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

- **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).

**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

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

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.

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.

**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

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

#### Completed Registration Requests

<table>
<thead>
<tr>
<th>Term</th>
<th>Pass/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td></td>
<td>2D0A3-120-1458 Intro to the Admin of Justice</td>
<td>Diablo Valley College</td>
<td>Lecture M/W 09:30AM - 10:45AM Planatarium, Room 102 01/22/2010 - 05/28/2010  Please select the link to the left to read important additional information for this section</td>
<td>To be announced</td>
<td>3.00</td>
</tr>
</tbody>
</table>

#### Registered Sections

<table>
<thead>
<tr>
<th>Term</th>
<th>Pass/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
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</table>

### Currently Registered Sections

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010</td>
<td></td>
<td>You are currently waitlisted in any courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Available Sections

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>You are not currently waitlisted in any courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OK**
Late Registration – Using Add Code

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.

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.)
Manage My Waitlist

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

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.

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.

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.
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.