

REQUESTING PETITIONS IN WEBADVISING

1. Log into Webadvising <https://webadvising.union.edu> and click on the **blue** Students box. The menu below will appear. Click on the **Petition Course Management** link.



2. The screen with the important petitioning dates will come up.

Petition Course Management

Petition Processing Schedule

Petition Course Signup Period - Students

Begins - Saturday, February 15th at 12:00 AM
Ends - Tuesday, February 18th at 11:59 PM

Petition Decision Period - Faculty

Begins - Wednesday, February 19th at 9:00 AM
Ends - Monday, February 24th at 11:59 PM

Petition Acceptance Period - Students

Begins - Tuesday, February 25th at 9:00 AM
Ends - Wednesday, February 26th at 11:59 PM

3. The correct upcoming term will automatically default. Click the **SUBMIT** button at the bottom of the screen.
4. On the top part of the screen, your current major will appear. If you are anticipating a change of major in the near future, please indicate that in the appropriate box (this is a free-form field)

Current Major on File	Biology
Anticipated Change of Major	<input type="text"/>

5. If you petition for multiple courses within a single subject area, please indicate how many you will actually register for in this area, e.g you petition for three Psychology courses with the expectation that you will only register for one.

If you are requesting more than one course in a given subject

Subject	# of Courses Desired
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>

6. To add a request for a petition course, please scroll farther **down** to “New Petitions”

Add or Change Petition

Completed Petitions Section Current Status New Status

You have no completed petitions to display.

Petitions in Process Section Current Status New Status Why do you need/want this course or section?

You have no petitions in process to display.

Current Major on File Sociology

Anticipated Change of Major

If you are requesting more than one course in a given subject and were accepted into more than one, how many courses would you take?

Subject # of Courses Desired

7. Select the appropriate Subject from the drop down box, enter the Course Number (**three** numerals), Section number (**two** numerals) the Request Status (1st choice, 2nd choice, etc.) and a brief description why you want a petition for the course. You can put more than **three petition courses** on this screen but you are limited to accepting a maximum of three. If you petition for a lab course, please indicate the course number with the L at the end, e.g. 101L.

New Petitions				
Subject	Course Number	Section	Request Status	Why do you need/want this course or section?
Chemistry	090	01	1st Choice SET	Need my SET requirement
Computer Science	105	01	2nd Choice SET	Want to take this as my SET requirement not QMR
Film Studies	201	01	1st Choice in This Subject	I plan to minor in Film Studies
Film Studies	202	01	2nd Choice in This Subject	I plan to minor in Film Studies
Geology	106	01	3rd choice SET	I need to complete my SET requirement
Music	212	01	1st Choice in This Subject	This sounds like an interesting course!
<input type="text" value=""/>				

8. Scroll down to the bottom of the page and hit **SUBMIT**.

<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
<div style="border: 1px solid black; background-color: yellow; padding: 5px; display: inline-block;">SUBMIT</div>				

9. After hitting SUBMIT, your choices will appear on the **next** page on the **Petitions Confirmation** screen.

Petition Confirmation

Here are your petitions. Click on Students Menu above to return to the menu.

Term	Course	Section	Petition Status	Why do you need/want this course or section?
14/WI	AMU-212 Baroque Music	01	1st Choice in This Subject	This sounds like an interesting course!
14/WI	CHM-090 Art & Science of Painting	01	1st Choice SET	Need my SET requirement
14/WI	CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET	Want to take this as my SET requirement not QMR
14/WI	FLM-201 Documentary Film Making	01	1st Choice in This Subject	I plan to minor in Film Studies
14/WI	FLM-202 Digital Filmmaking	01	2nd Choice in This Subject	I plan to minor in Film Studies
14/WI	GEO-106 Intro to Oceanography	01	3rd choice SET	I need to complete my SET requirement

OK

10. If you need to change **any** of your petitions, go back to the Student Menu and select the petition management link from step #1. Your current petitions will appear in the top part of the screen labeled “**Petitions in Process.**”

Completed Petitions		Section	Current Status	New Status	
You have no completed petitions to display.					
Petitions in Process		Section	Current Status	New Status	Why do you need/want this course or section?
AMU-212 Baroque Music	01	1st Choice in This Subject			This sounds like an interesting course!
CHM-090 Art & Science of Painting	01	1st Choice SET			Need my SET requirement
CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET			Want to take this as my SET requirement not QMR
FLM-201 Documentary Film Making	01	1st Choice in This Subject			I plan to minor in Film Studies
FLM-202 Digital Filmmaking	01	2nd Choice in This Subject			I plan to minor in Film Studies
GEO-106 Intro to Oceanography	01	3rd choice SET			I need to complete my SET requirement

11. You'll be able to **delete** a request by changing the status in the “New Status” box to “Petition Removed.” You can also **modify** your status to a different status, e.g. first choice to second choice, second choice to first choice, as in the example below.

Completed Petitions		Section	Current Status	New Status	
You have no completed petitions to display.					
Petitions in Process		Section	Current Status	New Status	Why do you need/want this course or section?
AMU-212 Baroque Music	01	1st Choice in This Subject		Petition Removed	This sounds like an interesting course!
CHM-090 Art & Science of Painting	01	1st Choice SET		2nd Choice SET	Need my SET requirement
CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET		1st Choice SET	Want to take this as my SET requirement not QMR
FLM-201 Documentary Film Making	01	1st Choice in This Subject			I plan to minor in Film Studies
FLM-202 Digital Filmmaking	01	2nd Choice in This Subject			I plan to minor in Film Studies
GEO-106 Intro to Oceanography	01	3rd choice SET			I need to complete my SET requirement

12. **Always be sure to hit SUBMIT after each action so that it is processed correctly.**

Here are your petitions. Click on Students Menu above to return to the menu.

Term	Course	Section	Petition Status	Why do you need/want this course or section?
14/WI	AMU-212 Baroque Music	01	Petition Removed	This sounds like an interesting course!
14/WI	CHM-090 Art & Science of Painting	01	2nd Choice SET	Need my SET requirement
14/WI	CSC-106 Can Computers Think? W/Lab	01	1st Choice SET	Want to take this as my SET requirement not QMR
14/WI	FLM-201 Documentary Film Making	01	1st Choice in This Subject	I plan to minor in Film Studies
14/WI	FLM-202 Digital Filmmaking	01	2nd Choice in This Subject	I plan to minor in Film Studies
14/WI	GEO-106 Intro to Oceanography	01	3rd choice SET	I need to complete my SET requirement

OK

13. After the petition request period has ended and departments have made their choices of

which students get petitions, you will need to **log back into Webadvising during the appropriate days** and **accept** the petitions for the courses you want to register for during your appointment.

Only courses with the status “Faculty Approved” can be changed to “Accepted by Student.” Denied or Waitlisted statuses can only be changed to “Not needed by Student”

Add or Change Petition

Completed Petitions	Section	Current Status	New Status	
CHM-090 Art & Science of Painting	01	Faculty Approved	<input type="text" value=""/>	
CSC-106 Can Computers Think? W/Lab	01	Faculty Approved	<input type="text" value=""/>	
FLM-201 Documentary Film Making	01	Denied Request	<input type="text" value=""/>	
FLM-202 Digital Filmmaking	01	Faculty Approved	<input type="text" value=""/>	
GEO-106 Intro to Oceanography	01	Waitlisted	<input type="text" value=""/>	
Petitions in Process	Section	Current Status	New Status	Why do you need/want this course or section?
AMU-212 Baroque Music	01	Petition Removed	<input type="text" value=""/>	This sounds like an interesting course!

- Make the appropriate change in the New Status column by accepting the petition OR indicating no longer needed as in the screen below. Be sure to hit **SUBMIT** after changing the statuses otherwise the changes will not go through.

Add or Change Petition

Completed Petitions	Section	Current Status	New Status
CHM-090 Art & Science of Painting	01	Faculty Approved	Accepted by Student <input type="text" value=""/>
CSC-106 Can Computers Think? W/Lab	01	Faculty Approved	Not Needed by Student <input type="text" value=""/>
FLM-201 Documentary Film Making	01	Denied Request	<input type="text" value=""/>
FLM-202 Digital Filmmaking	01	Faculty Approved	Accepted by Student <input type="text" value=""/>
GEO-106 Intro to Oceanography	01	Waitlisted	Not Needed by Student <input type="text" value=""/>

Students are reminded that they may petition for as many courses as they like, but they can only **ACCEPT** a maximum of **three petition courses**. (Engineering and Leadership in Management majors may accept a maximum of **four** petition courses.) Qualified Scholars may **accept** four petition courses but will be restricted to registering for the fourth after all students have prescheduled.

Students will be limited to registering for a maximum combination of three petition and non-petition courses. Practicum courses do not count in this total, nor do lab sections.

Registration for courses will occur at your time listed under “My Registration Restrictions” on Webadvising. All holds must be off in order for you to register for courses.

If you run into any problems entering your petitions, or accepting them at the appropriate time, please contact any member of the Registrar’s Office for assistance. If you miss petition processing, you will need to contact the departmental administrative assistant for help.