Start Here
1. Go to www.schoolcraft.edu
2. Click Enroll Now.
3. Log into WebAdvisor.
4. Click on Students.

Password Reset
If you have forgotten your password, click on Reset My Password. You will be sent a temporary password via email.

Explore your Options with Schedule Planner
1. Under Registration, click Schedule Planner.
2. Enter the classes you want and the times during the day that you don’t wish to take classes. Schedule Planner generates all possible class schedules.
3. Print out your selected schedule or write down the section numbers to use when registering. You are not registered for classes until you complete the registration process.

Register or Waitlist for Credit Classes
1. Under Registration, click Register for Sections and select the option that best meets your needs.
2. If a section you want is full and you wish to be added to a waitlist, choose Waitlist and click Submit.

See “How to Manage your Waitlist” on the next page for additional information.

How to Manage your Waitlist
1. Under Registration, click Manage My Waitlist. Classes you have waitlisted will appear here.
2. If a spot in a section opens up, you will receive notification by e-mail. The notification provides a deadline by which you must register before the seat is offered to the next person on the list.
3. After receiving the e-mail and before the deadline, go to Manage My Waitlist. Click the arrow under Action, select the option you wish to perform (Register or Remove), and click Submit.

* Dropping classes is also an option on this screen.
How to Pay your Bill

There are 2 options to pay your bill:
1. You can pay online.
   b. Select pay in full or the payment plan.
2. You can pay your bill in full at the Cashier’s Office during normal business hours.

How to Drop for Refund or Withdraw

1. Under Registration, click Drop Classes for Refund or Withdraw.
   a. Check for refund & withdraw deadlines in the bulletin or at www.schoolcraft.edu/registration. Withdrawing from class may affect financial aid eligibility.
   b. If you are dropping after the refund deadline, a “W” grade will be issued, and there is NO refund.
2. Check the box next to the class you want to drop and click Submit.

How to Print your Schedule/Registration Statement

1. Under Registration, click Print My Registration Statement.
2. Choose the term and click Submit.
3. Click Print this Page.

WebAdvisor tips
Navigating your way through some important WebAdvisor procedures

Questions?
Call the Admissions and Enrollment Center at 734-462-4426

Schoolcraft College
www.schoolcraft.edu