STATE CENTER COMMUNITY COLLEGE DISTRICT

REGISTRATION INSTRUCTIONS

Follow the Step-by-step instructions to register for courses.

Step 1: Go to the college's main website, then select and log into **WebAdvisor**

Step 2: Click **Student Menu**

Step 3: Under the Registration section, click **Search/Register for Sections**

Step 4: Enter in the appropriate **Term** *(Fall 20___)* **Location, Subject***, and* **Course Number.** *Click* **SUBMIT**
  You can find the Subject and course number on your SEP

Step 5: Check mark the course you would like to take in the **Select** *column.*

Step 6: Click **ADD TO CART** *at the bottom of the page.*

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Special Comments
☐	Fall 2015	Waitlisted	ENGL-125-42240 (42240) COLL WRIT SKILLS	Fresno City College	08/22/2015-12/12/2015 Lecture Saturday 08:00AM - 12:05PM, Language Arts, Room 123	J. Lawrence	4 / 28 / 5	4.00	
☐	Fall 2015	Open	ENGL-125-42241 (42241) COLL WRIT SKILLS	Fresno City College	08/22/2015-12/12/2015 Lecture Saturday 01:00PM - 05:05PM, Language Arts, Room 123	J. Lawrence	3 / 28 / 0	4.00	
☐	Fall 2015	Waitlisted	ENGL-125-45289 (45289) COLL WRIT SKILLS	Fresno City College	08/18/2015-12/17/2015 Lecture Tuesday, Thursday 12:00PM - 01:50PM, Language Arts, Room 103	J. Dakin	-6 / 29 / 5	4.00	
☐	Fall 2015	Waitlist Full	ENGL-125-45666 (45666) COLL WRIT SKILLS	Fresno City College	10/19/2015-12/18/2015 Lecture Monday, Wednesday, Friday 03:00PM - 05:50PM, Language Arts, Room 106	J. Rios	-27 / 0 / 7	4.00	
☐	Fall 2015	Closed	ENGL-125-91042 (91042) COLL WRIT SKILLS	Fresno City College	08/17/2015-12/18/2015 Lecture Monday, Wednesday, Friday 10:40AM - 11:50AM, Language Arts, Room 103	L. Contreras	-1 / 30 / 0	4.00	Approval required-click section name for details, PASS tutor
☐	Fall 2015	Closed	ENGL-125-91043 (91043) COLL WRIT SKILLS	Fresno City College	08/18/2015-12/17/2015 Lecture Tuesday, Thursday 11:00AM - 12:50PM, Old Administration Building, Room 273	L. Herrick	0 / 30 / 0	4.00	Approval required-click section name for details, PASS tutor

*If approval required, class cannot be added without permission

Step 6: On or after your assigned registration date, choose the **Action** *from the drop down menu:* **register, remove from list,** *or* **waitlist***. Click* **SUBMIT** *. Pay attention to the seats Available/Capacity and Waitlist. The following are examples of what you may see and the recommended action:*

Example A: *1 Spot available, 29 students allowed, 0 on waitlist =* **Action: Register**

My Cart									
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
[▼]	Fall 2015	ENGL-125-41743 (41743) COLL WRIT SKILLS	Fresno City College	08/20/2015-12/17/2015 Lecture Thursday 06:00PM - 09:50PM, Old Administration Building, Room 172	B. Lopez	1 / 29 / 0	4.00	

Example B: *0 spots available, 29 students allowed, 5 on waitlist =* **Action: Waitlist**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	
[▼]	Fall 2015	ENGL-125-41676 (41676) COLL WRIT SKILLS	Fresno City College	08/17/2015-12/18/2015 Lecture Monday, Wednesday, Friday 01:00PM - 02:10PM, Old Administration Building, Room 131	K. Davies	0 / 29 / 5	4.00	

TIPS :

- *Registration is a 2 step process. You need to complete step 6 to complete your registration.*
- *You can go directly to step 6 on your registration day by clicking Register and Drop Sections (MyCart) from the registration section in your student menu.*
- *If you are waitlisted for a course, you will NOT be automatically enrolled. You will need to check your SCCCD email on a weekly basis for notification and instructions on how to enroll into the course when it becomes available. No action will result in loss of the waitlisted course.*

Notes: _____

Important: Must Do!!

Activate Your SCCCD Student Email: www.scccd.edu/studentemail

Username: _____ @my.scccd.edu

        Student ID#   (i.e. 0123456)

Temporary Password: _____

    First name Initial (Uppercase) + Last name Initial (Lowercase) + Date of Birth (mmddyy)

New Password: _____

    Must be 8 characters or more in length and include: uppercase letters, lower case letters, numbers, and may include special characters

Example: **John Smith**
                  Student ID# 1234567   **Username: 1234567@my.scccd.edu**
                  Date of Birth = 12/09/88   **Password: Js120988**

To reset your password go to www.scccd.edu/studentemail for instructions.
For other issues call 559.499.6070

Check your email at least once a week. This is the only way the college communicates with you!!!

Log on to WebAdvisor: http://webadvisor.scccd.edu

User ID: _____

        Student ID#   (i.e. 0123456)

Temporary Password: _____

    First name initial (upper case) + last name initial (lowercase) + Date of Birth (mmddyy)

New Password: _____

    Must be 6-9 characters in length, include both letters and numbers

Example: **John Smith**
                  Student ID# 1234567   **Username: 1234567**
                  Date of Birth = 12/09/88   **Password: Js120988**

Remember your login information. WebAdvisor allows you to: **register for classes,** drop classes, add waitlisted courses, view financial aid status, view grades, change your major, update contact information, and view you class schedule, etc.

*If you need additional assistance go to http://webadvisor.scccd.edu/ and click on 'WebAdvisor Overview and Login Instructions' and/or 'Registration Instructions'