How to Register
Self-Service

June 2018/LL & VS
How to Sign In:

Click on Log In & follow the steps

Click on Students
## User Account
- I'm New to WebAdvisor
- What's my User ID?
- Retrieve Password
- What's my Student ID / Catalogue ID?

## Make A Payment
- Make a Payment (Payment due at time of registration)
- Payment Details
- Registration Agreement ( Charges, Payments, Classes)
- Due for Non-Payment Important Information

## Financial Aid
- Government Financial Aid
- University Financial Aid

## Orientation/Assess/Advising
- Government Pre-Requisite Clearance
- Unapproved Pre-Requisite Clearance

## Registration
- "Search, Plan & Register"
- Add/Withdraw Course List
- Registration Date and Time
- List of Open Sections
- My Class Schedule
- Manage My Viewlist
- Add Class
- Withdraw Course
- Express Registration
- Register using Credit Web Advisor

## Academic Profile
- Grades by Term
- Academic History

## Other Services
- My Test Results
- Transcript Request
- FAQ for USBC-T Portal
How to Register:

Click on District Course List to get to Advanced Search. “Similar to Search Class Schedule via Web Advisor”
OR: Search by subject

Plan & Schedule:
Scroll through the available sections and find the best fit for your schedule

After finding the best fit for your schedule, select Add Section to Schedule

<table>
<thead>
<tr>
<th>Course</th>
<th>Sections</th>
<th>Seats</th>
<th>Times</th>
<th>Locations</th>
<th>Instructors</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH-160</td>
<td>0495</td>
<td>50</td>
<td>MW 8:30 AM - 10:20 AM</td>
<td>Cuyamaca College, Health Sciences High &amp; Middle HS 1 Lecture</td>
<td>On-Thai, M</td>
</tr>
<tr>
<td></td>
<td>1138</td>
<td>42</td>
<td>MW 11:00 AM - 12:50 PM</td>
<td>Cuyamaca College, Bldg H 134 Lecture</td>
<td>Touchet, M</td>
</tr>
<tr>
<td></td>
<td>1542</td>
<td>45</td>
<td>1/29/2018 - 3/24/2018</td>
<td>Cuyamaca College, Distance Education/Online RED Internet 100%</td>
<td>Noble, H</td>
</tr>
</tbody>
</table>
A window will open with information on the section you selected.

If you would like to schedule this course, select Add Section. If not, select Close and repeat the previous steps until you have selected the course you want to schedule.
Selecting Add Section in the previous step only adds the course as a planned course. In order to complete the registration process, you must select Plan and Schedule from the Student Planning drop down at the top of the screen.

The course you previously planned should appear. If you are satisfied with this course, select Register.

If you have more than one course planned and you would like to schedule them all at one time, select Register ALL Scheduled Courses.
How to drop a section:

Registered courses will appear in green.

If you decide to drop a course prior to the semester start date, select Drop.
Click Update to proceed with Drop

After you Drop the course in Self-Service, it is placed back as a planned course. To remove it from planned, click the X.
How to pay your fees:

1. Click "Make a Payment" on the account summary page.
2. Click on the "down arrow" and select "Payment Method".
3. Click on the "Proceed to Payment" button.
To sign up for the Payment Plan please refer to Web Advisor

Payment Detail
Registration Statement (Charges, Payments, Classes)
Drop for Non-Payment Important information
Payment Plan Enroll/Manage