WebAdvisor Tutorial
Accessing your Educational Plan

1. Visit https://www.valleycollege.edu/
2. Logon to your WebAdvisor: enter your student credentials

3. Select “Current Student”

4. Select “Develop/Update Student Educational Plan”
5. Select “Go to Plan and Schedule”

6. Select “Time Line”
How do I register for classes?

Step 1: Logon to WebAdvisor. Please refer to steps 1-3.

Step 2: Select “Register and Drop Classes”

Step 3: Select “Search and Register for Classes”
Step 4: Searching for Classes

- Select the “Term” you would like to register, “Subject” and “Course Number”; Example: Fall 2020 - English – 101 (Term) (Subject) (Course Number)
- You can search multiple classes at once, but we recommend you search one at a time
- Additionally, you could filter by open classes, online, hybrid, on-campus, day and time by selecting Attendance Type and/or Available Status
- Don’t forget to select Location – San Bernardino Valley College
- When you have selected all required boxes, click “Submit”
Step 5: Selecting Sections

- A list of classes matching your selection will appear, please pay attention to Meeting Information as this shows crucial information: starting date, ending date, meeting day(s) and times, online, hybrid, classroom and lab times (if applicable)

- It is important to understand the numbers at the end; first number tells how many spaces remaining for that section; second tells the total spaces available for that section; third number shows how many students are on waitlist for that section

- You can also click on blue hyperlink to view additional section information, including instructor’s email (Please see image 5B)

- Once you have determined the section number that is best for you, and it is not conflicting day and time with other classes, please select box on the left side and click “Submit” at the bottom
## Section Information

<table>
<thead>
<tr>
<th>Term</th>
<th>Section</th>
<th>Title</th>
<th>Academic Level</th>
<th>Credits</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020SP</td>
<td>ACCT-016-71</td>
<td>Bookkeeping</td>
<td>UG - Undergraduate</td>
<td>3.00</td>
<td>03/31/2020</td>
<td>05/19/2020</td>
</tr>
</tbody>
</table>

### Description

This is an introductory course for students interested in the accounting field. Emphasis is on the development of skills used to record business transactions, to prepare financial statements, and complete an accounting cycle. The course is designed for occupational students and for those who wish preparatory training before entering ACCT 200.

### Printed Comments

Note: Participation in this class will consist of online interaction. Students must have access to a computer that has a reliable internet connection. Students should access http://online.valleymontcollege.edu during the week prior to the semester start date. All information regarding this class, including course-specific technology requirements, will be found on that webpage. The course may not be accessible to students until the first day of the class, Monday, March 31, 2020.

### Meeting Information

| 03/12/2020-05/19/2020 | Internet-Based - Delayed/Inf Arranged | 8.75 HRS/WK |

### Faculty name  Phone  Extension  E-mail address  Instructional Method

Robert C. Brooks  (505)594-7757  EXT: 3017  brookscr@mod.edu  Internet Based - Delayed Inf

### Requisites

None

### Requisite Noncourses

None

### Required Concurrent Sections

None

### Recommended Concurrent Sections

None

### Supplies

None

### Available Materials at the Bookstore

Click here for textbook information

### Learning Provider

None
Step 6: Registering for Classes or Wait listing

- Now that you selected your class and section; they are listed under Wish List
- To Register for the class, under Action, select “Register”
- If you wish to Wait list, select “Wait List”
- Once you have selected the action you want to complete, check box under AB 2248
  - Please read red box for more information on AB 2248
- When all required boxes have been selected, again click “Submit”
- Please double check that registration was successful before closing any pages