ADD A CLASS

BROAD SEARCH CRITERIA

CLICK: Register & Drop Classes
CLICK: Search & Register
LEAVE BLANK: Starting Dates
SELECT: Subject or leave blank
LEAVE BLANK: MEETING DATES
CHECK MARK: EACH DAY OF WEEK
LEAVE BLANK: Course Title
SELECT: Location – San Bernardino Valley College or SBVC.
SELECT: Academic Level – UG
CLICK: Submit
CHECK MARK: Selected course
CLICK: Submit
SELECT: Action -Register or Remove
SELECT: Purchase of ASB!
CLICK: Submit
See Notice of Confirmed Registration.

ADD WITH A WEB CODE

CLICK: Register & Drop Classes

CLICK: Express Registration

ENTER: Reference #

SELECT: Subject

ENTER: Course #

ENTER: Section #

SELECT: Term

CLICK: Submit-

SELECT: Action

DROP A CLASS

SELECT: Register & Drop Classes

CLICK: Drop Classes

CHECK MARK: Drop

SELECT: Drop Reason

CLICK: Submit

See Notice of Drop in screen.

Web Registration Instructions – For Registration Problems: 909-384-4401

1) Logon to http://www.valleycollege.edu/webadvisor , click "Log In"
   a) New Username: j.testorxxxx (John Testor plus the last 4 numbers of the Student ID)
   b) Password: TempXXXXXX (Case Sensitive – "Temp" plus 6 digit date of birth, i.e. month, day, year format)
   c) Change Password: Enter Old Password: "TempXXXXXX" AND create new password.
2) Click: Current Students link
3) Click: Registration options under the Registration Bar (i.e. Register & Drop Classes)
4) Choose your registration method (ADD A CLASS - ADD WITH WEB CODE - DROP A CLASS)
5) Pay your fees WITHIN THREE (3) BUSINESS DAYS OF REGISTERING.
   a) Online b) In-Person c) Drop-Box (AD/100 100 (DO NOT USE Box 3RD BUSINESS DAY)
6) Confirm by printing a copy of your statement at this time. Be certain you have a zero Balance Due.
7) Logout of your session to safeguard your student records.

Note: A "Closed Class" explains your choice is now a full class (Enrollment is Not Allowed without a Web Authorization Code). A student may try to add the course by attending the first day it meets. The instructor will provide a Web Code if you are added to the course. Please see Online Classes for instructor email/phone number to obtain Web Code.

IF PAYING BY CHECK OR MONEY ORDER, WE MUST RECEIVE YOUR PAYMENT WITHIN 3 BUSINESS DAYS OF REGISTERING OR YOU MAY BE DROPPED FROM ALL CLASSES SELECTED IN THIS WEB SESSION. WHEN DROPPED FOR NON-PAYMENT, YOUR SPACE BECOMES AVAILABLE TO OTHER STUDENTS TO REGISTER.