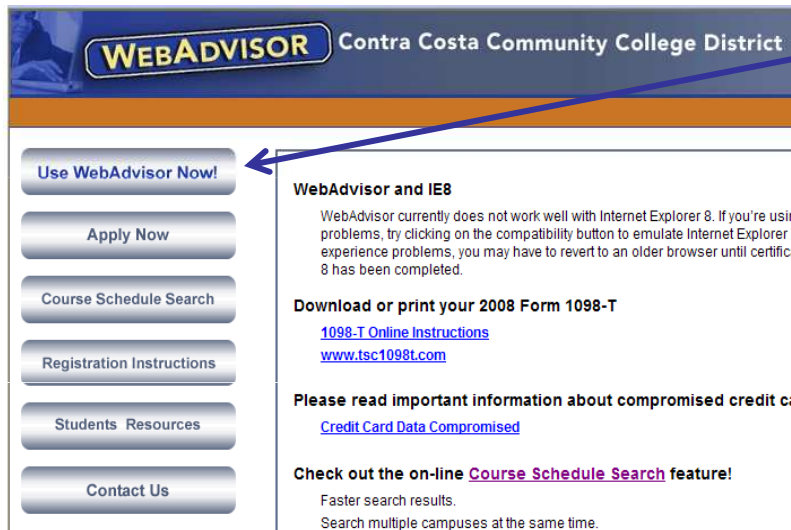




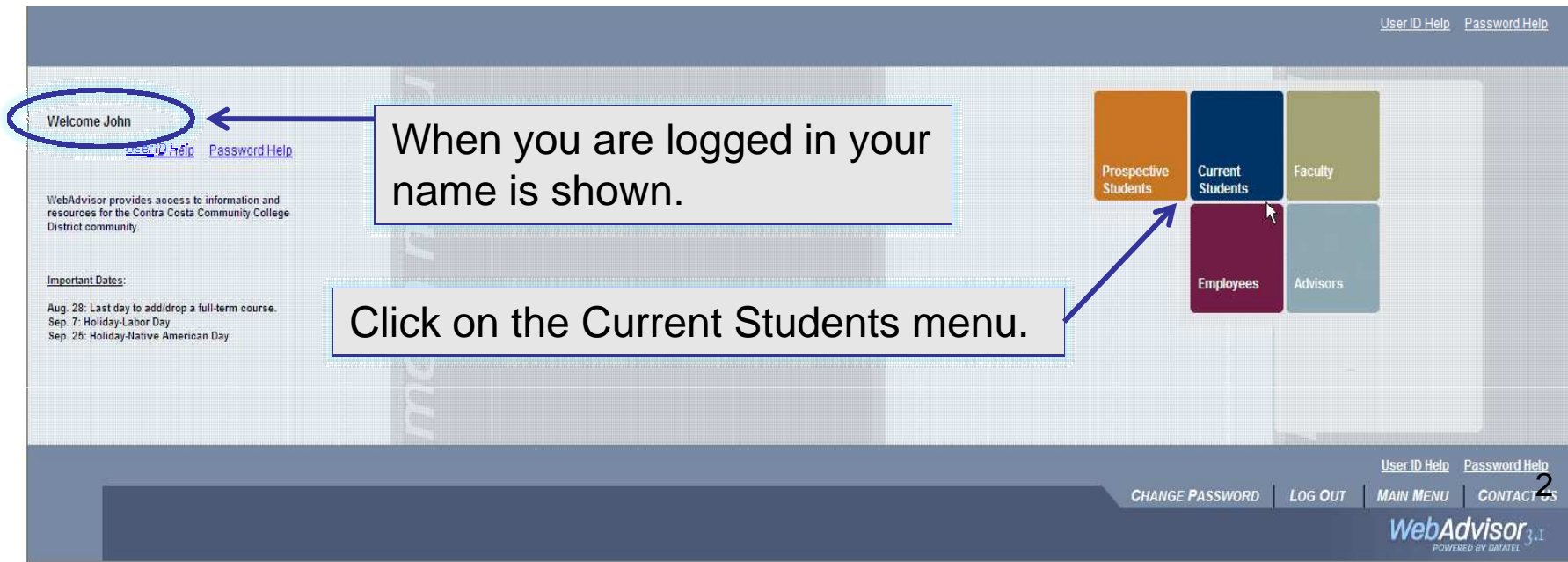
## Registration Instructions and Information

# Log-in



Click on **Use WebAdvisor Now!** to log in.

**Important:** Once you are logged in you have five minutes to make your transaction. This five minute time limit is between clicks of the SUBMIT buttons. If you take longer than five minutes you will be timed out. Using Express registration is the quickest way to register.



When you are logged in your name is shown.

Click on the Current Students menu.

# Registration Menu



**WEBADVISOR** Contra Costa Community College

CHANGE PASSWORD LOG OUT

**CURRENT STUDENTS - REGISTRATION MENU**

- [Registration Instructions](#)
- [My Priority Registration Dates](#)
- [Search for Sections](#)
- [Express Registration](#)
- [Search and Register](#)
- [Register for Previously Selected Sections](#)
- [Drop Sections](#)
- [Manage My Waitlist](#)
- [Register From My Ed Plan Worksheet](#)
- [Use the Ed Plan Course Planning Wizard](#)
- [My Class Schedule](#)
- [Late Registration \(Using Add Code\)](#)

**My Priority Registration Dates** – View your registration dates and times.

**Search for Sections** – Use this option to search for classes based on term, location, course, subject, etc.

**Express Registration** – When you know the four digit section number you want to add (detailed instructions on page 6).

**Search and Register** – Select the classes that you want from the search results.

**Register for Previously Selected Sections** – Use this option if you selected the classes that you want previously and you are now ready to register or add to the wait list. This is like your shopping cart that holds the sections you are interested in adding. You may select sections prior to your priority registration appointment date, and then register from here when you are eligible.

**Drop Sections** – This is the option to use when you want to drop a class.

**Manage My Waitlist** – View your waitlisted classes and statuses. Enroll in a class when you have Permission Granted. Remove a class that you no longer want.

**Register From My Worksheet** – You can use this option if you have an active Educational Plan (usually this has been done with the help of a counselor).

**Register Using the Course Planning Wizard** – This is used with an academic program and is based on program requirements.

**My Class Schedule** – Use this option to view/print your class schedule.

**Late Registration (Using Add Code)** – This option is for registering with a late add code given to you by the instructor. This is only available during the add period for the class (detailed instructions on page 8).

CHDEV-012-7003 Parenting Seminar	Open	Term 2010SP Lecture T 12:30PM - 02:20PM College Complex 2, Room 213 01/22/2010 - 05/28/2010 Lab by Arrangement Please select the link to the left to read important additional information for this section. This section is variable credit. Please choose 2.00 to 3.00 credits (0.50 credit increments).	To be Announced	Page	140 / 140
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Note: Modify the unit value for variable credit classes from the Register for Previously Selected section page. This class is available for 2, 2.5, or 3 credits (2 to 3 credits, .5 increments).

# Update Your Contact Information

CURRENT STUDENTS

Welcome John

### My Priority Registration Dates

Multiple priority registration dates may be displayed below if you previously registered for classes at more than one location. You may attempt to register for all of your classes on the earliest date. If you are unable to register for all of your classes, you may try again on the next date.

Student	E-Mail Address	Phone	Address	
Dvctest, John 0150624	john123@email.com	925-111-2233	123 Main St Martinez, CA 94553	<a href="#">Change contact information</a>

Term	Start Date	Start Time
2009FA - Fall 2009	05/12/09	02:30PM
2010SP - Spring 2010	11/17/09	12:30PM

Many pages under the Registration link display your contact information. To update your contact information click on the Change contact information link. (Note: mailing address changes take approximately two weeks to process.)

An automated message will be sent to this e-mail address when you have permission to register in a waitlisted section.

# My Priority Registration Dates

**CURRENT STUDENTS**

Welcome John

## My Priority Registration Dates

Multiple priority registration dates may be displayed below if you previously registered for classes at more than one location. You may attempt to register for all of your classes on the earliest date. If you are unable to register for all of your classes, you may try again on the next date.

Student	E-Mail Address	Phone	Address
Dvctest, John 0150624	john123@email.com		<a href="#">Change contact information</a>

Term	Start Date	Start Time
2009FA - Fall 2009	05/12/09	02:30PM
2010SP - Spring 2010	11/17/09	12:30PM

Appointment Term, Date, and Time. You can register on or after this date and time.

OK

CHANGE PASSWORD | LOG OUT | MAIN MENU | STUDENTS MENU | HELP | CONTACT US

WebAdvisor<sup>3.1</sup>  
POWERED BY DATATEL

You must have a priority registration date for any term that you want to register for. If you do not have a registration date listed for the term, please contact your college's Admissions & Records office (contact phone numbers are listed at the end of this document.

# Express Registration

Use this option when you know the four digit section number you want to add.

**CURRENT STUDENTS**

## Express Registration

Use this option if you know the exact subject, course number, and section number of the section(s) which you wish to add to your preferred list and then register. (Example: MATH-100-01)

Use this option if a Late Add Code is required to enroll in the desired section(s).

\* = Required

Student	E-Mail Address	Phone	Address
Dvclst, John 0150624	john123@email.com	925-111-2233	123 Main St Martinez, CA 94553

[Change contact information](#)

To register, check the schedule of courses then enter the section number and term for each class you wish to register for. When you click the Submit button below, these sections will be added to your list of Preferred Sections.

The Late Add Code is only necessary after the section has begun. The number is provided in class by the instructor.

Section Number	Select Term*
1458	2010SP - 2010SP Spring 2010

**SUBMIT**

Enter the section number (including any leading zeros and select the term from the drop down menu for the class(es) that you want to add. (Enter co-requisite sections, if applicable). Click **SUBMIT**.

You will then be taken to the Register for Previously Selected sections page.

## Register for Previously Selected Sections

Use this option if you have already placed sections in your preferred list and would now like to register.

Student	E-Mail Address	Phone	Address
Dvclst, John 0150624	john123@email.com	925-111-2233	123 Main St Martinez, CA 94553

[Change contact information](#)

Action for ALL Pref. Sections (or choose below):

**OR**

Preferred Sections:

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail/Cap/Var	Credits
<input checked="" type="checkbox"/>	Spring 2010	ADJUS 120 1458111-2233 Admin	Diablo Valley College	Teaching: M/W 20:00-20:45M Please select the link to the left to read important additional information for this section.	To be Announced	40/140/0	0.00

Current Registrations:

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>			You are not currently registered for any sections.				

If one of my end seats is not available: [ALL - ALL Show all errors](#)

**SUBMIT**

**IMPORTANT:** To complete the registration - select a registration action for ALL preferred sections **OR** select individual actions for sections. (See page three for information on variable credit sections.) Then click **SUBMIT**.

# Registration Results

CURRENT STUDENTS

Welcome John

## Registration Results

**IMPORTANT** – This page confirms your transaction(s)!

Name: John Dvctest Student ID: 0150624

The following registration request(s) have been completed. Payment is due immediately for these sections. Use the link below to make your payment.

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Spring 2010	Registered for this section		<a href="#">ADJUS-120-1458 Intro to the Admin of Justice</a>	Diablo Valley College	Lecture M W 09:30AM - 10:45AM Planetarium, Room 102 01/22/2010 - 05/28/2010 <small>Please select the link to the left to read important additional information for this section.</small>	To be Announced	3.00

You are currently registered for these sections:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Spring 2010		<a href="#">ADJUS-120-1458 Intro to the Admin of Justice</a>	Diablo Valley College	Lecture M W 09:30AM - 10:45AM Planetarium, Room 102 01/22/2010 - 05/28/2010 <small>Please select the link to the left to read important additional information for this section.</small>	To be Announced	3.00

You are on the following wait lists:

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits
		You are not currently waitlisted in any courses.				

OK

[Account Summary](#) [Pay on My Account](#) [Register for Classes](#) [Add Classes](#) [Register and Drop Classes](#) [My Schedule](#)

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

# Late Registration – Using Add Code

CURRENT STUDENTS

Welcome John

## Late Registration (Using Add Code)

Use this option if you know the exact subject, course number, and section number of the section(s) which you wish to add to your preferred list and then register. (Example: MATH-100-01)

Use this option if a Late Add Code is required to enroll in the desired section(s).

\* = Required

Student	E-Mail Address	Phone	Address	
Dvctest, John 0150624	John123@email.com	925-111-2233	123 Main St Martinez, CA 94553	<a href="#">Change contact information</a>

To register, check the schedule of courses then enter the section number and term for each class you wish to register for. When you click the Submit button below, these sections will be added to your list of Preferred Sections.

The Late Add Code is only necessary after the section has begun. The number is provided in class by the instructor.

Section Number	Late Add Code	Select Term*
8482	1286	2009FA - 2009FA Fall 2009

Enter four digit section number (with any leading zeros), four digit late add code as issued by the instructor (with any leading zeros), and select the term from the drop down menu. Click **SUBMIT**.

You will be taken to the Register for Previously Selected Sections page.

SUBMIT

[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

## Register for Previously Selected Sections

Use this option if you have already placed sections in your preferred list and would now like to register.

Student	E-Mail Address	Phone	Address	
Dvctest, John 0150624	John123@email.com	925-111-2233	123 Main St Martinez, CA 94553	<a href="#">Change contact information</a>

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Avail/Cap/Wait	Credits
RG - RG Register	Fall 2009	HSC131-8482 Cardiopulmonar Resuscitation	Diablo Valley College	Lecture Sa Su 09:00AM - 12:00PM Physical Education, Room 2 11/18/2009 - 11/19/2009 Lecture Sa Su 12:30PM - 02:00PM Physical education, room 2 11/18/2009 - 11/19/2009 Lab Sa Su 02:00PM - 03:20PM Physical Education, Room 2 11/18/2009 - 11/19/2009 <small>Please select the link to the left to read important additional information for this section.</small>	W. Holt	22 / 45 / 0	0.50

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	Spring 2010		ADJUS-120-1458 Intro to the Admin of Justice	Diablo Valley College	Lecture M W 09:30AM - 10:45AM Planetarium, Room 102 01/22/2010 - 05/28/2010 <small>Please select the link to the left to read important additional information for this section.</small>	To be Announced	3.00

To register select a registration action for all OR select registration actions for individual sections and click **SUBMIT**.  
(See page three for information on variable credit sections.)



# Error Messages

If your transaction did not process you will see a message notifying you of the reason(pre-requisite not met, class is full, etc.)

**CURRENT STUDENTS**

**Register for Previously Selected Sections**

**RNURS-004-0376 - Course is filled. Waitlisting is not allowed for this section.**  
Use this option if you have already placed sections in your preferred list and would now like to register.

Student	E-Mail Address	Phone	Address	
Dvctest, John 0150624	John123@email.com	925-111-2233	123 Main St Martinez, CA 94553	<a href="#">Change contact information</a>

# Manage My Waitlist

Important Note: If you are on a wait list it is your responsibility to check your status daily.

**CURRENT STUDENTS**Welcome John

## Manage My Waitlist

Use this option if you would like to register for, or remove, sections for which you are currently waitlisted.

Student	E-Mail Address	Phone	Address	
Dvctest, John 0150624	john123@email.com	925-111-2233	123 Main St Martinez, CA 94553	<a href="#">Change contact information</a>

Action	Waitlist Status	Expire Date	Term	Section Name and Title	Location	Meeting Information	Faculty	Credits	Rank / Waitlist
<div><div></div><div>RM - Remove</div><div>RG - Register</div></div>	Permission Granted	11/23/09	Fall 2009	BUS-095-4608 Dvlpng/Customer Satisfaction	Los Medanos College	Lecture Sa 09:00AM - 12:00PM College Complex 2, Room 238 12/05/2009 - 12/05/2009 Lecture Sa 12:30PM - 05:20PM ex 2, Room 238 12/05/2009 <a href="#">Click here link to the left to read important additional information</a>	K. Lamb	0.50	1 / 1

Here are all the sections for which you are currently waitlisted.

Your Rank and the number of students on the wait list. This example shows a student at the top of the wait list (number 1 of 1).

You may register for the class when you have a Waitlist Status of Permission Granted. Select Register then click SUBMIT.

You may remove yourself form the wait list at any time by selection Remove then clicking SUBMIT.

# Pay Your Fees - Select the Make a Payment option under the Financial Information menu.

CURRENT STUDENTS

## Make A Payment

\* = Required

Payment Amount	Balance	Description	Total Charges	Payments	Financial
81.00	81.00	Spring 2010, Student Accounts Receivable	81.00	0.00	

Total Amount Due 81.00

Payment Type \*   
VISA - Visa Card  
MC - Mastercard

SUBMIT

Fill in the dollar amount (must be paid in full) and select Payment type (VISA or MasterCard). Click SUBMIT. You will be taken to the Electronic Card Entry page.

CURRENT STUDENTS

Welcome John

## Electronic Card Entry

[How do I find the security code?](#)

\* = Required

Payment Amount 81.00  
Convenience Fee 0.00  
Total Payment Amount 81.00

Credit Card Number \*   
Expiration Date \*  Expiration Year \*   
Card Security Code \*

Name on Card \*   
Billing Address \*   
City \*  State/Province \*  Postal Code \*   
E-mail Address \*

SUBMIT

Fill in all the information and click SUBMIT.

You will get a confirmation page if the payment processes successfully. An e-mail confirmation of the payment will be sent to the e-mail address you enter on this page.

**Warning:** Please do not refresh your browser, click on the back button, or close the browser after you have submitted your credit card transaction. Please remain patient until the payment confirmation page is displayed. Wait times will vary especially during increased activity between WebAdvisor and the credit card Processor (PayPal). Failure to comply will result in multiple charges to your account.

# Log Off WebAdvisor

When you are finished using WebAdvisor make sure that you log out and close your browser.

The screenshot shows the WebAdvisor interface for Contra Costa Community College District. The top navigation bar includes links for [CHANGE PASSWORD](#), [LOG OUT](#) (circled in blue), [MAIN MENU](#), [STUDENTS MENU](#), and [CONTACT US](#). Below the navigation bar, the page title is "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU" and the user is greeted with "Welcome John".

The main content area is divided into four sections:

- User Account**
  - [I'm New to WebAdvisor](#)
  - [What's my User ID?](#)
  - [What's my password](#)
  - [Change Password](#)
  - [Address or Email Change](#)
- Financial Information**
  - [Make A Payment](#)
  - [Account Summary](#)
  - [Account Summary by Term](#)
- Registration**
  - [My Priority Registration Dates](#)
  - [Registration Instructions](#)
  - [Register for Sections](#)
  - [Register and Drop Sections](#)
  - [Manage My Waitlist](#)
  - [My Class Schedule](#)
  - [Search for Sections](#)
- Academic Services**
  - [Enrollment Verification](#)
  - [Transcript Request Status](#)

For assistance, call your college Admissions and Records Office.

Contra Costa College - (510) 235-7800 Ext. 7500

Diablo Valley College – (925) 685-1310

Los Medanos College - (925) 439-2181 Ext. 7500

To exit this presentation,  
close your browser by clicking on the  
X box in upper right corner.

