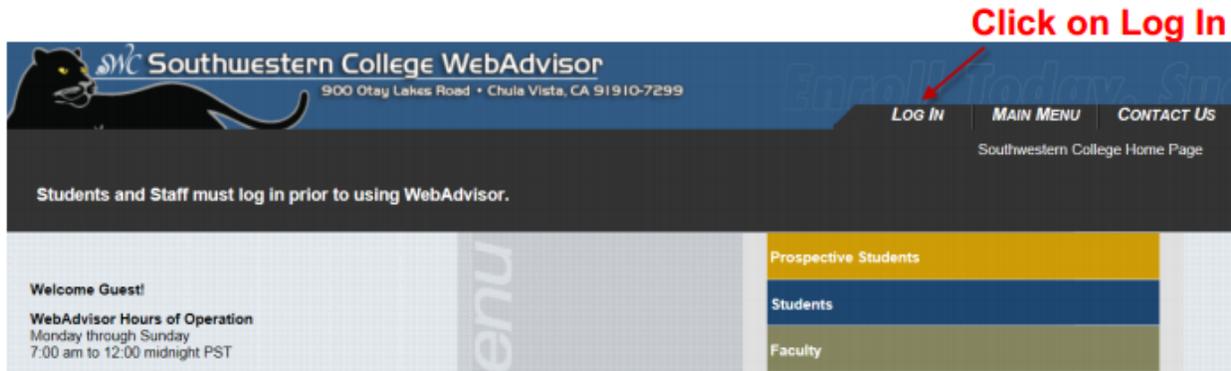


HOW TO REGISTER USING AN ADD CODE

To add a full-term class after the term begins (or a short course after the class begins), you must first obtain an Add Code from the instructor. This unique 8-digit Add Code can be used only once, only by you, to enroll in the class using WebAdvisor, and you must complete enrollment before the Add Code expires. It is best to use the Add Code and officially register in the course on the day on which you receive the code from your instructor.

Step 1: Go to www.swccd.edu and click on WebAdvisor. Then log in.



Log In

STUDENTS:

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 mmddyy 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](#).

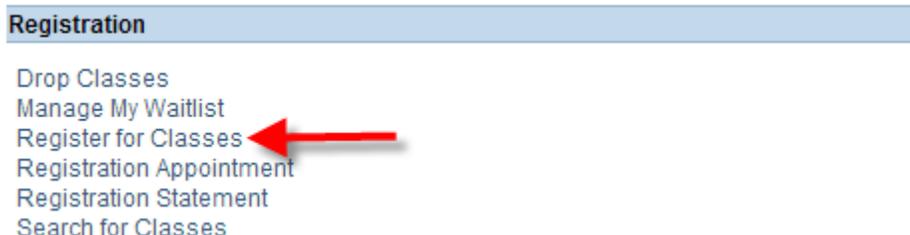
User ID

Password

Hint

NOTE: The Reset my password link will email you a temporary password which you will use to create a unique password.

Step 2: Click on the Students menu and, under Registration, click on Register for Classes.



Step 3: Select Express Registration.

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) you want to register for. Add the section to your preferred list and then register. (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 register for them.

Note: This information is deleted one week prior to registration for the next term.

Step 4: Select the Term. Enter the Subject, Course Number, Section Number. SUBMIT.

* = 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 5: Select RG Register from the drop down box under Action. Enter your 8-digit Add Code and click SUBMIT.

Register and Drop Sections

Select Register **Enter 8 digit Add Code Here**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code (After Term Begins)
<input type="text" value="RG Register"/>	Spring 2014	ACCT-101-01 (83233) Prin of Accounting I	Chula Vista - Main Campus	01/22/2014-05/28/2014 Lecture MW 08:00AM - 09:50AM, Room 392		0 / 40 / 8	4.00	<input type="text" value="84893003"/>

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
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Once you have completed registration in the course, return to the WebAdvisor for Students menu and check your Account Summary by Term under Financial Information. Pay any outstanding fees to avoid a hold on your record.