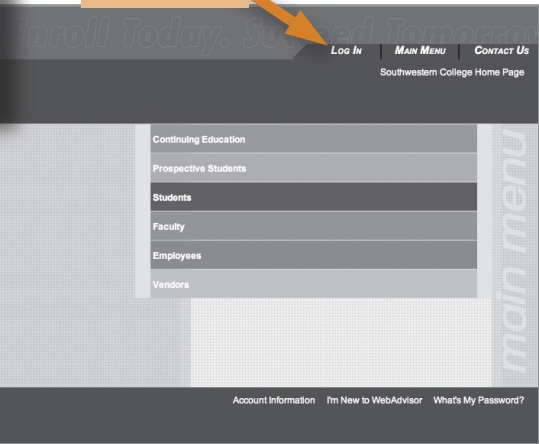


WEBADVISOR REGISTRATION INSTRUCTIONS



Sign in at www.swccd.edu and click on "WebAdvisor" under E-tools <https://webadvisor.swccd.edu>

To begin click "Log In"



STUDENTS:
Enter your User Name:
 Use the first initial of your first name, the first initial of your last name, 0(zero) and your student ID# (all lower case - no spaces)
Example: John Smith ID# 999-999 would enter: js0999999

FACULTY & STAFF:
Enter your User Name:
 Use the first initial of your first name then your last name
Example: John Baker would enter: jbaker

Enter your password.
First time users only need to enter their date of birth (in mmdyy format). Once you do this your password will expire and you will need to change it. When changing your password you will need to choose a password that is 6 to 9 characters in length and include **both letters and numbers**.

If you cannot remember your password click on this link [Reset my password](#).

User ID
 Password
 Hint

Type your User ID and your password

If you need help, call any of the Admissions Offices at:
 619-482-6550, CV campus
 619-216-6665 HEC, National City
 619-216-6750 HEC, Otay Mesa
 619-216-6790 HEC, San Ysidro

Change Password

Your password has expired. Please choose a new password.
 Your new password must be 6 to 9 characters in length and include both letters and numbers.

* = Required

User ID:*

Old Password:*

New Password:*

Confirm Password:*

My password hint:

Your new password must be 6 to 9 characters in length and include both letters and numbers.



[Log Out](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome

The following links may display confidential information.

User Account

- I'm New to WebAdvisor
- What's my User ID?
- Change/Reset my Password
- Update your email/telephone number/address

Academic Profile

- Administrative Holds
- My class schedule
- Grade Point Average by Term
- My class schedule
- National Student Clearinghouse
- Prerequisite Petitions
- Unofficial Transcript

Registration

- Buy Parking Permit
- Drop Classes
- My Waitlist
- Registration Appointment
- Register for Classes
- Registration Statement
- Registration and Waitlist Information
- Search for Classes
- Register and Pay for Continuing Education Classes

Courses and Programs

- Academic Calendar
- Adding and Dropping a Class Procedures
- Adding a Waitlisted Class Procedure
- Class Change Procedures

Click on "Register for Classes"



CURRENT STUDENTS

Search and register for classes
 Use this option if you would like to look for classes, add them to your preferred list of classes and then register.

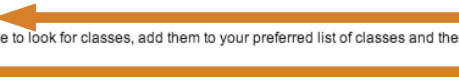
Express registration
 Use this option if you know the exact subject, course number, and section (or synonym) of the class you want to register for. (Example: MATH 100 01 or Synonym 42765).

Register for previously selected sections
 Use this option if you have already placed sections on your preferred list and would like to now register for them.
Note: This information is deleted one week prior to registration for the next term.

[CHANGE PASSWORD](#) | [LOG OUT](#) | [MAIN MENU](#) | [STUDENTS MENU](#) | [CONTACT US](#)

There are two primary registration options:

1. **"Search and Register for Classes"** — if you do NOT know the course section and number
2. **"Express Registration"** — if you DO know the course section number



WEBADVISOR REGISTRATION INSTRUCTIONS

Search/Register for Classes

* = Required

Term*

Starting On/After Date (mm/dd/yy) Ending by Date (mm/dd/yy)

Subject	Course Number	Section
<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"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s) Course Types

Location Academic Level

Instructor's Last Name

For OPTION ONE—Select “**Spring 2013**” from the “**Term**” pull-down menu

Select “**Subject**” from the pull-down menu, then type in the course number you are interested in finding

Express Registration

* = Required

Term*

Class Number	Subject	Course Number	Section Number
<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"/>	<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"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For Option Two—Select the **Term** from the pull-down menu

Type in a Class Number then click “**Submit**”

Section Selection Results

Narrow my search

Re-sort my results

Select Section(s)	Term	Status	Section Title	Faculty	Available/Capacity/Waitlist	Credits	Acad Level	Material Fees
<input checked="" type="checkbox"/>	2008		(3954)	atory MWF 08:00AM - Nielson, Janis	-6 / 36 / 4	1.00	UG	
<input type="checkbox"/>	Fall 2008	Waitlisted	ES/A- (3955)	atory MWF 11:00AM - Hardiman, Melanie	-12 / 36 / 3	1.00	UG	
<input type="checkbox"/>	Fall 2008	Waitlisted	ES/A- (3955) Body Sculpt-I-V	atory TTH 07:30PM - Redmond, Janis	6 / 36 / 3	1.00	UG	

Put a check mark next to the class(es) you want to register for

Register and Drop Sections

Under "Action" select "Register" and click Submit

Action	Term	Section Name and Title	Information	Faculty	Available/Capacity/Waitlist	Credits	Add Code (After Term Begins)
Register	Fall 2008	ES/A-111ABCD-04 (3) for Cardiovascular Fit	9-12/19/2008 Laboratory MWF 08:50AM, Room TRAK	Stone,Art	3 / 36 / 0	1.00	
Register	Fall 2008	ES/A-111ABCD-03 (3) for Cardiovascular Fit	9-12/18/2008 Laboratory TTH 09:15AM, Room TRAK	Stone,Art	10 / 36 / 0	1.00	

Registration Results

An electronic acknowledgement of this event has been mailed to prament@swccd.edu

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
Fall 2008	Registered for this section		CIS-10B-50 (38998) ROP- Hardware/Software Upgrade	Main Campus	10/25/2008-12/06/2008 Lecture S 08:00AM - 12:00PM, Room 544 Laboratory S 12:30PM - 04:30PM, Room 544	J. Ancho	2.00	

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

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
Fall 2008		CIS-10B-50 (38998) ROP- Hardware/Software Upgrade	Main Campus	10/25/2008-12/06/2008 Lecture S 08:00AM - 12:00PM, Room 544 Laboratory S 12:30PM - 04:30PM, Room 544	J. Ancho	2.00	

Here are all of the sections for which you are waitlisted (not registered):

Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Credits	Material Fees
You are not currently waitlisted in any courses.							

OK

Here are the classes for which you are currently registered. If you are done registering click "Make Payment" to pay online.

Attention all students Got email?

A **valid email account** is **required** at Southwestern College for registration.

Need an email account? Check out these free websites:

Hotmail www.hotmail.com

Google Mail www.gmail.com

Yahoo Mail www.mail.yahoo.com

To update your email address, please visit WebAdvisor at <https://webadvisor.swccd.edu> or if you need more information call any admissions office.

A valid email account will be required in order to:

- Get your registration appointment date and time.
- Get confirmation on your registration and fees.
- Get your current schedule when you make registration changes.
- Get into a waitlist
- Get Financial Aid updates.

