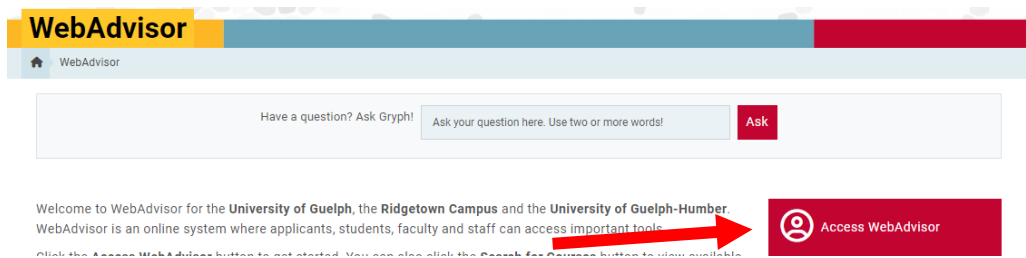
Overview

Welcome to the Student Planning informational booklet for the University of Guelph, Ridgetown Campus and University of Guelph-Humber. Student Planning is a self-serve system available to all U of G, Ridgetown and Guelph-Humber students who are actively enrolled in a program. It combines optional degree planning with intuitive course search tools and registration in a new, easy to navigate online environment. To assist both new and returning students, a series of training videos and corresponding information sheets have been developed to help guide you through the most common features of Student Planning.

Dropping Courses and Changing Sections

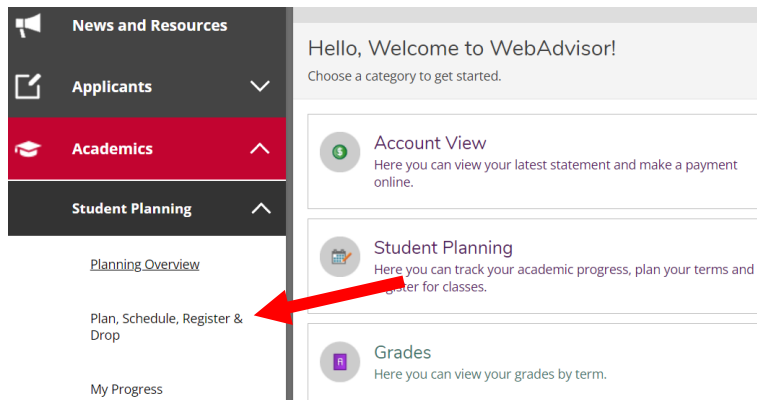
This document will cover how to drop a course or change sections using Student Planning.

6.1 Using your web browser, go to *WebAdvisor* at <https://www.uoguelph.ca/webadvisor> and click the “*Access WebAdvisor*” button.



6.2 Log in with your Central Login ID and Password. If you are already logged in to Gryph Mail or CourseLink, you will not need to re-enter your login credentials.

6.3 Expand the menu on the left-hand side and select “*Academics*”. Under *Student Planning*, click on “*Plan, Schedule, Register & Drop*”.



6.4 The **“Plan, Schedule, Register & Drop”** page will load the current plan and courses registered for the current semester. If the course you wish to remove is in the upcoming term, please use the navigation arrows to navigate to the desired term.

For this example, we wish to drop a course from the Fall 2021 semester. We will use the navigation arrows to navigate to this term.

Plan your Degree and Schedule your courses

Schedule Timeline

Fall 2021

Register Now

Planned: 0.50 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

BIOL-1070-0103: Discovering Biodiversity

✓ Planned

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

Meeting Information

Register

View other sections

GEOG*1200-0104: Society and Space

✓ Registered, but not started

Credits: 0.50 Credits
Grading: Graded

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		BIOL-1070-0103 LEC	GEOC-2460-0102 LEC	BIOL-1070-0103 LEC	GEOC-2460-0102 LEC		
11am							GEOC-1300-0104 LAB
12pm							
1pm		BIOL-1070-0103 SEH					
2pm							
3pm			GEOC-1300-01 LEC	GEOC-2460-0102 LAB	GEOC-1300-01 LEC		
4pm							GEOC-1300-01 LEC
5pm							
6pm							

Dropping a Course

6.7 Once you have navigated to the desired semester, you will see all the courses you have planned or are registered in.

Fall 2021

Register Now

Planned: 0.50 Credits Enrolled: 2 Credits Waitlisted: 0 Credits

BIOL-1070-0103: Discovering Biodiversity

✓ Planned

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

Meeting Information

Register

View other sections

GEOG*1200-0104: Society and Space

✓ Registered, but not started

Credits: 0.50 Credits
Grading: Graded
Instructor:
9/9/2021 to 12/17/2021
Seats Available: Unlimited

Meeting Information

Drop

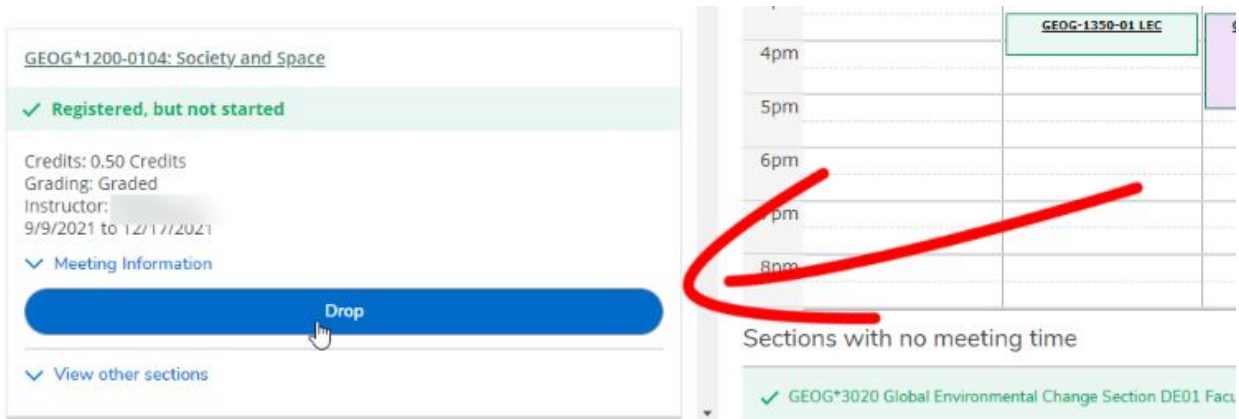
View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am							
9am							
10am		BIOL-1070-0103 LEC	GEOC-2460-0102 LEC	BIOL-1070-0103 LEC	GEOC-2460-0102 LEC		
11am							GEOC-1300-0104 LAB
12pm							
1pm		BIOL-1070-0103 SEH					
2pm							
3pm			GEOC-1300-01 LEC	GEOC-2460-0102 LAB	GEOC-1300-01 LEC		
4pm							GEOC-1300-01 LEC
5pm							
6pm							
7pm							
8pm							

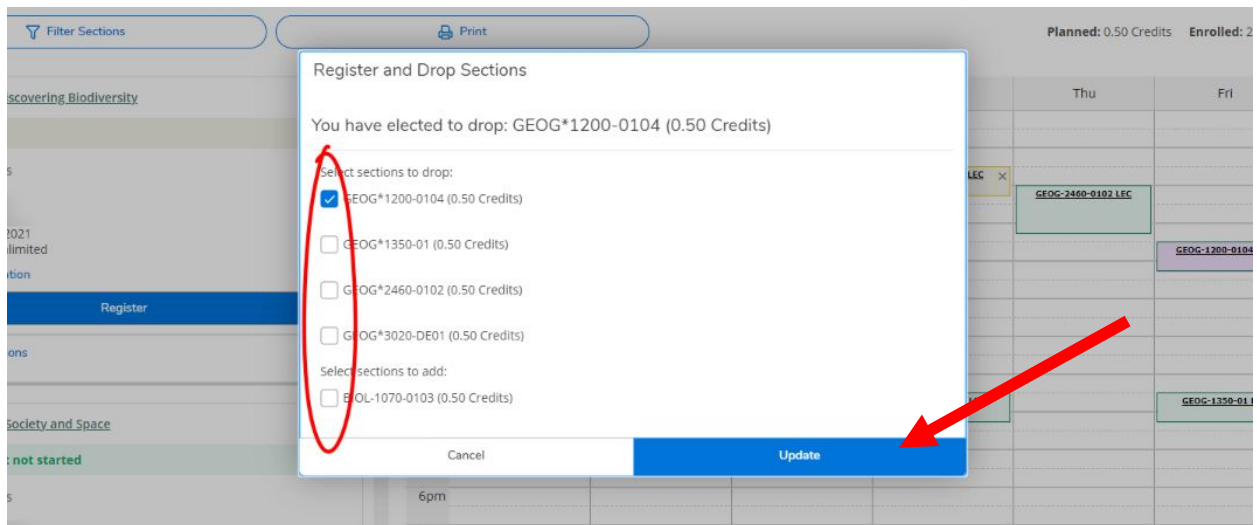
Sections with no meeting time

✓ GEOG*3020 Global Environmental Change Section DE01 Faculty:

6.8 To drop a course, simply find the course you wish to drop in the left-hand panel and click the “Drop” button.



6.9 The “Register and Drop Sections” window will open. You can also select other courses you wish to drop or add/register. Use the **checkbox** to select which courses to drop or add. Click the “Update” button to finalize the action.



6.10 You have now successfully dropped the course! Note that doing so only removes the course from registration, but the course will remain in your term plan. To remove the course altogether, including from your plan, click on the “X” towards the top right of the course.

BIOL-1070-0103: Discovering Biodiversity

✓ **Planned**

Credits: 0.50 Credits
 Grading: Graded
 Instructor:
 9/9/2021 to 12/17/2021
 Seats Available: Unlimited

Meeting Information

Register

View other sections

Confirm Remove Course

Are you sure you want to remove the following item from Fall 2021?

BIOL-1070: Discovering Biodiversity

Cancel **Remove**

Changing Sections

6.13 Please note that you can only change sections during the course enrolment period. Before you can change the section of your course, you must first add the new section to your term plan. If you do not already have this added to your plan, navigate to the course. Click on the “**View other sections**” drop down and click on the course section you wish to add.

Meeting Information

View other sections

1 of 1

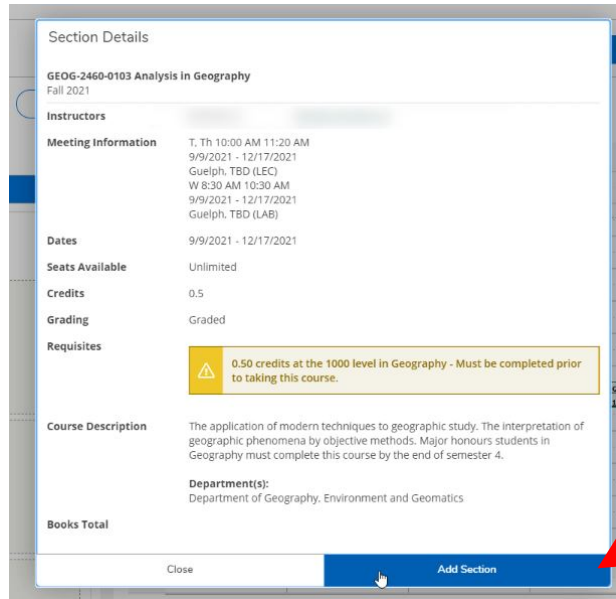
GEOG-2460-0101 Analysis in Geography
 Seats Available: Unlimited
 Instructor:
 Time: TTh 10:00 AM - 11:20 AM
 Dates: 9/9/2021 - 12/17/2021
 Location: Guelph TBD (LEC)

GEOG-2460-0103 Analysis in Geography
 Seats Available: Unlimited
 Instructor:
 Time: TTh 10:00 AM - 11:20 AM
 Dates: 9/9/2021 - 12/17/2021
 Location: Guelph TBD (LEC)

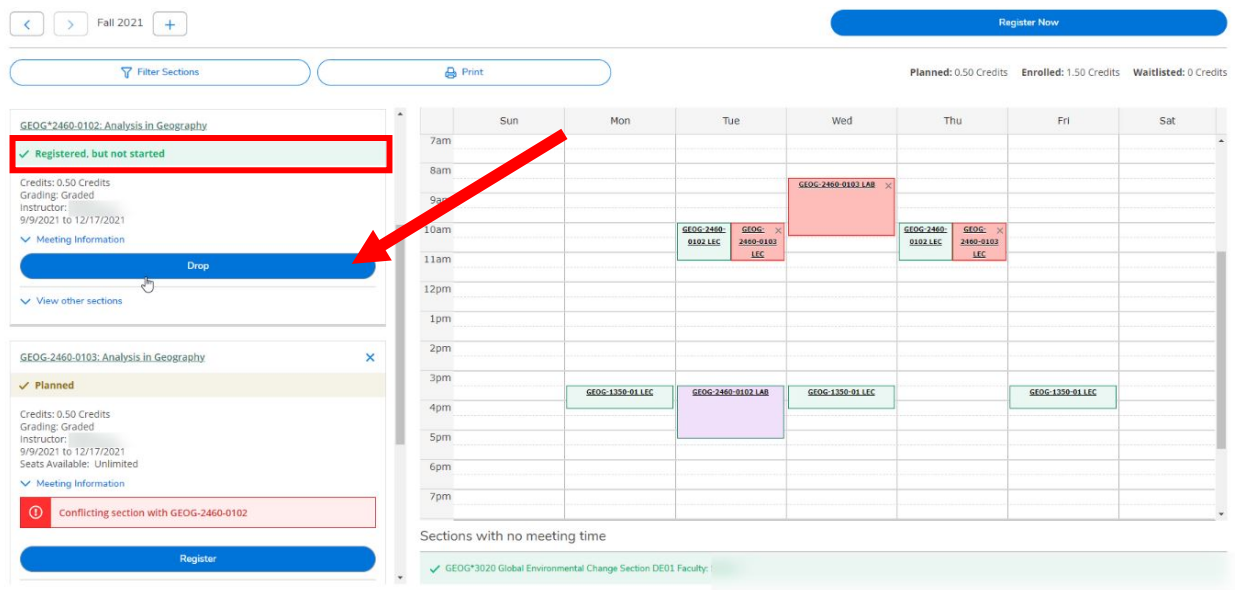
GEOG-2460-0104 Analysis in Geography
 Seats Available: Unlimited
 Instructor:
 Time: TTh 10:00 AM - 11:20 AM

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
9am							
10am			GEOG-2460-0101 LEC		GEOG-2460-0101 LEC		
11am			GEOG-2460-0101 LEC		GEOG-2460-0101 LEC		
12pm							
2pm							
3pm		GEOG-2460-0101 LAB	GEOG-2460-0102 LAB	GEOG-2460-0101 LAB			
4pm				GEOG-2460-0101 LEC			
5pm							
6pm							
7pm							
8pm							
9pm							

Sections with no meeting time

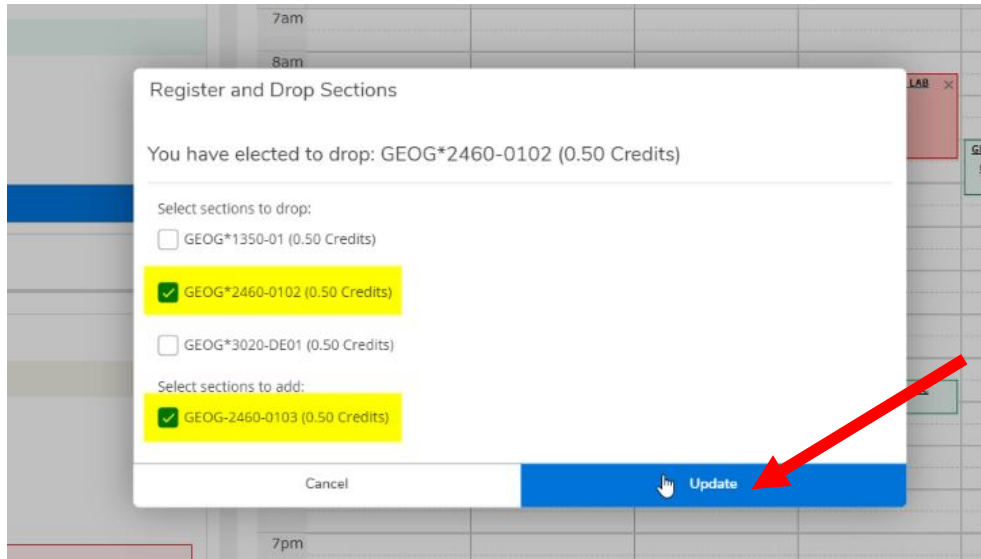


6.14 Once the desired section is added, the steps for changing your section is very similar to dropping a course. First find the course section for which you are currently registered. Once you have found the course, click the **“Drop”** button.



6.15 This will open the **“Register and Drop Sections”** window. Select the course section you wish to drop. Select the replacement course section. Once this is complete, click the **“Update”** button to finalize the action and change your section.

IMPORTANT NOTE: if there is a registration issue with the course section you’re trying to add (e.g., no seats available), you will not be successfully registered in it **BUT** your current course section will still be dropped.



6.16 You're now registered in the new section.

Navigation: < Fall 2021 + Register Now

Filter Sections Print Planned: 0 Credits Enrolled: 1.50 Credits Waitlisted: 0 Credits

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am							
9am				GEOG-2460-0103 LAB			
10am			GEOG-2460-0103 LEC		GEOG-2460-0103 LEC		
11am							
12pm							
1pm							
2pm							
3pm		GEOG-1350-01 LEC		GEOG-1350-01 LEC		GEOG-1350-01 LEC	
4pm							
5pm							
6pm							
7pm							

Sections with no meeting time

- GEOG*3020 Global Environmental Change Section DE01 Faculty

Questions?

Watch our Student Planning videos and read the FAQs on your campus's Student Planning website for more information about degree planning and course enrolment at the University of Guelph, Ridgetown campus and University of Guelph-Humber.

- [Student Planning website for Guelph and Ridgetown students](#)
- [Student Planning website for Guelph-Humber students](#)