Web Registration Instructions

Before Registration

Logging on to WebAdvisor
To access WebAdvisor use this link: https://webadvisor.cca.edu. To log on, enter your CCA user name and password. Log on questions are addressed in the WebAdvisor User Guide for Students, on the WebAdvisor Main Menu page.

Web Registration Times
Each student will be assigned a specific 3 hour block of time to register for classes online. Your priority day/time will be emailed to you at your CCA email address and can also be viewed on WebAdvisor. Priority registration will start with graduate students and then move on to seniors, juniors, sophomores, and freshmen. You are advised to register during your assigned 3 hour block; this will give you the highest possible priority. You may check your times in WebAdvisor, on the My Registration Priority page.

Students who miss their original 3 hour time block will also have make-up sessions available to them. These make-up sessions will be listed in detail to each student in the email message that lists priority registration assignments.

Degree Audit
Have a copy of your degree audit and any notes from advising with you when you log on to register. Your degree audit is your guide to your outstanding requirements and their course numbers.
Schedule of Classes
The current year’s schedule of classes is available through WebAdvisor for viewing and planning purposes. Please note that the course schedule is subject to change.

Please Note: Registration for Internships, Independent Studies, and Graduate Studio Practice must be submitted on paper to Student Records by the end of the add/drop period.

Preferred Sections
You can make a wish list of preferred classes in advance of registration. To do this initially, go to the Search and Register for Sections link and follow the Register for Sections instructions below. If you want to return to your Preferred Sections list, choose the Register and Drop Sections link.

My Holds
Holds block registration and will need to be cleared before you can register. Check My Holds in WebAdvisor to view holds on your record. Go to the office that has placed the hold (i.e. Student Accounts, Library, Media Center), and make arrangements to have the hold removed so you can register at your assigned time.

10 o'clock means 10 o'clock
Please note that the end time for your registration appointment, and the end time of make-up sessions available to you, are hard deadlines. You must be sure you are completely finished with registration and have clicked on the submit button prior to the end time of your session.
Registration

Access WebAdvisor from CCA's homepage or directly from https://webAdvisor.cca.edu.

From WebAdvisor's Welcome page click on the Log In tab

Enter your User ID and Password, Click on Submit

Click on Students

Register For Sections

From the Registration menu, select Register for Sections, then Search and Register for Sections to view sections available for a specific term.

Step 1: Enter your selection criteria to search the schedule of classes and build your Preferred Sections list. You must enter the term in the top box and at least one other select criterion. If you enter multiple subjects, the sections offered will be listed in alphabetical order by subject.

Once you’ve entered your search parameters, click Submit.
Step 2: To move Course Sections to your Preferred Sections list, check the box next to each section and click Submit. The Status column shows if the class is open or closed. The Available/Capacity column shows how many spaces are still available, and the maximum capacity for that class.

Step 3: Register course sections from your Preferred List by either selecting the Register action from the drop-down menu at the top of the page to register for all classes in your list, or select Register from the drop-down menu next to each course.
Select the **Remove From List** action to remove the courses from your Preferred List that you do not wish to register for.

**Step 4:** Web Advisor notifies you of failed registrations with red-lettered notations at the top of the screen. Select **Remove From List** to remove courses that you will not be allowed to register for because you did not meet the pre-requisites or other class restrictions (i.e. Junior or Senior level only).

If you were not allowed to register because of a hold on your record, you do not need to remove sections from the preferred sections list. You will not be able to register until the holds are cleared. Please check the My Holds page for more information.

Click OK on Registration Results screen to complete registration.

**Step 5:** Print your Class Schedule and your Degree Audit.

**My Class Schedule**
From the **Academic Profile** menu, select My Class Schedule.
Select the term and click Submit.

Check your schedule again prior to the first day of classes to confirm your class days and times and room locations.

**Degree Audit**
From the **Academic Planning** menu, select Program Evaluation/Degree Audit.
Run your degree audit to confirm that the classes you have chosen fulfill the correct requirements.
Dropping Classes

From the Registration Menu, select Register for Sections, then Drop Sections. Check the box next to the class you wish to drop and click Submit.

Check the sections you wish to drop

Click OK on the Registration Results screen.

Confirmation that section was dropped
After Registration

Add/Drop
You can change your schedule online during your priority registration assigned time or during make-up sessions available to you.

Any further add/drops or registration must be submitted on paper to the Student Records Office during the add/drop period, the first two weeks of the term. Any class adds require the instructor signature. You do not need approval to drop classes.

Internships/Independent Study/Graduate Studio Practice
Registration for Internships, Independent Studies, and Graduate Studio Practice must be submitted on paper to Student Records by the end of the add/drop period.

Degree Requirements
Once you have registered be sure to review your audit and understand which requirements you will be fulfilling in your next semester. If a class you have just registered is showing in other courses/fall-through, please come to Student Records for assistance.

Class Schedule
Be sure to review/print your class schedule again immediately prior to term start to confirm your classes, times, and locations.

Questions
If you have questions about holds on your record, contact the office that placed the hold (i.e. Student Accounts, Library, Media Center).

If you have questions about failed registration or your degree audit, contact Student Records. There are computers available for student use at both Student Records offices, and the Records staff will assist you as needed.