

## HOW TO PETITION FOR COURSES IN WEBADVISING

1. Log into Webadvising <https://webadvising.union.edu> and click on the blue Students box.



2. Click on the **Petition Course Management** link under the “Registration” heading:



3. The important petitioning dates will come up. Click the **SUBMIT** button at the bottom of the screen.

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## Petition Course Management

### Petition Processing Schedule

#### Petition Course Signup Period - Students

Begins - Saturday, Oct. 17th at 12:00 AM  
Ends - Tuesday, Oct. 20th at 11:59 PM

#### Petition Decision Period - Faculty

Begins - Wednesday, Oct. 21st, at 9:00 AM  
Ends - Monday, Oct. 26th at 11:59 PM

#### Petition Acceptance Period - Students

Begins - Tuesday, Oct. 27th at 9:00 AM  
Ends - Thursday, Oct. 29th at 11:59 PM

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**SUBMIT**

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- On the top part of the next screen, your current major will appear. If you anticipate a change of major in the near future, please indicate that in the appropriate box (this is a free-form field)

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

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- NEXT: If you plan to petition for more than one course within a single subject area, please indicate how many courses you will actually register for in this area. In the example below, the student is petitioning for multiple Psychology courses with the expectation that they will only register for one.

**If you request MORE than one petition in the SAME subject**

Subject	# of Courses Desired
PSY Psychology	1

- To request a petition course, scroll farther down to “**New Petitions**”
- Select the appropriate Subject from the drop down box, enter the Course Number (**three** numerals), Section number (**two** numerals) the Request Status (1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc.) and a brief description why you want a petition for the course. You can put as many petition courses on this screen but you are only limited to accepting a **maximum of three**. If you are petitioning for a lab section instead of the main course, please indicate the course number with the letter “L” at the end, e.g. 101L.

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New Petitions				
Subject	Course Number	Section	Request Status	Why do you need/want this course or section?
Computer Science	105	01	1st Choice SET	Need for SET requirement
Music	220	01	1st Choice in This Subject	Sounds like an interesting course!
Computer Science	106	01	2nd Choice SET	Need for SET requirement
English	100	01	1st Choice GENED	Need to satisfy my HUL requirement
English	100	02	2nd Choice GENED	Need to satisfy my HUL requirement
Economics	226	01	1st Choice in This Subject	Thinking of minoring in Economics

- Scroll down to the bottom of the page and hit **SUBMIT**. 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?
20/WI	AMU-220 Music and Culture	01	1st Choice in This Subject	Sounds like an interesting course!
20/WI	CHM-102 Intro Chemistry 2 W/Lab	01	1st Choice in This Subject	
20/WI	CSC-105 Game Development: Intro to CS	01	1st Choice SET	Need for SET requirement
20/WI	CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET	Need for SET requirement
20/WI	ECO-226 Financial Markets	01	1st Choice in This Subject	Thinking of minoring in Economics
20/WI	EGL-100 Intro to Study of Lit: Poetry	01	1st Choice GENED	Need to satisfy my HUL requirement
20/WI	EGL-100 Intro to Study of Lit: Poetry	02	2nd Choice GENED	Need to satisfy my HUL requirement

OK

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

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-220 Music and Culture	01	1st Choice in This Subject		Sounds like an interesting course!
CHM-102 Intro Chemistry 2 W/Lab	01	1st Choice in This Subject	Petition Removed	
CSC-105 Game Development: Intro to CS	01	1st Choice SET		Need for SET requirement
CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET		Need for SET requirement
ECO-226 Financial Markets	01	1st Choice in This Subject		Thinking of minoring in Economics
EGL-100 Intro to Study of Lit: Poetry	01	1st Choice GENED		Need to satisfy my HUL requirement
EGL-100 Intro to Study of Lit: Poetry	02	2nd Choice GENED		Need to satisfy my HUL requirement

- Always be sure to scroll down and click on SUBMIT after each action so that it is processed correctly.

## 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?
20/WI	AMU-220 Music and Culture	01	1st Choice in This Subject	Sounds like an interesting course!
20/WI	CHM-102 Intro Chemistry 2 W/Lab	01	Petition Removed	
20/WI	CSC-105 Game Development: Intro to CS	01	1st Choice SET	Need for SET requirement
20/WI	CSC-106 Can Computers Think? W/Lab	01	2nd Choice SET	Need for SET requirement
20/WI	ECO-226 Financial Markets	01	1st Choice in This Subject	Thinking of minoring in Economics
20/WI	EGL-100 Intro to Study of Lit: Poetry	01	1st Choice GENED	Need to satisfy my HUL requirement
20/WI	EGL-100 Intro to Study of Lit: Poetry	02	2nd Choice GENED	Need to satisfy my HUL requirement

OK

12. After the petition request period has ended and departments have made their decisions, you will need to **log back into Webadvising at the stated date to accept the petitions** for the courses you wish to register for.

**Only courses with the status “Faculty Approved” can be changed to “Accepted by Student.”**  
**Only courses with the status “Denied or Waitlisted” can 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"/>	
CSC-106 Can Computers Think? W/Lab	01	Faculty Approved	<input type="text"/>	
FLM-201 Documentary Film Making	01	Denied Request	<input type="text"/>	
FLM-202 Digital Filmmaking	01	Faculty Approved	<input type="text"/>	
GEO-106 Intro to Oceanography	01	Waitlisted	<input type="text"/>	
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"/>	This sounds like an interesting course!

13. Make the appropriate change in the New Status column by accepting the petition OR indicating that you no longer need the petition 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"/>
CSC-106 Can Computers Think? W/Lab	01	Faculty Approved	Not Needed by Student <input type="text"/>
FLM-201 Documentary Film Making	01	Denied Request	<input type="text"/>
FLM-202 Digital Filmmaking	01	Faculty Approved	Accepted by Student <input type="text"/>
GEO-106 Intro to Oceanography	01	Waitlisted	Not Needed by Student <input type="text"/>

Students are reminded 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 Medicine 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 other 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.**