How do I access my student accounts such as email, Canvas or WebAdvisor?

On the Valley College homepage, you can access your student account links including WebAdvisor, student email and canvas.

How do I access my online class?

Login to your class via Canvas. Your dashboard will show your courses for the semester. Click here for more information on Canvas.
The Central Help Desk is available 24/7 to all faculty, staff, and students. They can be reached on off campus at this number (909) 384-4357.

**How do I find my student ID number?**

On WebAdvisor, click on Academic Profile to locate your college ID.

**How do I search for classes on WebAdvisor?**

On WebAdvisor, under the Registration tab, click Register and Drop Classes. Then click on Search and Register for Classes. Enter the course information that you interested in search (term, subject, course number, and location). Then click Submit.
How do I find an instructor’s email?

When you are searching for classes on WebAdvisor, click on the Section Name and Title. This will populate course information including your instructor’s email address.

![Section Name and Title Table]

How do I add a class once the class has begun?

To add a class once the semester has begun, students must request an authorization (add) code from the instructor by sending an email requesting to add the course. Emails should be sent from SBCCD student email account.

USE THIS SAMPLE EMAIL TO REQUEST AN ADD CODE:

Subject: Request for Add Code [Course Code, Course Title, Section #]

Hello Instructor [Enter Instructor Last Name],

My name is [First Name and Last Name, Student ID number] and I am writing to you to request an add code for your course, [Course Code, Course Title, Section #]. If space is still available, I would greatly appreciate an opportunity to take this course.

Sincerely, [First Name and Last Name, Student ID number]

Once you receive an email with the unique add code, Login to your WebAdvisor. Click on Register and Drop Classes. Then, select Express Registration. Enter the course subject, course number, section number, and term.

![Register Table]

Under the wish list section, locate your course. From the dropdown menu, select Register. Add the add code in the box on the far-right box. PLEASE NOTE: your unique add code can only be used once, do not share it.
Click Submit and confirm that you are enrolled in the course.

**How do I check my registered courses?**

In WebAdvisor, click on registration statement.

[Registration menu]
- My Priority Registration (When can I register?)
- Find Zero Textbook Cost Classes (SBVC)
- Find Zero Cost Textbook Classes (CHC)
- Search for Classes
- Register and Drop Classes
- Registration Holds (What’s keeping me from registering?)
- Manage My Waitlist (for classes that are full)
- Make a Payment
- My Account Summary by Zero
- Registration Statement
- CHC Student Parking Permits
- SBVC Student Parking Permits

**How do I find open classes?**

You can access the [open class list](#) to find open classes.

**I cannot register for a course because it says, “granted permission required”. What does that mean?**

This likely means that the course for which you are registering is reserved for students in a special program or cohort. PLEASE READ the course detail for specific contact information.

**I cannot register for an English class. It says that I do not meet the prerequisite.**

If you are trying to register for an English 101 course and need to register for ENGL 086 or ENGL 086, please make sure that you register for the linked section of the course. For example, ENGL 101-06 has a corequisite of ENGL 086-06, so you must register for both.

**Where can I find a copy of my educational plan on Starfish?**

1. From the SBVC Homepage select **Starfish**.

[Starfish login screen]

2. In the upper left-hand corner, select **≡**

Then from the dropdown menu, click **Degree Planner**.
How do I schedule a counseling appointment?

You can schedule an appointment with an SBVC counselor via Cranium Café, by clicking here.

Please make sure to test your camera and audio before meeting with a counselor.

Drop-in counseling is also available for quick questions and guidance. If you require a longer meeting time the counselor may suggest that you to make an appointment. Please check the counseling website for office hours.

Do you still have questions?
Please connect with an SBVC counselor for further assistance.