

ForsythTech

guide to **Web** Registration
for credit courses



ForsythTech

More Than You Know

View or print a complete
schedule of classes at
www.forsythtech.edu



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Introduction

Online registration is the fastest and easiest way to register for classes at Forsyth Tech. The system offers many advantages:

▶ The Search feature allows you to **find the sections you need** quickly and easily by setting specific parameters (such as day, time and place) that will accommodate your schedule.

▶ You can **create a list of preferred sections** before your registration date. Then, during the registration period, you can finalize your registration with a few clicks of the mouse.

▶ You can **avoid the lines and frustration** of walk-in registration, **save time**, and have a **better chance of getting the classes you need** when and where you want them.

This guide will walk you through the online registration process. If you need further assistance, speak to your academic advisor or visit the Student Success Center.

***Note:** Web registration will be unavailable 1 - 6 a.m. each day to allow for scheduled system maintenance.*

Online Registration *Quick Steps*

***Note:** These “quick steps” are for students who are familiar with computers as well as Techlink and WebAdvisor. If you need more detailed step-by-step instructions, refer to the information that begins on page 4.*

1

Login to **Techlink** and find **WebAdvisor** on your home page.

2

Under **Registration**, choose **Register for Sections**.

3

Enter the parameters for your search and submit them.

4

Select your preferred sections.

5

When your registration date arrives, finalize your registration choices.

How to Login to Techlink and WebAdvisor

Note: Your student account must be activated before you can login to Techlink and WebAdvisor to register. New student accounts are activated 5-10 days after admission. Continuing student accounts remain activated.

1. Go to www.ForsythTech.edu and click the **Techlink** icon or type the **Techlink** address (<https://techlink.forsythtech.edu>) in the address box of your Internet browser.

2. The **Login** box will appear. Type in your User ID and Password and click **OK**.

Note: If you have forgotten your User ID or Password, go to www.ForsythTech.edu/techlink to determine it.

3. You are now in **Techlink**, and **WebAdvisor** is in the right-hand column. (See image below.)

Note: If you simply want to search the schedule of classes, you do not need a User ID or a password. Go to Forsyth Tech's Web site at www.ForsythTech.edu and click on **Find a Course**.

The screenshot shows the 'myTechlink' website. At the top, there's a navigation bar with 'Home', 'Academics', 'College Services', 'Continuing Ed', and 'Student Life'. The main content area is divided into several sections:

- My Week:** A calendar for January 2009, showing the current date as Thursday, January 15, 2009. Below the calendar, it lists events for Thursday, Friday, and Saturday, all showing 'No events'.
- My To Do:** A section with a task list, currently showing 'No tasks found'.
- Pictures of the Week:** A section with a photo of a person walking on a path.
- Announcements:** A section with several news items, including 'Campus Police December 2008 Monthly Activity Report', 'Clothes Distribution', 'Free Tax Preparation', 'Transfer club meeting: Jan. 14', and 'Martin Luther King Jr. Celebration'.
- TechAlerts:** A section with a sign-up form for receiving information regarding campus closings and emergency events.
- My Bookmarks:** A section with links to 'Setup Your Email Account', 'How to Send an Email', 'ForsythTech Website', and 'Blackboard'.
- My Team Sites:** A section with a link to 'Organizations/Committees'.
- WebAdvisor:** A section with a list of services: 'Financial Information', 'Financial Aid', 'Communication', 'Registration', 'My Academic Planning', and 'My Academic Profile'. A red arrow points to this section.

Registration

- Register and Drop Sections
- Search for Sections
- Register for Sections

Academic Profile

1. Under WebAdvisor, click on **Registration** and select **Register for Sections**.
Note: Section Information is located on page 11 of this Guide.

[Search and register for sections](#)
 Use this option if you would like to look for sections.
[Express registration](#)
 Use this option if you know the exact subject, section number, and instructor.
 Register. (Example: MATH1100*01 or Synonym 4274)
[Register for previously selected sections](#)
 Use this option if you have already placed sections.
[Drop sections](#)

2. Under **Register for Sections**, select **Search and register for sections**.

Search/ Register For Sections

Term: [dropdown menu] Starting On/After Date: [text box] End Date: [text box]

3. On the **Search/ Register For Sections** page, you must select your search parameters. Begin by clicking on the drop-down arrow beside **Term** and selecting the term for which you wish to register. *You must also select at least one other search parameter (subject, sections meeting after, sections meeting before, day of the week, course title keyword, location, or instructor's last name) to get search results.* After selecting **Term** and at least one other search parameter, click **SUBMIT** to get your results.

Select	Term	Status	Section Name and Title	Location	Meet
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-18 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-11 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-12 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-16 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A

4. The system will return a list of sections based on the search parameters you entered. Search results are limited to 250 per search. **To review all 2,000+ course sections offered, go to www.ForsythTech.edu and click on Find a Course.**

Select	Term	Status	Section Name and Title	Location	Meet
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-18 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-11 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A
<input type="checkbox"/>	Fall Semester 2008	Open	ACC-120-12 (1100)1100 of Finance Accounting	Main Campus	0915 Hours Friday 11:00A

5. Using this list of sections, build your list of preferred sections. If the status of the class is Open, that means that seats are still available, and you can select this section by clicking in the box under the column **Select Section(s)**. (You may want to select multiple sections in case certain sections are closed on your registration date). **Remember, you are not registering now; you are simply building a list of preferred sections.**

6. **If it is BEFORE your registration date**, this is as far as you can go. You can continue to add to your list of preferred sections, but you cannot register until your registration date. (If you try, WebAdvisor will send a message saying that you cannot register before your assigned date and time.) When your date to register arrives, you will use the **Register for Previously Selected Sections** option. (See page 6.)

Action	Term	Section Name and Title	Location
RG-Register RM-Remove from List	Fall Semester 2008	ACC-120-11 (1100)1100 of Finance Accounting	Main Campus
	Fall Semester 2008	ACC-120-12 (1100)1100 of Finance Accounting	Main Campus

7. **If it is YOUR REGISTRATION DATE OR AFTER**, you can proceed with registration. In the Action block beside the course(s) for which you wish to register, use the drop-down arrow to select **RG-Register**. When finished, click **SUBMIT**.

The following request(s) have been processed:

Term	Status	Section Name and Title	Location
Fall Semester 2008	Registered for this section	ACC-120-11 (1100)1100 of Finance Accounting	Main Campus

Here are all of the sections for which you are currently registered:

Term	Status	Section Name and Title	Location
Fall Semester 2008	Registered for this section	ACC-120-11 (1100)1100 of Finance Accounting	Main Campus

8. WebAdvisor will return a **Registration Results** page. If you encountered no error messages, your status will show "Registered," as it does in the example. At this point, you can click OK. You have completed your registration for the selected section(s).

How to Register for Previously Selected Sections

*Note: This feature can be used only if **Search and Register** was used to set up a **Preferred List of Classes**.*

1. Login to **Techlink**, go to **WebAdvisor** and select **Registration**.

2. Click on **Register for Sections**.

[Search and register for sections](#)
Use this option if you would like to look for sections.

[Express registration](#)
Use this option if you know the exact subject, section number, and section time. (Example: MATH*100*01 or Synonym 4278)

[Register for previously selected sections](#) ←

[Drop sections](#)
Use this option if you have already placed sections.

3. Click on **Register for Previously-Selected Sections**. The **Register and Drop Sections** page will appear with your list of Preferred Sections.

Action	Term	Section Name and Title	Location
<input type="text"/> RG Register RM Reserved from List	Fall Semester 2000	ACC-100-01 Accounting Fundamentals	Main Campus
<input type="text"/>	Fall Semester 2000	ACC-100-02 Accounting Fundamentals	Main Campus

4. In the **Action** block beside the course(s) for which you wish to register, use the drop-down arrow to select **RG-Register**. When finished, click **SUBMIT**.

The following requests have been processed:

Term	Status	Post/ Fall/ Audit	Section Name and Title	Location
Fall Semester 2000	Registered for this section		ACC-100-01 Accounting Fundamentals	Main Campus

Here are all of the sections for which you are currently registered:

Term	Post/ Fall/ Audit	Section Name and Title	Location

5. WebAdvisor will return a **Registration Results** Page. If you encountered no error messages, your status will show "Registered," as it does in the example to the left. At this point, you can click OK. You have completed your registration for the selected section(s).

6. If you encounter red error messages on the Registration Results page, you must resolve them as directed before you can proceed with registration. More information is provided in the Troubleshooting Tips in this guide on page 10.

How to View Your Account Balance

1. Log in to **Techlink**, go to **WebAdvisor** and click on **Financial Information**.
2. Click on **Account Summary**.
3. Select a term in the **Term** box by clicking on the drop-down arrow.
4. Click **Submit**.
5. Your account balance for the term will appear on your screen for review.

***Note:** Forsyth Tech does not mail tuition invoices. Students are responsible for knowing the payment deadlines for the registration cycle in which they have registered. If you do not pay the entire balance by the payment deadline, all of the classes you registered for will be dropped.*

How to Pay for Classes

You have **three options** for paying for classes.

1

Pay Online in Full with a MasterCard or Visa credit card. If using a debit card, it must have either the MasterCard or Visa logo. (*Note: This option is available for a limited time.*)

1. Go to www.ForsythTech.edu and click **Services for Students**.
2. Choose **Paying for College**.

2

Use Our Convenient Payment Plan (*Note: This option is not available for Summer Term.*)

1. Go to www.ForsythTech.edu and click **Services for Students**.
2. Choose **Paying for College** and click the **e-Cashier** logo.

3

Pay in Person

Forsyth Tech Main Campus - Allman Center

M - TH: 8:30 a.m. - 7 p.m. / F: 8:30 a.m. - 2 p.m. (*Hours vary.*)

Forsyth Tech Mazie Woodruff Center, Forsyth Tech Grady Swisher Center and Forsyth Tech Northwest Forsyth Center

Hours vary by center. Contact the individual centers for information.

***Note:** If your payments are not received by the deadline, all of your classes will be dropped. You can also access payment options one and two from the Cashier's site on Techlink.*

How to Drop and Add Classes

Note: You cannot drop or add courses through WebAdvisor starting the first day of classes.

1. Log in to **Techlink**, go to **WebAdvisor** and click on **Registration**.
2. Select **Register** for **Sections**.
3. Click on **Search and Register** and select the classes you wish to add.
4. The **Register and Drop Sections** screen will appear after you have selected your section(s) with the classes listed in the Preferred Sections area. Any classes that you are currently registered for will show in the Current Registration area.
5. If you only want to drop a section, skip to Step 6, otherwise select **Register** as the action for the sections you wish to add in your Preferred Sections. Select **Remove from List** for any that you do not want added to your schedule.

Drop	Term	Pass/Audit	Section Name and Title	List
<input checked="" type="checkbox"/>	Fall Semester 2008		ACC-120-11 (18056) Prn of Finance Accounting	Man
<input type="checkbox"/>	Fall Semester 2008		BUS-122-208 (16124) Personal Finance	Man
<input type="checkbox"/>	Fall Semester 2008		CIS-113-050 (20190) Basic PC Literacy	Grad

6. In the Current Schedule area, **Click the box beside the class you wish to drop.**

7. **Review your selections carefully.** Now you should have the class(es) for which you wish to register checked in the top section, and the class(es) you wish to drop checked in the bottom section.

8. Click **SUBMIT**.

Term	Status	Pass/Fail/Audit	Section Name and Title	List
Fall Semester 2008	Dropped from this section		ACC-120-11 (18056) Prn of Finance Accounting	Man
Fall Semester 2008	Registered for this section		ACC-120-50 (18071) Prn of Finance Accounting	Man

9. WebAdvisor will return a results page showing the class(es) for which you have registered and the class(es) you have dropped in the same transaction session (see example).

10. Click **OK** to return to WebAdvisor's main menu.

<i>Error Message</i>	<i>What it Means and What You Should Do:</i>
<i>{Class section} is restricted to {certain major}.</i>	This course is restricted based on your current major. Click on the blue course number for the exact major(s). You cannot register for this section if this is not your current major.
<i>{Class section} is closed.</i>	The section you selected is full. Review the schedule of courses and select another section with a status of OPEN.
<i>A granted petition is required to enroll in this section.</i>	Click on the blue course code and read the comments, which will tell you how to obtain permission to take this section.
<i>{Class section} requires registration in {class section}.</i>	There is a required matching class section for this class. WebAdvisor will register you for it automatically.
<i>Student may not register for {class section} at this time.</i>	The add period for this particular class is over. You may not register without a Registration Override Request signed by the dean.
<i>{Class section} conflicts with {class section}.</i>	These classes have overlapping times, and you will not be allowed to register. Select a class that does not overlap with courses already in your schedule.
<i>Student does not have a current academic program.</i>	See an Admissions Counselor. You do not have a current major on your record.
<i>{Course} has an optional co-requisite.</i>	Disregard. The co-requisite is optional.
<i>Student cannot register before {time} on {date}.</i>	You are trying to register before your assigned date and time.
<i>Student does not have a registration priority. {Term} requires one.</i>	You have not been assigned a registration priority date. Contact the Records Office.
<i>You may not drop classes in the {registration time} frame.</i>	The deadline to drop a class has passed. You may only withdraw. Withdrawals cannot be done on WebAdvisor. You must obtain the signature of your instructor on a Course Withdrawal Form and submit it to the Records Office.

Section Information

Section Number

1- 30	Day Classes (Before 5 p.m.)
35 - 37	1st 8-Week Session
45 - 47	2nd 8-Week Session
50 - 53	Night Classes (After 5 p.m.)
70	ITV (Interactive Televideo) – Courses are taught via videoconferencing utilizing the Main Campus, Grady Swisher Center, Mazie Woodruff Center, Northwest Forsyth Center, and/or high schools.
75	Interactive Webconference – Courses are taught using audio headsets and Webcams via a Web browser. Students can attend these courses from any location equipped with high speed Internet access and do not attend classes on campus.
80 - 88	Online – Courses are Web based via the Internet. Students do not attend classes on campus.
90 - 95	Hybrid – Courses are offered partially via the Internet and partially on campus.

Section Letter

Any section number followed by A	1st 8-Week Class
Any section number followed by AF	African American culture taught
Any section number followed by AM	Amish culture taught
Any section number followed by AN	Ancient Egypt culture taught
Any section number followed by CH	Chinese culture taught
Any section number followed by LA	Latin American culture taught
Any section number followed by NA	Native American culture taught
Any section number followed by B	2nd 8-Week Class
Any section number followed by C	1st 4-Week Class (For summer, 1st 8-week class)
Any section number followed by D	2nd 4-Week Class
Any section number followed by E	3rd 4-Week Class
Any section number followed by EC	Early College classes only
Any section number followed by F	4th 4-Week Class
Any section number followed by H	Huskins classes
Any section number followed by LE	Lateral Entry class only
Any section number followed by N	Northwest Forsyth Center
Any section number followed by S	Grady P. Swisher Center
Any section number followed by Z	Stokes County
Any section number followed by W	Mazie S. Woodruff Center
Any single-digit section number followed by HZ	Stokes County High School

Forsyth Tech Locations

Allman Center	ALL
Ardmore Hall	ARD
Carolina Building	CAR
Forsyth Building	FOR
Grady P. Swisher Center	GSC
Greene Hall	BGH
Hauser Hall	HAU
Mazie S. Woodruff Center	MWC
Northwest Forsyth Center	NWFC
Parkway Building	PKWY
Piedmont Building	PIED
Salem Building	SAL
Snyder Hall	SNY
Stokes County Office	SC
Technology Building	TECH
Winston Building	WIN

Off-Campus Locations

AMF Major League Lanes	MAJ
Army Golf Center	ARMY
Baptist Medical Center	BMC
Church Child Care Center	CCCC
Child Care Network	CCN
A Child's World Learning Center	CHID
Centenary Methodist Child Care	CMCC
East Forsyth High School	EFHS
Excel Imaging Greystone Clinic	EIGC
Excel Imaging Maplewood Clinic	EIMC
First Baptist Church Child Develop	FBCD
First Baptist Child Development Center	FBCK
Fitness 2000 Gym	FIT
Forsyth Medical Center	FMC
Gold's Gym	GOLD
Japan Karate Institute Inc	JAPA
Jimmy Mac's Golf Range	JIM
Kidz Community Day Care	KID
North Forsyth High School	NFH
North Point Academy	NPA
North Stokes High School	NSHI
Piedmont Imaging	PIM
Plemmons RV World	PLE
Stokes Partnership for Children	SPF
Smart Start of Forsyth County	SSFC
South Stokes High School	SSHI
Today's Child of Forsyth Hospital	2DA
Various	VAR
Wake Forest University	WAKU
Wake Forest University Medical Center	WFCT
West Forsyth High School	WFHS
Winston Salem Health Care	WSHC
West Stokes High School	WSHS
Young Men's Christian Association	YMCA
Young Women's Christian Association	YWCA

<i>Techlink</i>	http://techlink.forsythtech.edu
<i>Need your User ID (TechID)?</i>	Information on how to determine your TechID is located on our Web site at: http://www.forsythtech.edu/techlink .
<i>Need your Password?</i>	Information on how to determine your TechID is located on our Web site at: http://www.forsythtech.edu/techlink .
<i>Need to change your major or add a major?</i>	Visit the Records Office in Room 106, Allman Center, Main Campus, 336.734.7472.
<i>Need to know who your advisor is?</i>	Login to Techlink and click on My Profile under the WebAdvisor tab in the Academic Profile section, or contact the Records Office at 336.734.7472.
<i>Need advising information?</i>	Contact your Advisor or visit the Student Success Center in the Allman Building on Main Campus.
<i>Where is the Records Office (Registrar's Office)?</i>	Room 106, Allman Center, Main Campus
<i>Where is the Admission Office?</i>	Lobby, Allman Center, Main Campus
<i>Where can I find a counselor to help me with enrolling?</i>	Room 164, Student Success Center, Allman Center, Main Campus
<i>What is the location and hours of operation of the Student Success Center?</i>	Room 164, Allman Center, Main Campus Monday - Thursday: 8 a.m. - 7 p.m. Friday: 8 a.m. - 3 p.m.
<i>What is the location and hours of operation of the Cashier's Office?</i>	Second Floor, Allman Center, Main Campus Monday - Thursday: 8:30 a.m. - 7 p.m. Friday: 8:30 a.m. - 2 p.m. Hours may vary during registration.
<i>Where can I use a computer to register?</i>	Any computer that is Internet capable can be used to register for classes. Visit http://techlink.forsythtech.edu .
<i>Where can I see all classes that are scheduled?</i>	Forsyth Tech does not print a schedule with all 2,000+ sections listed; however, you may view or print the entire listing on our Web site: http://www.forsythtech.edu .