

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

- 1) Logon to <http://www.valleycollege.edu/webadvisor> using:
 - a) Username: **firstname.lastnamexxx** (xxx=last 3 of student I.D. #)
 - b) Password: select 'I'm New to WebAdvisor' and follow instructions
 - c) Change Password: SAVE THIS NEW PASSWORD!!
- 2) Click: Current Students link
- 3) All Registration options are under the Registration tab

4)

TO ADD A CLASS

Click: Register and Drop Classes
OR Schedule of Classes to browse
Click : Search and Register for
Classes
Select Class: Browse by Term,
Subject, Start Date, Course
Number, Instructor's Name, or
Class Location.

5)

TO ADD WITH A WEB CODE

Attempt to add the class normally

Enter: Web Authorization Code
Click: REGISTER or CANCEL (To
confirm selected class).
Click: CONTINUE (Repeat for all
desired classes).

6)

TO DROP A CLASS

From the Registration Tab

Select: Register and Drop Classes

Click: Drop Classes

Confirm Selection >>> (Repeat
for all desired classes)

Note: "**This Section is Closed**" means the class is full and students may try to add the course the first day it meets. The instructor will provide a WEB AUTHORIZATION CODE if you are approved to add the course. For online courses see online college for instructor contact information.

- 7) CHOOSE YOUR PAYMENT METHOD WITHIN THREE (3) BUSINESS DAYS OF REGISTERING.
 - a. ONLINE
 - b. IN-PERSON
 - c. SBVC ADMISSIONS DROP BOX OUTSIDE OF AD/SS 100 (ON 3RD BUSINESS DAY DO NOT DROP IN DROP BOX; SUGGEST PAYING ONLINE OR WALKING IN TO A & R).
- 8) CONFIRM BY PRINTING A COPY OF YOUR STATEMENT AT THIS TIME.
- 9) LOGOUT OF YOUR SESSION.

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 from class for non-payment, your space becomes available to other students who want to register for this class.