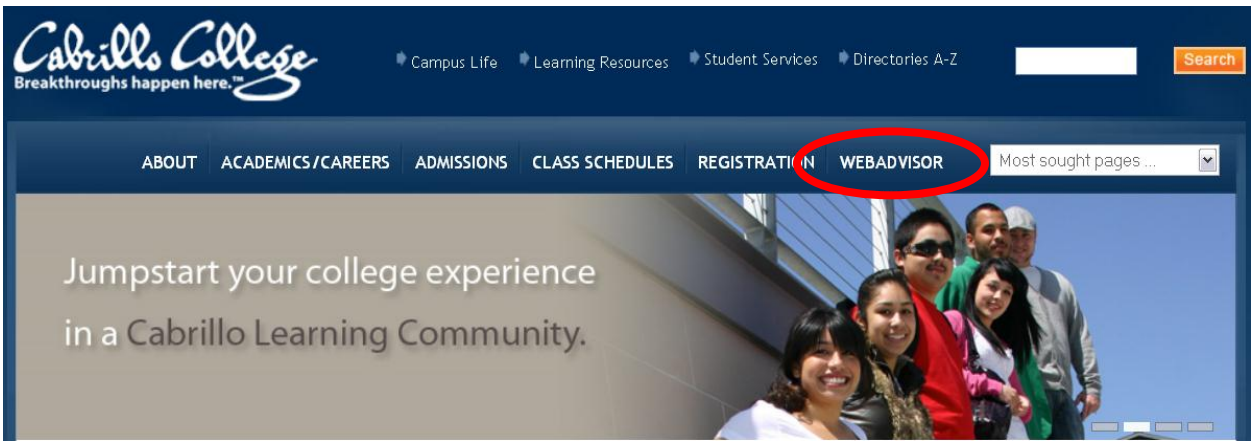
WebAdvisor Tutorial: Logging In & Registering for Classes

Goals:

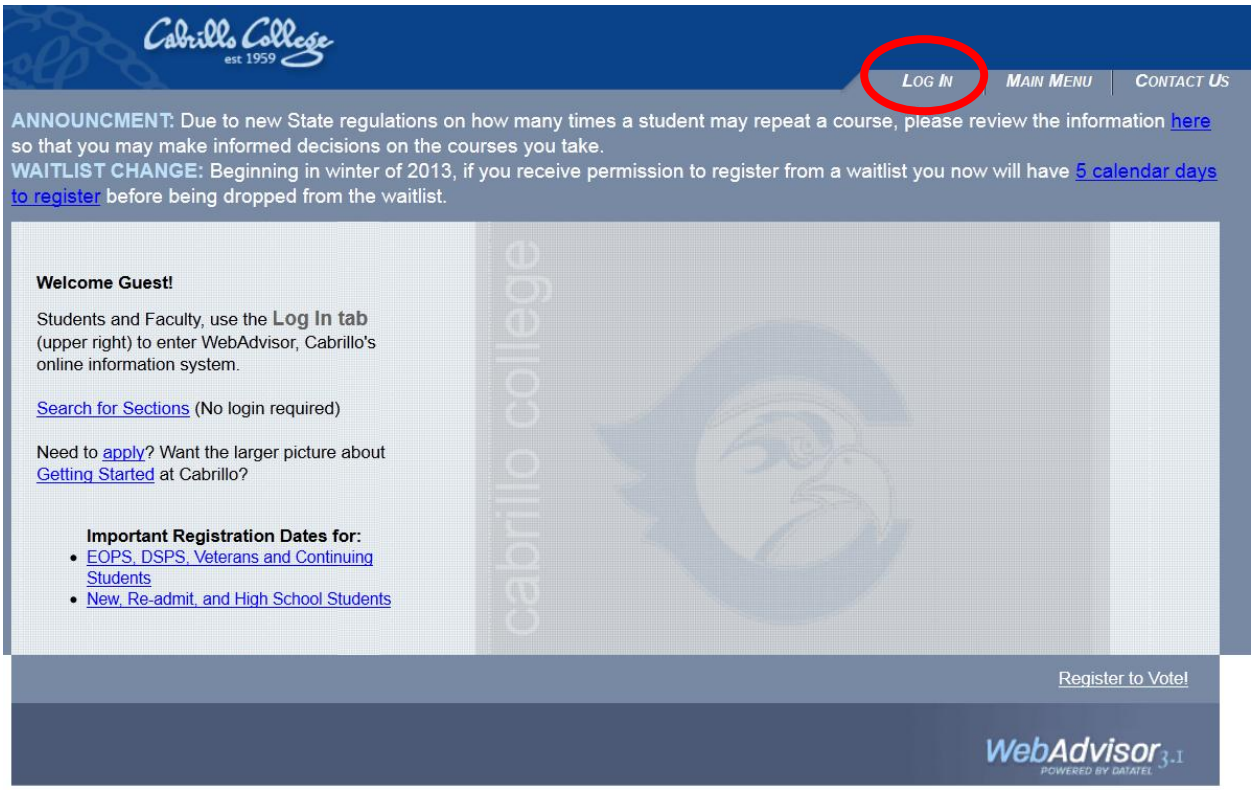
1. Log-In To WebAdvisor
2. Register For Classes
3. Print Schedule
4. Pay For Classes
5. Log-Out

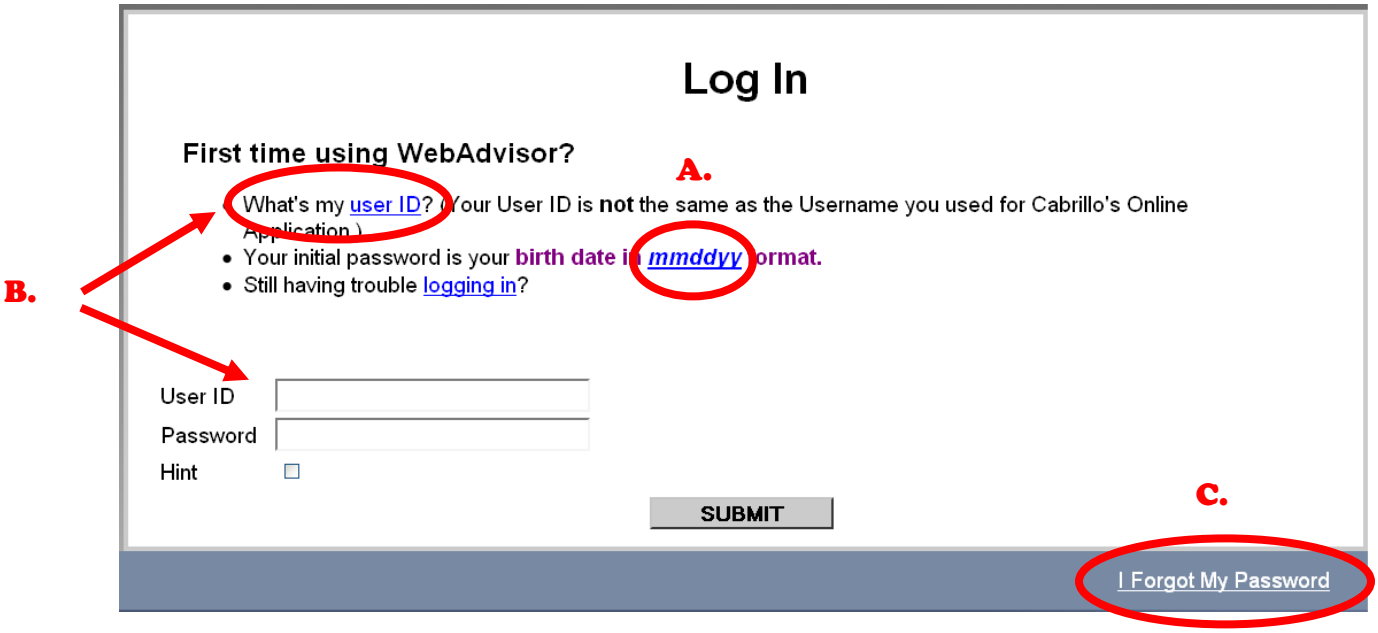
Log-In To WebAdvisor

Open www.cabrillo.edu in an internet browser. Click on "WebAdvisor" near the top right of the page.

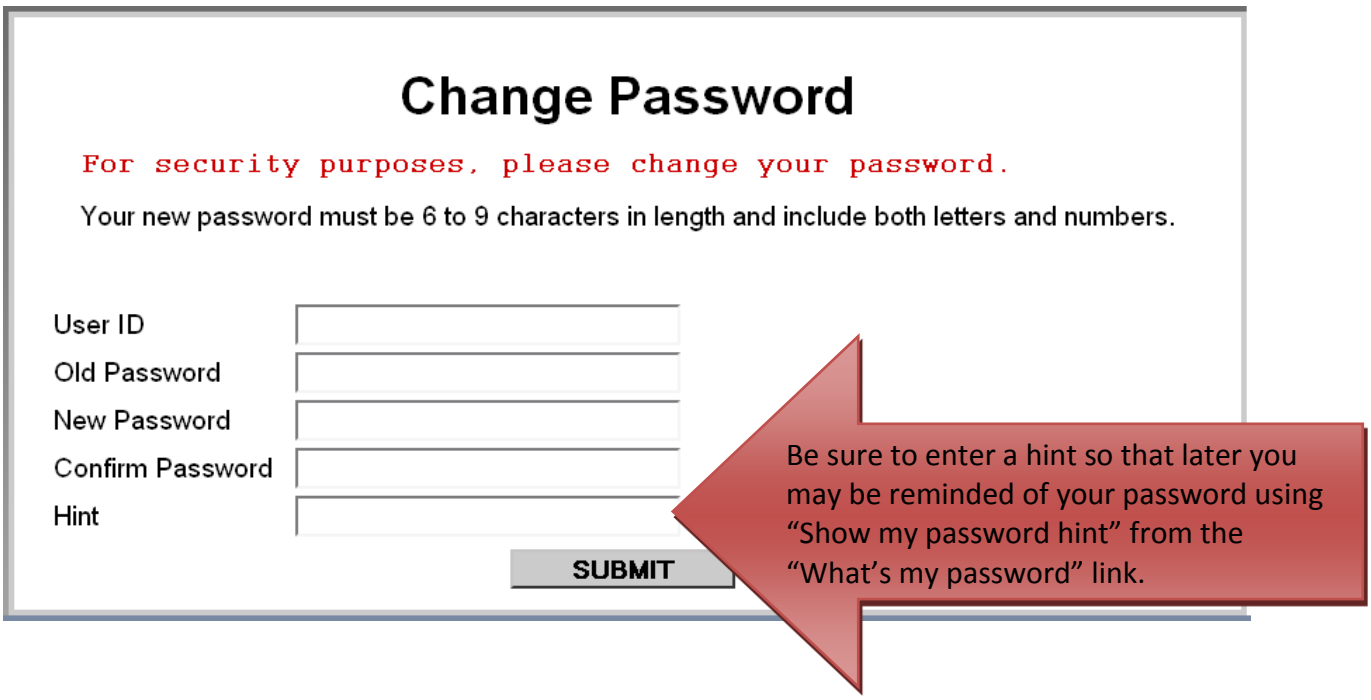


The blue screen that appears next is the WebAdvisor homepage. Both new and returning students need to start with logging in. (first screen shot on next page)





A. New Students: If this is your first time logging in click "User ID" retrieve your user ID. Once you've retrieved your user name click on "Log In" to get back to the log in screen. Your initial password is your birthday in "mmddyy" format. *For example if your birthday is January 15, 1982, enter 011582.* After logging in, the system will ask you to fill out the following information (including setting a new password).

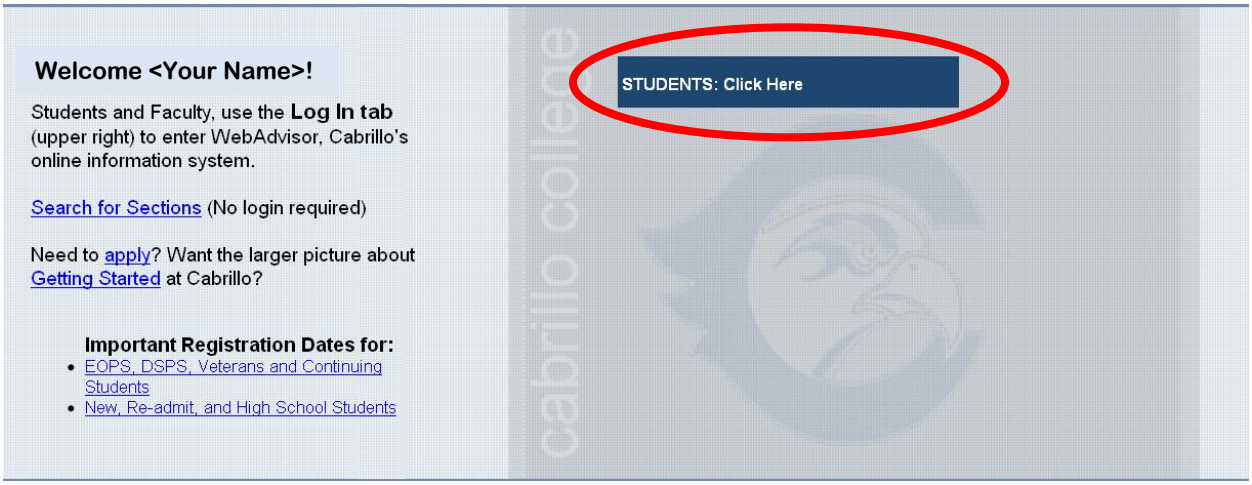


B. Returning Students: Enter your user name and password to log in. If you have forgotten your user name, click on "What's my User ID?".

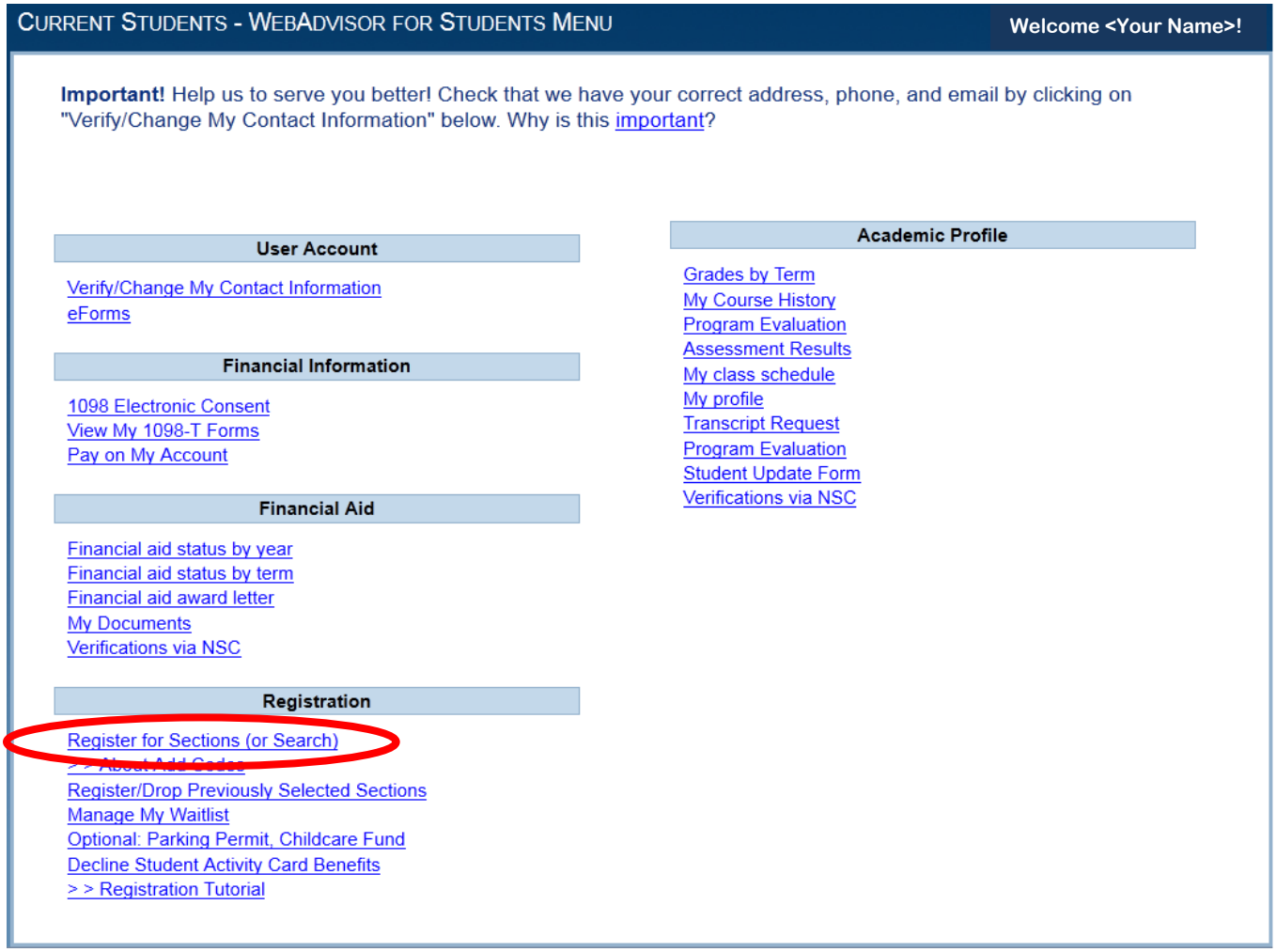
C. Forgot Your Password? If you have forgotten your password, use the "I Forgot My Password" link at the bottom of the page to either view your password hint, or to have a temporary password sent to your email address on file. If the email address on file is no longer valid, complete and submit a Change of Student Information Form (which may be submitted by fax or in person). You may also call 831-479-6201 for assistance.

Register For Classes

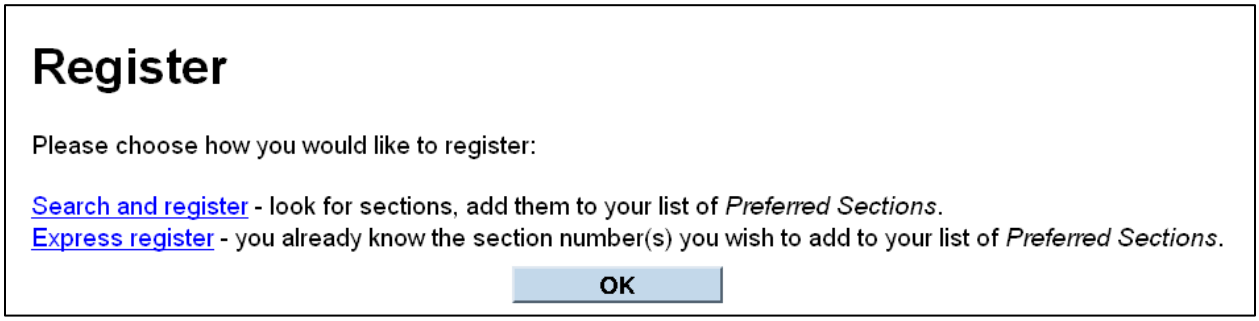
After logging in, click the "Students: Click Here" link from the main menu to get to the "Student's Menu".



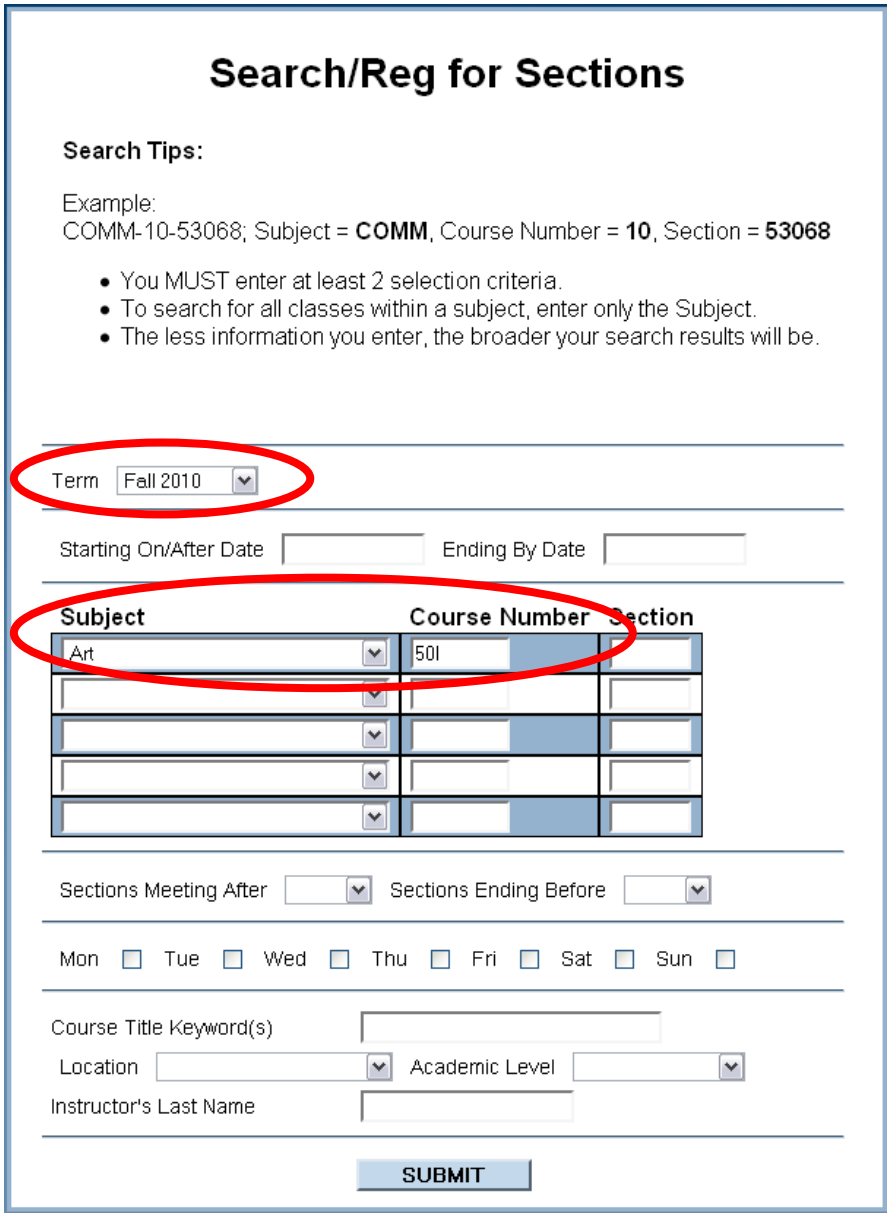
To register for classes prior to the start of term/class click on the "Register for Sections (or Search)" link on the "Student's Menu" page.



You have two options to register: “Search and Register” or “Express Register.” Follow the prompts to select your classes.



Using Search & Register



You must enter at least two selection criteria…such as *Term* and *Subject*. This example indicates a search for all Art 50L classes in the Fall 2010 term.

See the results of this search on the next page.

Section Selection Results

Important! If "(more)" is indicated on the Meeting Information, click the section link to see additional meeting days and times for that section.

Courses and programs offered are subject to change without notice.

Narrow my search ☐

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
☐	Fall 2010	Open	ART-50L-67498 (67498) Gallery Viewing Lab	Main Campus	08/30/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	139 / 200 / 0	0.50	
☐	Fall 2010	Open	ART-50L-67499 (67499) Gallery Viewing Lab	Main Campus	09/27/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	34 / 150 / 0	0.50	
☐	Fall 2010	Open	ART-50L-67500 (67500) Gallery Viewing Lab	Main Campus	10/25/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	28 / 100 / 0	0.50	
☐	Fall 2010	Open	ART-50L-67501 (67501) Gallery Viewing Lab	Main Campus	11/22/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	14 / 60 / 0	0.50	
☑	Fall 2010	Open	ART-50L-67502 (67502) Gallery Viewing Lab	Main Campus	12/13/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	10 / 60 / 0	0.50	

SUBMIT

To choose a section click on the checkbox in the Select column, then click submit. This adds this course to your Preferred Sections list. *Note: You are not yet registered, please continue.*

Using Express Registration

Express Registration

Enter your section number(s).

- Example: For ENGL 100 55625, enter 55625.
- If you do not have the sections numbers, use Search and Register.

Section

SUBMIT

Simply enter the section numbers of the courses you wish to register for. Clicking submit will add these classes to your Preferred Sections list.

The next screen will be Section Selection Results (same as above). *Note: You are not yet registered, please continue.*

Interpreting the Availability of a Course

Below are examples of an open class, a class with people on the wait list, and a class that is completely closed (no seats available and the waitlist is full).

	Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code
A.		Fall 2010	ART-50L-67501 (67501) Gallery Viewing Lab	Main Campus	11/22/2010-12 /18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	14 / 60 / 0	0.50	
B.		Fall 2010	CAHM-50C-67640 (67640) Intro Appetizers	Main Campus	11/10/2010-12 /08/2010 Lecture Wednesday 05:30PM - 08:50PM, Building 400, Room 405	S. Slater	0 / 60 / 9	1.00	
C.		Fall 2010	CG-54-67686 (67686) Career Planning	Main Campus	11/20/2010-11 /20/2010 Lecture Saturday 09:00AM - 06:05PM, Library, Room 1097 (more)...	B. Schulz	0 / 30 / 15	1.00	

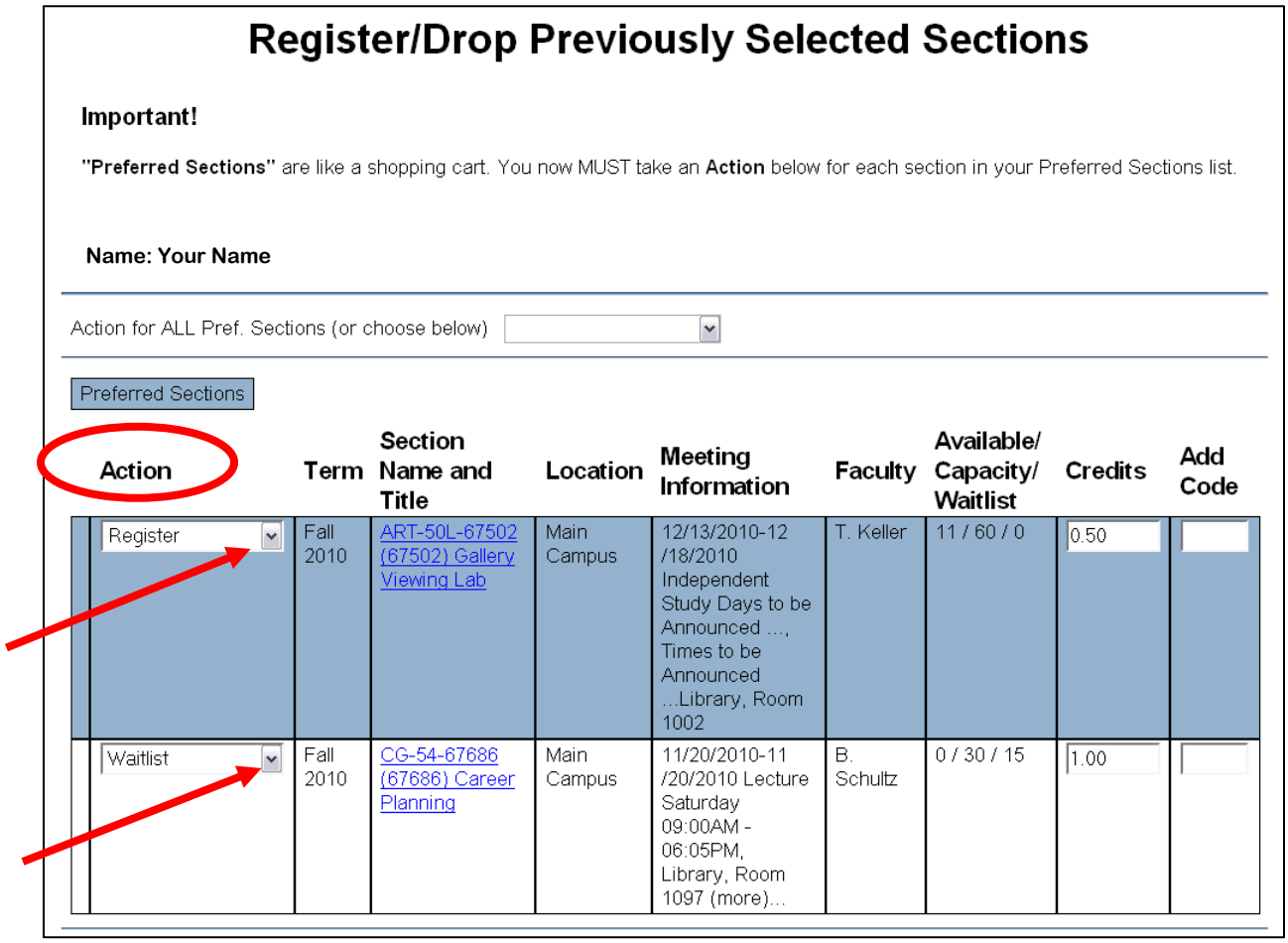
Example A is a class that has 14 seats available, a total capacity of 60 seats, and nobody on the waitlist. You may register for this class.

Example B is a class that has no seats available, a total capacity of 60, and nine people are on the waitlist. Because Cabrillo caps most waitlists at 15, there is still room for you to waitlist for this course.

Example C is a class that has no seats available, a total capacity of 30, and the waitlist is full at 15. You may not register nor waitlist for this course.

Continue to the next page to complete your registration…

After selecting the sections you would like to register for you must chose an action for each class; Register, Waitlist or Remove from List.



Register/Drop Previously Selected Sections

Important!

"Preferred Sections" are like a shopping cart. You now MUST take an **Action** below for each section in your Preferred Sections list.

Name: Your Name

Action for ALL Pref. Sections (or choose below)

Preferred Sections

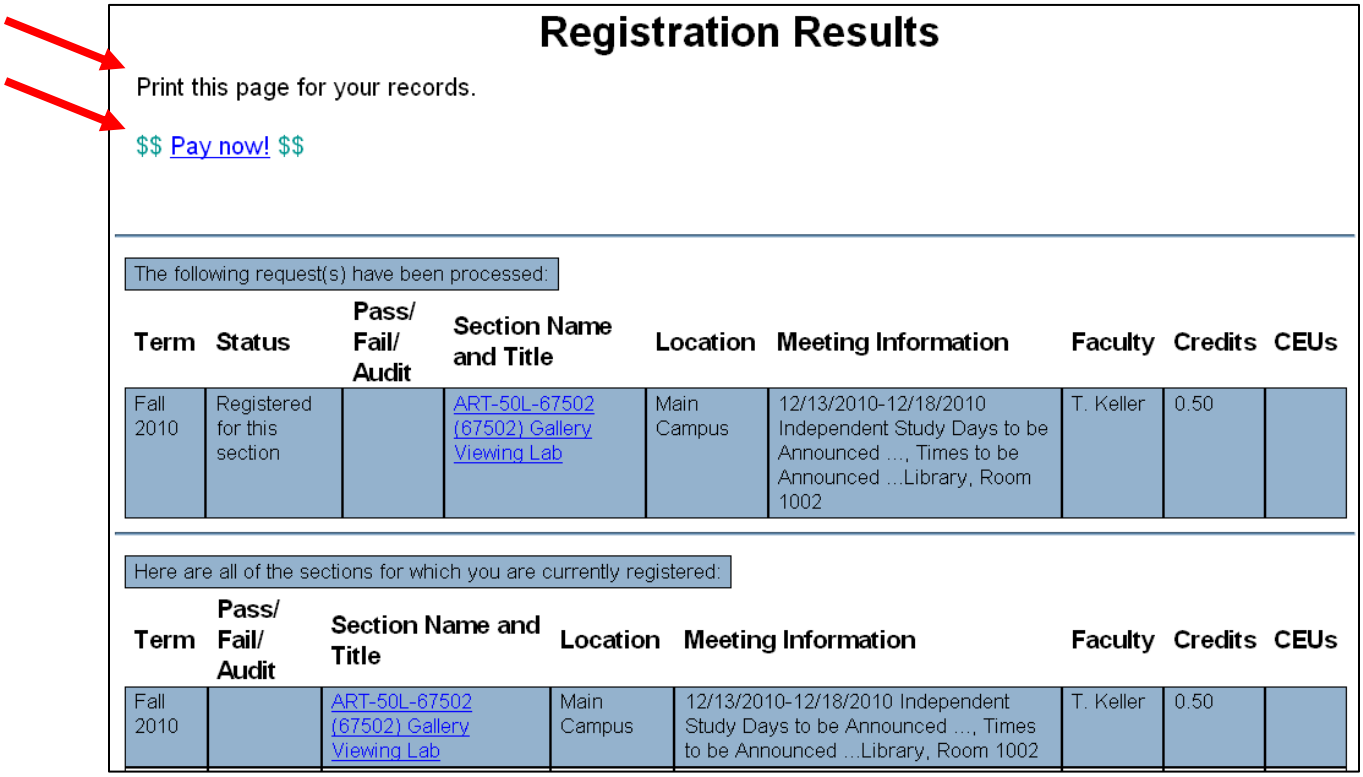
Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code
Register	Fall 2010	ART-50L-67502 (67502) Gallery Viewing Lab	Main Campus	12/13/2010-12 /18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	11 / 60 / 0	0.50	
Waitlist	Fall 2010	CG-54-67686 (67686) Career Planning	Main Campus	11/20/2010-11 /20/2010 Lecture Saturday 09:00AM - 06:05PM, Library, Room 1097 (more)...	B. Schultz	0 / 30 / 15	1.00	

This page acts like a 'shopping cart' for many other internet sites. If you stop here and do not tell WebAdvisor what you would like to do with the classes you have selected, you will not be registered for classes.

Once you have selected an action for each course, scroll down to the bottom of the page and click "Submit."

Continued…

Once your request has been processed your “Registration Results” page will pop up with the results of your request.



Registration Results

Print this page for your records.

$$ Pay now! $$

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2010	Registered for this section		ART-50L-67502 (67502) Gallery Viewing Lab	Main Campus	12/13/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	0.50	

Here are all of the sections for which you are currently registered:

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Fall 2010		ART-50L-67502 (67502) Gallery Viewing Lab	Main Campus	12/13/2010-12/18/2010 Independent Study Days to be Announced ..., Times to be Announced ...Library, Room 1002	T. Keller	0.50	

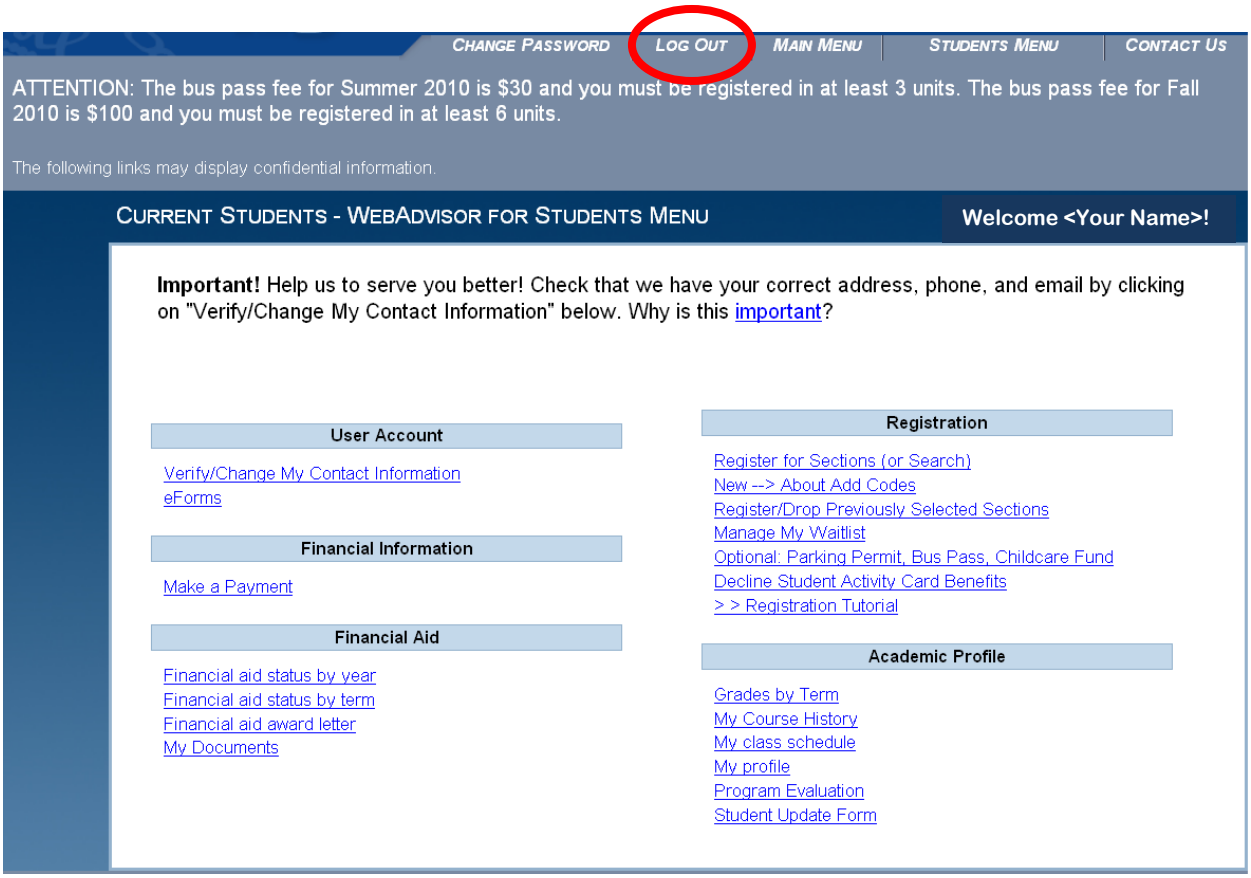
Print Schedule:
Print this page for your records!! The “Registration Results” page is a great page to print to see your schedule and to be sure that you have officially registered. Otherwise visit the “My class schedule” link from the Student’s Menu page for an alternative page to print.

Pay For Classes:
From the Registration Results page you also have the opportunity to pay for classes using the “$$ Pay Now! $$” link. Additionally you may use the “Make a payment” link from the Student’s Menu to pay fees. Payment is due within five working days of registering for classes. There are three ways to pay your fees; online, by mailing a check with your student ID number on it, or visit the College Bank in person, Monday through Thursday from 9:00 AM to 3:30 PM and Friday 9:00 AM to 12:00 PM.

Continued…

Log Out

When you have finished using WebAdvisor please do not forget to log out so that your records will remain confidential. This is especially important if you are using a computer that is shared with others such as at your high school or public library.



If you are having trouble using WebAdvisor please visit Admissions & Records in either Aptos or Watsonville for assistance. We can help you in person on one of the computers in the lobby. We encourage all students to try to log in to WebAdvisor before their registration day/time to become familiar with the system. That way if a problem comes up it can be fixed before registration. You may also call our office at (831) 479-6201 for assistance by phone.