Step 1: Making a Schedule

Please be prepared for advising by coming up with a couple of “Preliminary Course Schedules” before your appointment with your assigned academic advisor.

- **Viewing available courses on IQ Web**
  - [www.woodbury.edu](http://www.woodbury.edu)
  - “Current Students”
  - “IQ Web Login Page.”
  - Login to your IQ Web account.
  - “Find Course Sections” type in the course you are looking for (ex: MG 310). Make sure you are looking under the correct term (ex: Spring 2009). When making decisions please keep pre-requisites in mind.
  - If you are having problems with your IQ Web account, contact Information Technology at (818) 252-5295.

- **To view your advisor please log on to IQ Web.**
  - Registered Classes (left corner heading)
  - “View Class Schedule and Registration Shopping Cart” (located under course schedule)
  - “Submit.”
  - After your schedule is displayed scroll down to the bottom of the page and your advisor will be listed.

- **Set an appointment with your advisor.**
  - School of Business or Graduate: call (818) 252-5231
  - School of Architecture: call (818) 252-5121
  - School of Media, Culture, and Design: call (818) 252-5123
  - School of Tran Disciplinary Studies: call (818) 252-5120
  - Weekend and AACEEL Undergraduate: call OASIS (818) 252-5232

- **If you miss your advising appointment** or fail to register during your registration period you will have to wait until Open Registration beginning November 26, 2008 to register for classes. Waiting that long to register may mean that COURSES YOU WISH TO TAKE MAY BE FULL.

Step 2: Advising and Registration

- **Approval for registration will be granted after you meet with your assigned advisor.**
- **To begin registration:**
  - Click on “Find Course Sections & Add to Registration Cart.”
  - To add a course, click on the shopping cart icon located above the course ( cartel).
  - Next, click on “Register for Classes after Finding Course Sections”
  - Pick the current term that you need to register for—Spring 2009.
  - Locate the courses you would like to register in your shopping cart and “check” the box next to the course.
  - Click on the “Process” link.
  - Study Abroad registration must be done on paper!

Congratulations!

You have successfully registered online when you see your current schedule displayed.

For any problems with registering, please contact the Office of the Registrar at (818) 252-5270.

Additional questions?

Contact your OASIS Advisors and Staff at (818) 252-5232

Nancy Lopez, Academic Advisor
Ruth Luna, Senior Director of Advising (Non-Traditional Students)
Jocelyn Ramirez-Blanco, Academic Advisor