Login & Registration Instructions
Problems Call: 909-384-4401

1. Enter your username (www.valleycollege.edu/myuserid)
   Go to WebAdvisor and click “Log In”
   • Enter your Username (www.valleycollege.edu/whatsmyid)
   • Enter your temporary case sensitive password
     (TempMMDDYY = 6 digit date of birth - MMDDYY)
   • Create a new password using website Instructions

2. Click Current Student Box Using Website Instructions

3. Click Registration >> Register & Drop Classes >> Search & Register for Classes

4. Choose your task - see below (Search & Register or Express Registration - Add with A Web Code - Drop a Class)

5. PAY YOUR FEES IN WEBADVISOR THE SAME DAY YOU REGISTER FOR A CLASS! After adding a class WebAdvisor takes you to Make A Payment.
   • Online (Visa/MC/Discover)
   • In-Person AD/SS-100
   • Do Not Use on campus Drop Box for payments

PRINT REGISTRATION STATEMENT & LOGOUT!

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**Search/Register For Classes**

(Only the following fields)

TERM: (Ex. Spring 2014)
Subject: (Ex. English)
Course Number: (Ex. 101)
Location: (Ex. San Bernardino Valley College)

Select Action: (Register, Waitlist, Remove from List)
CLICK >>> Submit
CLICK >>> OK

**Add With A Web Code**

(Express Registration)
Fill all fields
Reference #
Subject Course #
Section #
Term
CLICK >>>> Submit

SELECT Action: Register
ENTER: Web Code
CLICK >>>> Submit
CLICK >>>> OK

**Drop A Class**

SELECT: Register & Drop Classes
CHECKMARK: Drop
SELECT: Drop Reason
CLICK >>> Submit

Confirm your drop by viewing your Student Registration Statement.

**Drop Reason**

NOTE: A “Closed Class” explains your selection is now a full class (Enrollment is not allowed without authorization). A student may try to add to the Waitlist. Once added to the Waitlist monitor your student email for your 48Hr Notification to register.

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Payment is due on the day you register for a class 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 on the waitlist. See Waitlist FAQ’s.