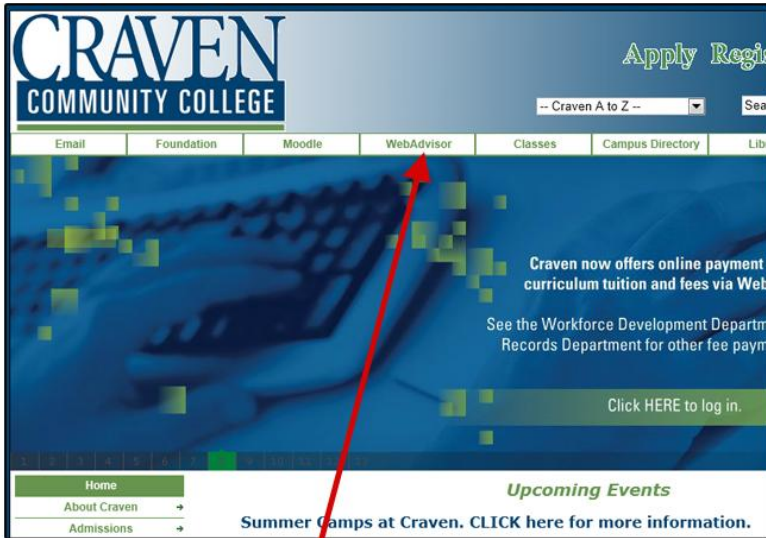


How to Use the New Schedule Planner

1. Visit WebAdvisor and Sign In



1. Click the "WebAdvisor" button.

2. Click the "Schedule Planner" link.

2. Follow The Directions To Plan Schedules

1. Add Courses To Take Next Term

2. Add Breaks To Block Off Times for No Class

3. Click "View" To View Schedules!



4. When you've found a schedule you like, click the "Registration Instructions" button!



Schedule Planner Instructions

1. Go to www.cravencc.edu, Top menu bar—click on WebAdvisor, Click on LOG IN

- Enter your User ID: firstname.lastname (ex: joe.smith)
- Enter your password: birthdate mmddyy (ex: 010199 for January 1, 1999)
 - Note: The first time you login to WebAdvisor, you must change your user name and password. You will then get a prompt to change your password and it must contain both letters and numbers and be no less than 6 and no more than nine characters long. After changing your password, click 'SUBMIT'
 - If you have trouble logging in to WebAdvisor, please call the Academic Skills Center at 252-638-7274
- After login, click on STUDENTS (blue photo)

2. Under the Registration Section select SCHEDULE PLANNER

- **Select the campuses where you take your courses.** Click on Save and Continue.
Note: MCAS Cherry Point – restricted to military personnel and dependents with base access

3. Click on Add Courses to add the courses recommended by your advisor to take next term

- **Select Subject then Course Number.** Click on Add Course. Repeat until all courses have been entered.

4. Click on Add Break to block off time for no classes.

Enter the type of break in Break Name text box. Select the start time, end time and days for the break.

5. Review your options for each of the courses you added.

- **Click on View/Edit under the options column for each of your courses.**
- **Unselect any courses that are restricted.**
 - R = Early College (courses for Craven Early College students) ex: ACA-122-NDAR1
 - U = independent study ex: EDU-234A-XU1
 - M = MCAS Cherry Point (restricted to military and dependents) ex: ACA-122-MWA1
- **Select preferred time for linked courses or sequenced courses.**
 - If a class has a lab you must register for the lab which is the same section as the class.
 - ex: BIO 140 ND1 goes with BIO 140A ND1, BIO 140 NW1 goes with BIO 140A NW1
 - Developmental courses should be taken in sequence based on placement and at the same days and times each minisemester. Note: Students cannot register for developmental courses on their own, please see an academic advisor for assistance.
 - ex: Developmental math courses (DMA)
 - DMA 010 NDAA1, DMA 020 NDAB1, DMA 030 NDAB1, DMA 040 NDAB1
 - DMA 040 NDAA2, DMA 050 NDAB2, DMA 060 NDAB2
 - Ex: Developmental Reading and English (DRE)
 - DRE 096 NDAA1 then DRE 097 NDB1 (seated course)
 - DRE 096 NDAY1 then DRE 097 NDHY1 (hybrid course, seated and online combo)
- **Review the dates to make sure you will be able to attend the entire class.**
 - **Full Term** – 16 weeks
 - **Term A (A)** – first 8 weeks of semester
 - **First Minimester (AA)** – first 4 weeks of term A
 - **Second Minimester (AB)** – second 4 weeks of term A
 - **Flex-Term/Late Start (L)** – starts 4 weeks into the semester, 12 weeks
 - **Term B (B)** – second 8 weeks of semester
 - **Third Minimester (BA)** – first 4 weeks of term B
 - **Fourth Minimester (BB)** – second 4 weeks of term B

6. Click on Generate Schedules.

- **Click “View” to View schedules.**
- When you’ve found a schedule you like, **click the “Registration Instructions” button.**

QUESTIONS REGARDING YOUR REGISTRATION? CALL 252-638-7200