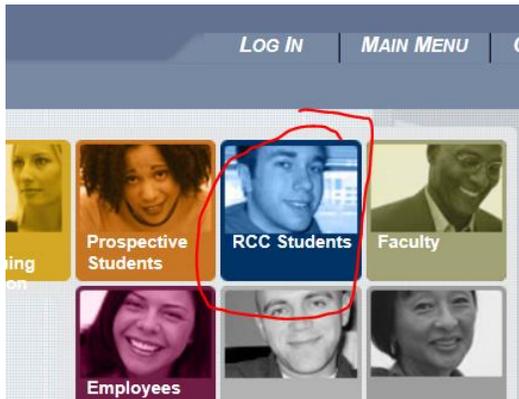


The A, B, C's of Self-Registration.

A

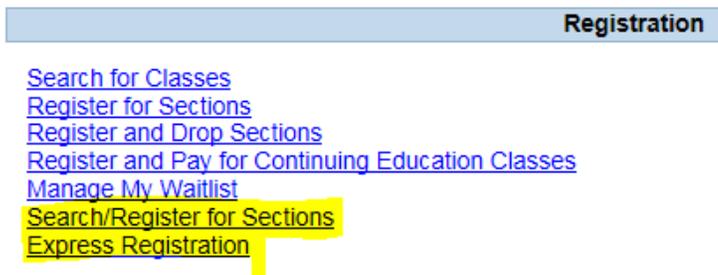
In WebAdvisor, log in as RCC Student.



Use your usual credentials or log in through MyRCC portal and select WebAdvisor.

B

Look for the Registration menu. You will find Search/Register for Sections and Express Registration to be the most useful:



KNOW THE COURSES REQUIRED IN YOUR MAJOR! Don't assume that you and your buddies can use the same courses! Notice the options selected in the search below:

C

The following search will find all ENG-111 and MAT-110 curriculum courses taught in 2015 Spring.

Term

Starting On/After Date Ending By Date

Subject	Course Level	Course Number	Section
English		111	
Mathematics		110	

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sunday

Course Title Keyword(s)

Location Academic Level

Instructor's Last Name

SUBMIT

After submitting, here is what that search returned.

Select	Term	Status	Section Name and Title	Location	Meet
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D1 (6730) Writing and Inquiry	Main Campus	01/08 10:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D2 (6788) Writing and Inquiry	Main Campus	01/08 09:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D3 (6804) Writing and Inquiry	Main Campus	01/08 10:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D4 (6868) Writing and Inquiry	Main Campus	01/08 11:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D5 (6733) Writing and Inquiry	Main Campus	01/08 02:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D6 (6836) Writing and Inquiry	Main Campus	01/07 Class
<input checked="" type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-D7 (6867) Writing and Inquiry	Main Campus	01/08 09:50
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-MD1 (6722) Writing and Inquiry	Main Campus	01/07 12:00
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-MD2 (6723) Writing and Inquiry	Main Campus	03/07 08:00
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-MD4 (6786) Writing and Inquiry	Main Campus	03/07 10:00
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-N1 (6835) Writing and Inquiry	Main Campus	01/12 Bldg.
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-O1 (6941) Writing and Inquiry	Virtual Classrooms	01/07 Friday
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-O99 (6916) Writing and Inquiry	Virtual Classrooms	01/07 Friday
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D1 (7143) Math Measurement & Literacy	Main Campus	01/07 Vocat
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D2 (6721) Math Measurement & Literacy	Main Campus	01/07 Class
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D3 (7144) Math Measurement & Literacy	Main Campus	01/07 Vocat
<input checked="" type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-MD2 (7147) Math Measurement & Literacy	Main Campus	03/07 08:00
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-N1 (7145) Math Measurement & Literacy	Main Campus	01/07 Class
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-O1 (7146) Math Measurement & Literacy	Virtual Classrooms	01/07 Annoi



Check the boxes of courses you wish to save to a list of preferred courses and SUBMIT to get the selection option.

In this example, two night courses have been selected. **SUBMIT** again.

	2016SP		Inquiry		10:00AM - 11:20AM, Classroom Bldg, Room 1447B	Edmonds	
<input checked="" type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-N1 (6835) Writing and Inquiry	Main Campus	01/12/2016-05/03/2016 Classroom Hours Tuesday 06:00PM - 08:40PM, Classroom Bldg, Room 1403A	D. Sutton, C. Edmonds	21 / 23
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-O1 (6941) Writing and Inquiry	Virtual Classrooms	01/07/2016-05/06/2016 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be AnnouncedVirtual Classrooms, Room 9903	C. Edmonds	22 / 25
<input type="checkbox"/>	Curriculum 2016SP	Open	ENG-111-O99 (6916) Writing and Inquiry	Virtual Classrooms	01/07/2016-05/06/2016 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be AnnouncedVirtual Classrooms, Room 9903	A. Lamb, C. Edmonds	18 / 25
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D1 (7143) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 Classroom Hours Tuesday, Thursday 08:00AM - 08:50AM, Vocational Bldg, Room 920 (more)...	C. Johnson, L. McIntyre	20 / 25
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D2 (6721) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 Classroom Hours Monday, Wednesday 10:00AM - 10:50AM, Classroom Bldg, Room 1408B (more)...	C. Johnson, L. McIntyre	26 / 28
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-D3 (7144) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 Classroom Hours Tuesday, Thursday 01:00PM - 01:50PM, Vocational Bldg, Room 924 (more)...	C. Gaddy, L. McIntyre	22 / 25
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-MD2 (7147) Math Measurement & Literacy	Main Campus	03/07/2016-05/06/2016 Classroom Hours Monday, Tuesday, Wednesday, Thursday 08:00AM - 08:50AM, Biology Lab, Room 709 (more)...	N. Terry, L. McIntyre	24 / 24
<input checked="" type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-N1 (7145) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 Classroom Hours Monday, Wednesday 06:00PM - 06:50PM, Classroom Bldg, Room 1408B (more)...	N. Terry, L. McIntyre	26 / 28
<input type="checkbox"/>	Curriculum 2016SP	Open	MAT-110-O1 (7146) Math Measurement & Literacy	Virtual Classrooms	01/07/2016-05/06/2016 Classroom Hours Monday, Wednesday, Friday Times to be AnnouncedVirtual Classrooms, Room 9907 (more)...	D. Williams, L. McIntyre	21 / 25

SUBMIT



Under “**Action**” the drop down menu has two options for the courses you have reserved (selected): “Register” and “Remove from the List” (of possible choices).

Action for ALL Pref. Sections (or choose below)

Preferred Sections

Action	Term	Section Name
Register ✓	Curriculum 2016SP	EN...
Register Pass/Fail	Curriculum 2016SP	MA...
Audit		
Remove from List ✓		
Waitlist		

Drop Term Pass/ Audit Section Name

<input type="checkbox"/>			You are not currently
--------------------------	--	--	-----------------------

“**Register**” if you wish to add a course to your schedule.

“**Remove from List**” if it is no longer a course you are considering.

When you are ready, **SUBMIT**.

The following screenshot shows the results for this activity.

The student registered for MAT-110.

Registratio

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meet
Curriculum 2016SP	Removed from Preferred Sections		ENG-111-N1 (6835) Writing and Inquiry	Main Campus	01/12/ Room
Curriculum 2016SP	Registered for this section		MAT-110-N1 (7145) Math Measurement & Literacy	Main Campus	01/07/ Class

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

Term	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information
Curriculum 2016SP		MAT-110-N1 (7145) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 C 1408B (more)...

F

To check your work, see **My Class Schedule**. You will need to select the term.

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [Test Summary](#)
- [Application for graduation](#)
- [Transcript Request Status](#)
- [My educational plan](#)
- [My class schedule](#)
- [My profile](#)
- [Degree Works](#)

This student has successfully registered for MAT-110-N1 but there is a problem!

Now to check to see if the registered course is in the major and if it is Financial Aid eligible, select Program Evaluation:

Academic Profile

- [Grades](#)
- [Grade Point Average by Term](#)
- [Transcript](#)
- [Program Evaluation](#)
- [Test Summary](#)
- [Application for graduation](#)
- [Transcript Request Status](#)
- [My educational plan](#)
- [My class schedule](#)
- [My profile](#)
- [Degree Works](#)

The active major to be evaluated has been selected below:

Program Evaluation

You may select either an active program or a "What if" program.

= Required

Choose One Active Programs

<input type="radio"/>	CONED Continuing Education
<input checked="" type="radio"/>	A10100 Associate in Arts

What if I changed my program of study?

What work do you want to include?

SUBMIT

G

Oops! This math is not listed in the A10100 degree program!

```

=====
DRE-098 Integrated Readin 10/26/15 ---      0 *NE
=====
OTHER COURSES:
Registered Earned
Credits Credits
CTS-130..... 2007FA  W    3.00   0.00  *S(W)
  Spreadsheet
DMA-065..... 10/26/15    2.00   0.00  *NE
  Algebra for Precalculus
MAT-110..... 2016SP    3.00  ( 3.00) *PR
  Math Measurement & Literacy
(Credits in parentheses are anticipated earned)
=====
NOTE:
    
```

Looking in the OTHER COURSES section of the program evaluation, you can see that MAT-110 is listed there—which means it has been rejected by the program evaluation as being outside the major. This student has not signed up for the correct math course for this degree. This course needs to be dropped during early registration and replaced with the correct course. If you believe a valid course has been rejected in error, visit the Records Office!

H

Express Registration is another way to register.

Page 1 of 1

Term	Status	Section Name and Title	Location	Meeting Information
Curriculum 2016SP	Open	ENG-111-D5 (6733) Writing and Inquiry	Main Campus	01/08/2016-05/06/2016 Classroom Hours Classroom Bldg, Room 1403A

Page 1 of 1

The search above turned up a daytime English that fits our schedule: ENG-111-D5. Notice the highlighted 4-digit number. Select **Express Registration** from the registration menu. Enter the four digit number and submit:

Synonym	Subject	Course Number	Section Number	Term
6733	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				

SUBMIT

The next screen provides options to:

1. Register for ENG-111-D5
2. Remove ENG-111-N1 from the pick list
3. Drop the MAT-110 which we discovered was not in the major.

Name Beth H. Carmical

Action for ALL Pref. Sections (or choose below)

Preferred Sections

	Action	Term	Section Name and Title	Location	Meeting Information
1	<input type="text"/>	Curriculum 2016SP	ENG-111-D5 (6733) Writing and Inquiry	Main Campus	01/08/2016-05/06/2016 Classroom Hours Mond 02:50PM, Classroom Bldg, Room 1403A
2	<input type="text"/>	Curriculum 2016SP	ENG-111-N1 (6835) Writing and Inquiry	Main Campus	01/12/2016-05/03/2016 Classroom Hours Tues Bldg, Room 1403A

Current Registrations

	Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information
3	<input checked="" type="checkbox"/>	Curriculum 2016SP		MAT-110-N1 (7145) Math Measurement & Literacy	Main Campus	01/07/2016-05/06/2016 Classroom H Room 1408B (more)...

If one of my choices is not available

SUBMIT to lock in choices. Always check your results using My Class Schedule and the Program Evaluation.