After you have completed your online application, submitted your concurrent enrollment packet, and completed orientation and assessment, you still need to register for classes. Please complete the following steps below in order to register for classes.

**Step 1:**

The first step of registering for classes is determining the course reference number. This information should be available online located at SBVC’s main website.

**NOTE:** Begin by opening [www.valleymountainscollege.edu](http://www.valleymountainscollege.edu) in an internet browser and click on the tab that says “Academic & Career Programs.”

On the drop-down menu, click on “Class Schedules”

**Step 2:**

On the next screen, click the “eSchedule” link under the semester that the class will run.
Step 3: You will then select the **Subject** corresponding to the course you would like to register for.

Step 4: Select the course you would like to register for.

Step 5: On the next screen, the list of course information will appear. Near the bottom, each section offered is listed.

Step 6: Find the section in which you would like to register. **NOTE:** If the course is offered at your high school, there should be a “NOTE” below the section number listing the high-schools address.

You will then write the 4-digit reference number down to reference in the next steps.
Step 7:

Now log into WebAdvisor, and click on the “Current Students” button.

For instructions on how to log into WebAdvisor, reference the “Logging into WebAdvisor” handout.

Step 8:

From the student menu, click “Register and Drop Classes” under the “Registration” section.

On the next screen, select “Express Registration”

Step 9:

Fill in the reference number and term. Please note, other fields are not required.

Click “Submit.”

Step 10:

A Non-Payment notice will appear for everyone.

Click “Ok.”
Step 11:

This screen will allow you to add or drop classes. If classes have already begun, an add code is REQUIRED.

Scroll down and continue to the next step.

Step 12:

Under the “Action” drop-down menu, select “Register.” If classes have already begun, enter the add code in the appropriate section.

Uncheck the box indicating you would like to purchase an AS sticker.

Click “Submit.”

**NOTE:** If you have any holds, there will be a notice indicating what holds are preventing you to register. Otherwise, follow the instructions in this handout.