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” to retrieve your user ID. Once you’ve retrieved your user name click on “Log In” to get back to the login 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 If the email address on file is no longer valid, complete and submit a Change of Student Information Form (which may be submitted by fax or in person).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.

**Register**

Please choose how you would like to register:

- **Search and register** - look for sections, add them to your list of Preferred Sections.
- **Express register** - you already know the section number(s) you wish to add to your list of Preferred Sections.

**Using Search & Register**

**Search/Reg for Sections**

**Search Tips:**

Example: COMM-10-53068; Subject = COMM, Course Number = 10, Section = 53068

- You MUST enter at least 2 selection criteria.
- To search for all classes within a subject, enter only the Subject.
- The less information you enter, the broader your search results will be.

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.
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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Section</th>
<th>Section</th>
<th>Section</th>
<th>Section</th>
<th>Section</th>
</tr>
</thead>
</table>

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).

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.

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**

<table>
<thead>
<tr>
<th>Term</th>
<th>Status</th>
<th>Pass/Fail/Audit</th>
<th>Section Name and Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Credits</th>
<th>CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>Registered for this section</td>
<td></td>
<td>ART-50L-67502 (07502) Gallery Viewing Lab</td>
<td>Main Campus</td>
<td>12/13/2010-12/18/2010 Independent Study Days to be Announced ... Times to be Announced ... Library, Room 1002</td>
<td>T. Koller</td>
<td>0.50</td>
<td></td>
</tr>
</tbody>
</table>

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.