ONLINE REGISTRATION INSTRUCTIONS

ATTENTION – If you have not yet completed an application, click on the “Apply to NVC Online” link under the Admissions and Records heading (www.napavalley.edu). After submitting the online application, there is a 24-48 hours processing period before you may access WebAdvisor.

How to Log in:
1. From the Napa Valley College website, click on the WebAdvisor link or type www.napavalley.edu/webadvisor. You will get to the “WebAdvisor Homepage”. Click on the Picture Button to access WebAdvisor.

2. Click on LOG IN (if you know your USER ID and PASSWORD) OR select Current Student if you are a new student. Click on the Current Student (Blue button with picture) link and click on the LOG IN at the top to access the Current Student Login.

3. From the Current Students menu, click on ‘What’s my User ID?’ to obtain your WebAdvisor User ID.
   - WebAdvisor “User ID” (aka User name) is different than your online application (CCCApply) User ID.
   - Enter your “Last Name” and either your “Social Security Number (SSN)” OR your 7-digit “Student ID”.
   - If you did not enter your social security number when you applied online or you do not know your Student ID, you must go in person to the Admissions and Records office, with a picture ID, to obtain your Student ID number.
   - When you click the SUBMIT button, you will be shown your WebAdvisor User ID, typically your last name and first initial in all lower case, and maybe numbers following, e.g. jsmith5565.

What can students do through WebAdvisor?
- Search for classes
- Register for classes (add/drop)
- Get on a waitlist if a class is filled
- Print class schedule
- Change your password
- View unofficial transcript
- View grades and GPA by term
- View account summary by term
- Purchase a parking permit
- Pay for classes and more
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4. Now that you know your USER ID, click “LOG IN” at the top of the page.

- Enter your “User ID.”
- Enter your “Password.”
- Initial password is your 6-digit birthday in the format MMDDYY (with no spaces or dashes).
- If your date of birth is April 18, 1990, then your initial password would be 041890.
- Click SUBMIT.
- Then, you will be prompted that your password has expired, so you can create your own password.
- WebAdvisor passwords must be between 6 and 9 characters AND must contain letters AND numbers.

How to Search, Register/Drop and Print your Schedule of Classes:

1. To search AND register for classes, you must be logged into WebAdvisor.
   In the Students Menu, click on Search and Register for Sections.

2. From the Search/Register for Sections screen, select the Term from the drop-down list, and then select a Subject from the list (e.g., English, Mathematics, etc.) Do not enter starting or ending dates.
   - You can narrow down your search by using additional criteria, but you are not required to fill out every field.
   - You will be required to fill out at least two fields (e.g., Term & Subject OR Term & Course Level, etc.). Course level will always be “1st Year – Transferrable.”
   - The less information you put into your search, the more results you will get back.
   - Click SUBMIT.

Prospective Students do not need to LOG IN to search for classes. A User ID or a Password is NOT required if you are ONLY searching for classes. Just click the Search for Sections link. And follow through as show above.
3. The **Section Selection Results** screen shows you whether the classes you selected are open, closed or waitlisted based on the search parameters you entered. Click on the **Select** box to choose the class or classes that you want to register for and click **SUBMIT**.

The **Section Name and Title** will appear as hyperlinks. To read a course description, simply click on the link.
- Have back-up courses in case any of your desired courses are closed.
- You cannot enroll/waitlist for more than one section of the same class.

How to read the “**Available/Capacity/Waitlist**” column:
- Example, **4/28/0** means that 4 seats are still available out of 28 total seats in the class. This class has 0 students on the waitlist.
- Second example, **4/28/1** means that 4 seats are available out of 28 total seats in the class AND 1 student is on the waitlist.

4. From the **Register and Drop Sections** screen, select an **Action** from the drop-down list: Register, Register P/NP, Remove from List or Waitlist.

- If “Register P/NP” is not selected at this time, students will need to submit the “Pass/No Pass (P/NP) Form” to the Admissions and Records office.
- Click the **SUBMIT** button when you are sure you want to take “**Action**” for each marked class.
- An “**Error Message**” will display if a class has already started, class is closed, pre-requisite is not met or class cannot be repeated. To solve repeatability or prerequisite problems, contact the Admissions and Records office at (707) 256-7200.

You are officially registered when your selected classes move from the **Preferred Sections** area to the **Current Registrations** area and you see the **Congratulations** message.
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5. To print your class schedule in a printer friendly format, go to the Registration menu and click on My Class Schedule.

1. Click on “My class schedule.”
2. Select the “Term.”
3. Click SUBMIT.
4. Print your schedule prior to the first day of classes. Your schedule will confirm all your classes and their classroom locations.

How to Purchase a Parking Permit and Pay for Classes:

1. From the Students Menu, click on Purchase a Parking Permit Online to pay for your parking permit.

   1. To receive a full receipt or temporary parking permit (when applicable), you must enter your e-mail address when ordering your parking permit.
   2. Napa Valley College Parking Regulations require parking permits in all campus parking lots. For more details, contact the College Police at (707) 256-7770.
   3. Failure to display a parking permit may result in a parking citation.

2. To pay for classes, you must LOG IN to WebAdvisor. From the Students Menu and under the Financial Profile section, click on Pay on My Account. Payments can also be made at the Cashier Office (Rm 1542).

   1. Verify that the classes you registered for are all correct.
   2. Enter the total amount due in the “Payment Amount” box.
   3. Select a “Payment Type” and click SUBMIT.
   4. The “Electronic Card Entry” screen will be displayed. Enter your credit card information and verify your information at the bottom of the screen.
   5. Then click SUBMIT.