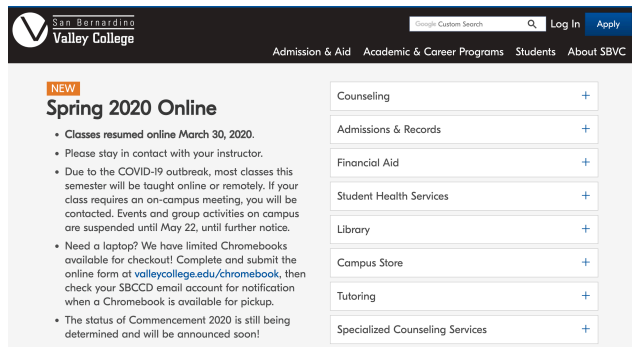


Registering for Classes

After you have completed your online application, submitted your concurrent enrollment packet, and completed orientation and assessment, you still need to register for classes. Please complete the following steps below in order to register for classes.

Step 1:



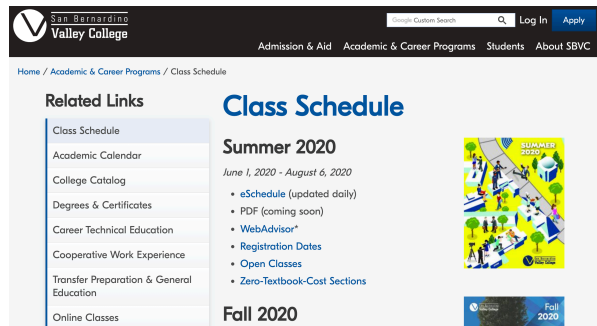
The screenshot shows the San Bernardino Valley College website. The top navigation bar includes the college logo, a search bar, and links for 'Log In' and 'Apply'. Below the navigation bar, there are links for 'Admission & Aid', 'Academic & Career Programs', 'Students', and 'About SBVC'. The main content area features a 'NEW' badge and the heading 'Spring 2020 Online'. A list of bullet points provides information about classes resuming online on March 30, 2020, and the impact of the COVID-19 outbreak. To the right of the text is a vertical list of services with plus signs: Counseling, Admissions & Records, Financial Aid, Student Health Services, Library, Campus Store, Tutoring, and Specialized Counseling Services.

The first step of registering for classes is determining the course reference number. This information should be available online located at SBVC's main website.

NOTE: Begin by opening www.valleycollege.edu in an internet browser and click on the tab that says
"Academic & Career Programs."

On the drop-down menu, click on "Class Schedules"

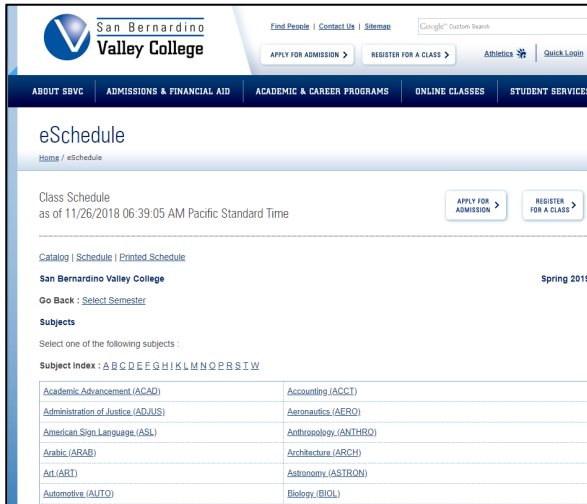
Step 2:



The screenshot shows the San Bernardino Valley College website's 'Class Schedule' page. The top navigation bar is identical to the previous screenshot. Below the navigation bar, there are links for 'Admission & Aid', 'Academic & Career Programs', 'Students', and 'About SBVC'. The main content area features a 'Home / Academic & Career Programs / Class Schedule' breadcrumb trail. On the left, there is a 'Related Links' sidebar with a list of links: Class Schedule, Academic Calendar, College Catalog, Degrees & Certificates, Career Technical Education, Cooperative Work Experience, Transfer Preparation & General Education, and Online Classes. The main content area is titled 'Class Schedule' and features a 'Summer 2020' section with a date range of 'June 1, 2020 - August 6, 2020'. Below this, there is a list of links: eSchedule (updated daily), PDF (coming soon), WebAdvisor*, Registration Dates, Open Classes, and Zero-Textbook-Cost Sections. To the right of the text is a graphic for 'SUMMER 2020' showing a calendar and a person. At the bottom right, there is a 'Fall 2020' section with a graphic.

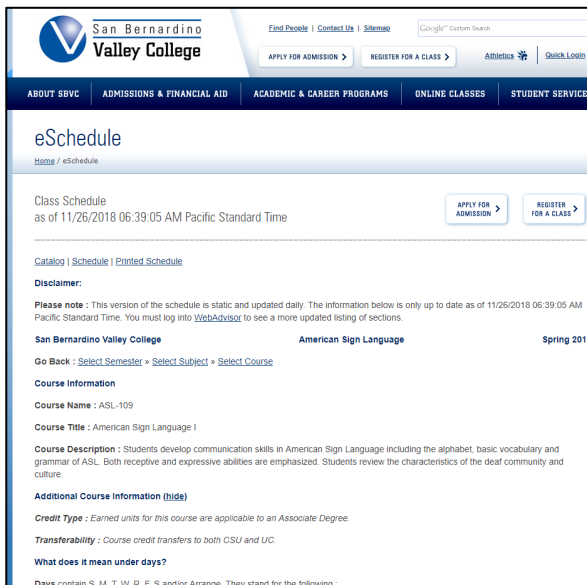
On the next screen, click the "eSchedule" link under the semester that the class will run.

Step 3:



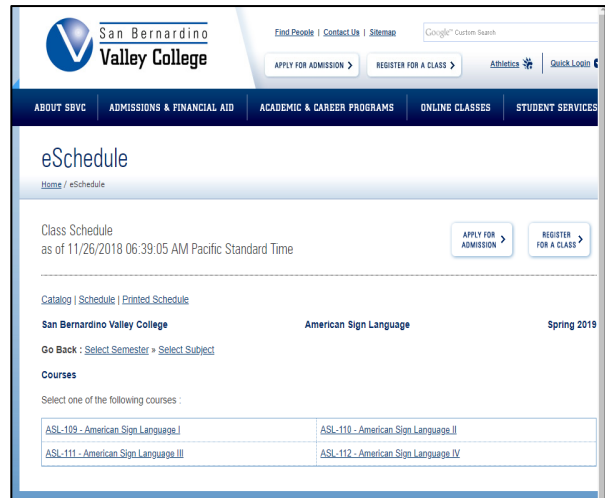
You will then select the **Subject** corresponding to the course you would like to register for.

Step 5:



On the next screen, the list of course information will appear. Near the bottom, each section offered is listed.

Step 4:



Select the course you would like to register for.

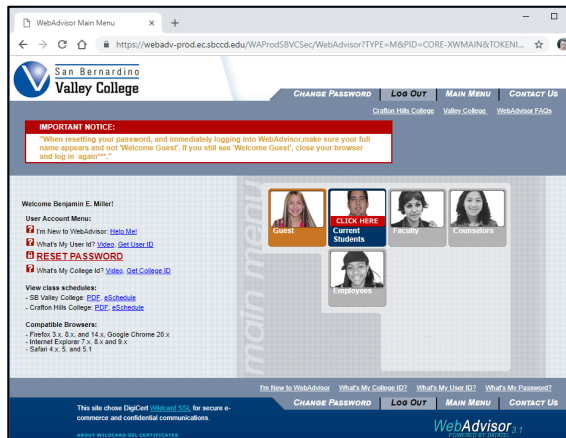
Step 6:

Ref#	Sec	Days	Start	End	Type	Units	Building	Room	Instructor
5422	01	-M-W--	08:00A	09:50A	LEC	4.00	NH	342	Gray-Castro,S
Bookstore Information: View or Order books for this course from the bookstore.									
5424	03	--T-R--	12:00P	01:50P	LEC	4.00	NH	342	Marquis,M
Bookstore Information: View or Order books for this course from the bookstore.									
5426	04	--T-R--	02:00P	03:50P	LEC	4.00	NH	342	Marquis,M
Bookstore Information: View or Order books for this course from the bookstore.									
5428	70	Arranged	4	hrs/wk	DE/LEC	4.00			Burns-Peters,D
Bookstore Information: View or Order books for this course from the bookstore.									
The textbooks used for these sections are available digitally free of charge and may have a low-cost print option. Students might still be required to purchase supplies.									
Note : Participation in this class will consist of online interaction. Students must have access to a computer that has a reliable internet connection. Students should access http://online.valleycollege.edu during the week prior to the semester start date. All information regarding this class, including course-specific technology requirements, will be found on that webpage. The course may not be accessible to students until the first day of the class, Monday, January 14, 2019.									
5430	05	-M-W--	04:00P	05:50P	LEC	4.00	NH	342	Charvashi,M
Bookstore Information: View or Order books for this course from the bookstore.									
5432	06	-M-W--	06:00P	07:50P	LEC	4.00	NH	342	Strom,A
Bookstore Information: View or Order books for this course from the bookstore.									
5434	07	--T-R--	05:00P	06:50P	LEC	4.00	HLS	136	Sullivan,L
Bookstore Information: View or Order books for this course from the bookstore.									
5435	61	--T-R--	03:00P	05:20P	LEC	4.00	RLTO	EHS	Cary,A
Bookstore Information: View or Order books for this course from the bookstore.									
Note : 14 week class from 02/12/19 to 05/16/19. Note : This section meets at Eisenhower High School in Rialto. 1321 North Lilac Avenue, Rialto									
5437	62	-M-W--	03:00P	05:20P	LEC	4.00	SDON	ISHS	Gray-Castro,S
Bookstore Information: View or Order books for this course from the bookstore.									
Note : 14 week class from 02/11/19 to 05/16/19.									

Find the section in which you would like to register. **NOTE:** If the course is offered at your high school, there should be a "NOTE" below the section number listing the high-schools address.

You will then write the 4-digit reference number down to reference in the next steps.

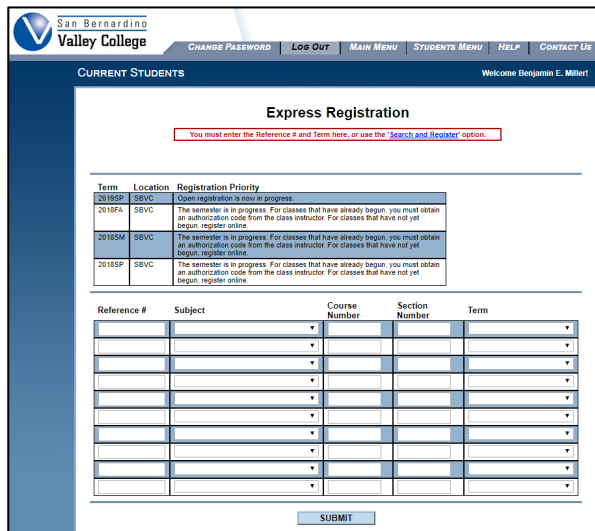
Step 7:



Now log into **WebAdvisor**, and click on the **“Current Students”** button.

For instructions on how to log into **WebAdvisor**, reference the **“Logging into WebAdvisor”** handout.

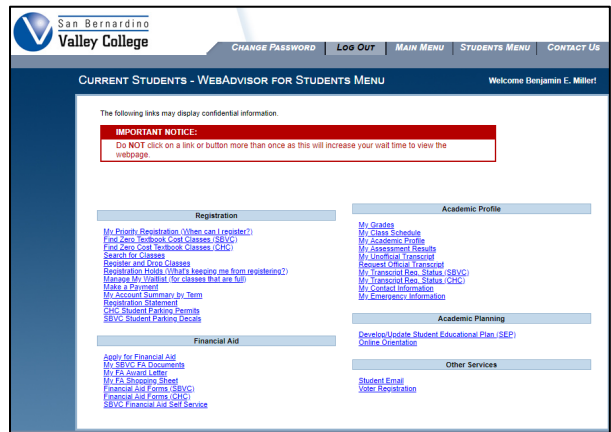
Step 9:



Fill in the reference number and term. Please note, other fields are not required.

Click **“Submit.”**

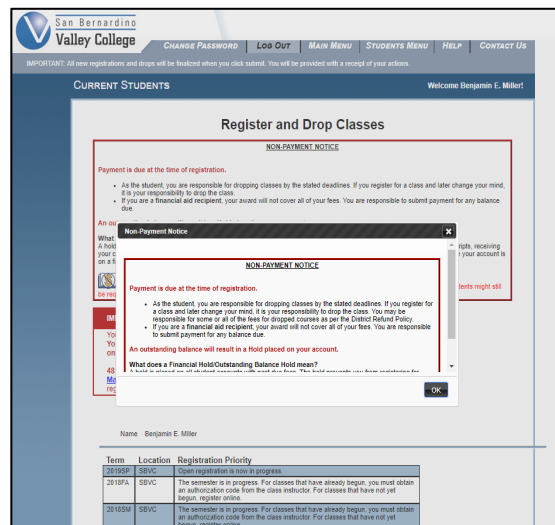
Step 8:



From the student menu, click **“Register and Drop Classes”** under the **“Registration”** section.

On the next screen, select **“Express Registration”**

Step 10:



A Non-Payment notice will appear for everyone.

Click **“Ok.”**

Step 11:

San Bernardino Valley College
[CHANGE PASSWORD](#) [LOG OUT](#) [MAIN MENU](#) [STUDENTS MENU](#) [HELP](#) [CONTACT US](#)

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

CURRENT STUDENTS Welcome Benjamin E. Miller!

Register and Drop Classes

NONPAYMENT NOTICE

Payment is due at the time of registration.

- As the student, you are responsible for dropping classes by the stated deadlines. If you register for a class and later change your mind, it is your responsibility to drop the class.
- If you are a financial aid recipient, your award will not cover all of your fees. You are responsible to submit payment for any balance due.

An outstanding balance will result in a Hold placed on your account.

What does a Financial Hold/Outstanding Balance Hold mean?
 A hold is placed on all student accounts with past due fees. The hold prevents you from registering for courses, ordering transcripts, receiving your certificate, and diploma. Additionally, you may not be able to participate in additional school activities such as field trip, while your account is on a financial hold. The Financial/Outstanding Balance Hold will be released upon receipt of full payment.

The textbooks used for these sections are available digitally free of charge and may have a low-cost print option. Students might still be required to purchase supplies.

IMPORTANT WAITLIST INFORMATION **MANAGE MY WAITLIST**

You will know you have been approved to register by receiving an email in your student email account. You should monitor your student email account closely if you are on any waitlists because you only have two days to register once you have been notified.

48 hours before the start of the section, your waitlisted classes will appear as cancelled on your "Manage My Waitlist" page. This means the waitlist for that section has closed. If you are not registered when the class begins, you should attend the first class meeting.

Name: Benjamin E. Miller

Term	Location	Registration Priority
2019SP	SBVC	Open registration is now in progress.
2019FA	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.
2018SM	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.
2018SP	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.

[Submit List](#)

This screen will allow you to add or drop classes. If classes have already begun, an add code is **REQUIRED**.

Scroll down and continue to the next step.

Step 12:

Term Location Registration Priority

2019SP	SBVC	Open registration is now in progress.
2019FA	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.
2018SM	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.
2018SP	SBVC	The semester is in progress. For classes that have already begun, you must obtain an authorization code from the class instructor. For classes that have not yet begun, register online.

[Submit List](#)

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity/Waitlist	Credits	Add Code
Register	2019SP	SBVC SOCI 100 Sociology (General)	San Bernardino Valley College	8/17/2019 05/20/2019 class Experience Dates to be arranged. Times to be arranged. Room to be announced	To be Announced	20/20/0	1.00	

Comments

Current Registrations

Drop	Drop Reason	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
-				You are not currently registered for any sections.				

Additional Services

If you **do not** uncheck the following boxes, you will automatically be charged for the optional fee. Please click on the associated fee link for more information.

Purchase Term Location Description

2019SP SBVC Semester AS Discount Sticker [Link and Details](#)

Sections Purchased

Term Location Description

>>> Click SUBMIT to continue registering. <<<

[SUBMIT](#)

Under the "Action" drop-down menu, select "Register." If classes have already begun, enter the add code in the appropriate section.

Uncheck the box indicating you would like to purchase an AS sticker.

Click "Submit."

NOTE: If you have any holds, there will be a notice indicating what holds are preventing you to register. Otherwise, follow the instructions in this handout.