

**ALPENA COMMUNITY COLLEGE
WEBADVISOR REGISTRATION PROCEDURES FOR STUDENTS**

Online Registration is Available for Students That Meet the Following Criteria:

- Students must be “returning” students to utilize web registration.
- Students must have a new Admission application on file with the college if not in attendance in the past 2 years.
- Students must have an active WebAdvisor account.
- Placement testing – see ACC Catalog for requirement details.
- Advising is recommended for 12 or more credit hours or enrollment in English or Math courses.
- Students with "financial obligations" will not be allowed to register until obligation is cleared.
- Tuition payment due at established deadline.
- Online registration is not available for Dual Enrolled High School students, restricted programs (Registered and Practical Nursing, Utility Technician, Automotive and Concrete Technology) or specialized courses such as internships, directed studies, etc.
- Students must complete course prerequisites.

USING WEBADVISOR ONLINE REGISTRATION STEP-BY-STEP

1. PLAN YOUR SCHEDULE

Go to <https://webadvisor.alpenacc.edu> or select the "WebAdvisor" link found within the Popular ACC Sites pull-down menu on the ACC Web Site (<http://www.alpenacc.edu>). Select the "Students" menu from the WebAdvisor main menu page. From the Students page, select "Search for Sections" to review the semester’s course offerings. You will be taken to a search page. This page allows you to search by course level, day, instructor, etc., but the only information required is "Term". If you choose the term, WebAdvisor will return all courses for that semester. Click the "Submit" button – you will then see a listing of classes based upon your search parameters.

Summer Semester 2008	Open	ENG-111-5225 (3157) English	On Line Course	05/19/2008-06/27/2008 Online Days to be Announced, Times to be Announced, Room to be Announced	M. Tatum	20 / 20	3.00
Summer Semester 2008	Open	ENG-112-5235 (3158) English	Alpena Main Campus	06/30/2008-08/06/2008 Lecture Monday, Tuesday, Wednesday 07:30AM - 10:00AM, Center Building, Room 112	K. Miller	25 / 25	3.00

Select Course Title to view more information.

From the "Section Selection Results" page, select the course title to view prerequisites, course description, meeting dates/times, faculty contact, supplies, and any course-specific registration instructions.

We highly recommend that you view the course schedule and plan potential courses prior to completing the WebAdvisor online registration.

2. LOG IN TO WEBADVISOR

Log in to WebAdvisor (<https://webadvisor/alpenacc.edu>). If you have never logged in to WebAdvisor, follow the directions on the screen for "I'm New to WebAdvisor"; otherwise, use the same username and password that you have used in the past to log in to WebAdvisor to view your grades and class schedule. If you have lost or forgotten your username or password, follow the directions on the screen for "What's My UserID?" or "What's My Password?". If you follow all of these steps and are still unable to log on, email wahelp@alpenacc.edu for technical assistance. Please provide your Student ID when contacting the college for assistance.

3. REGISTER FOR CLASSES

From the WebAdvisor main menu page, select the "Students" menu. From the Students page, select "Search/Register for Sections" or "Register and Drop Sections". The "Register and Drop Sections" page is for dropping classes or registering for classes from your "preferred sections" list.

After selecting "Search/Register for Sections", you will be taken to the "Search for Sections" page. This page allows you to search by course level, day, instructor, etc., but the only information required is "Term". If you choose the term, WebAdvisor will return all courses for the selected semester eligible for registration. Select the "Submit" button – you will then see a listing of classes based upon your search parameters.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input checked="" type="checkbox"/>	Summer Semester 2008	Open	ART-225-5030 (3608) Ceramics I	Alpena Main Campus	05/12/2008-08/15/2008	To be Announced	15 / 15	3.00	
<input checked="" type="checkbox"/>	Summer Semester 2008	Open	CIS-120-5125 (3630) Intro to Microcomputers	Alpena Main Campus	05/12/2008-08/15/2008 Lecture Monday, Tuesday, Wednesday, Thursday 04:30PM - 06:55PM, Van Lare Hall, Room 114	S. Cook	25 / 25	3.00	

Choose classes by selecting the boxes in this column.

To choose a class, click the checkbox in the "Select Courses" column. You can select multiple classes at once, but be mindful of pre-requisites, course times, and course statuses before clicking the "Submit" button at the bottom of the page. If there is a problem with ANY of the courses you choose, none will be registered and you will have to correct the conflict.

From the Register and Drop Sections page, select Register from the Action column menu and select Submit.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits
RG Register	Summer Semester 2008	ART-225-5030 (3608) Ceramics I	Alpena Main Campus	05/12/2008-08/15/2008	To be Announced	15 / 15	3.00
RG Register	Summer Semester 2008	CIS-120-5125 (3630) Intro to Microcomputers	Alpena Main Campus	05/12/2008-08/15/2008 Lecture Monday	S. Cook	25 / 25	3.00

Choose Register from the Action column menu.

Successfully completed registration:

Once you've successfully completed registration, PRINT THE RESULTS PAGE OR A COPY OF YOUR SCHEDULE IMMEDIATELY. This is your "receipt".

Example of a successfully registered course:

The following request(s) have been processed:

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer Semester 2008	Registered for this section		ART-225-5030 (3608) Ceramics I	Alpena Main Campus	05/12/2008-08/15/2008	To be Announced	3.00

Must have "Registered for this section" Status.

4. SAVE YOUR RESULTS

Once you have completed registration using "Search/Register for Sections", the Registrar's Office advises that you print a copy of either your "Registration Results" page or your new schedule from the "My Class Schedule" page. This will serve as your receipt of registration.

CONGRATULATIONS! YOU ARE NOW REGISTERED!

****Please be aware that you are not officially enrolled in your classes until tuition is paid and your financial obligations are met. Tuition and financial obligations can be paid online with a credit card using WebAdvisor by selecting "Make a Payment".**

Common registration errors:

- Trying to register for too many credits
- Choosing classes for which you do not have the necessary pre-requisites
- Choosing classes that have overlapping meeting times
- Outstanding Financial Obligations prevent you from registering

Make any necessary corrections and re-submit your request.

If your request is being rejected and you don't know why, contact the Registrar's Office immediately at dziesinl@alpenacc.edu or by calling 989.358.7353. The sooner you contact our office, the better chance we have at fixing the problem in time to get you into the class before it closes.

5. MAKING CHANGES TO YOUR SCHEDULE

Now that you have completed registration, you may have re-considered some of your choices. To remove classes from your schedule, choose "Register and Drop Classes" from the Student menu. The "Register and Drop Sections" page will display your "Preferred Sections" and "Current Registrations". The "Preferred Sections" are classes that you selected from a previous registration session, but did not complete the registration for the sections (similar to an online store's shopping cart).

Drop classes by selecting the check box in the "Drop" column next to the course you wish to remove from your schedule. After checking the appropriate classes, select the "Submit" button.

Current Registrations							
Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input type="checkbox"/>	Fall Semester 2008		ART-123-1065 (2977) Design I	Alpena Main Campus	08/25/2008-12/11/2008 Lecture Tuesday, Thursday 10:00AM - 11:50AM, East Campus, Room 107	L. Wade	3.00

Select classes to drop by clicking boxes in this column. .

After submitting your choices, you will be taken to a Registration Results page. Check the messages on this screen to be sure you've dropped the correct classes. As with registration, it is advisable to print this screen or a copy of your updated class schedule.

6. TROUBLESHOOTING WEBADVISOR ONLINE REGISTRATION

There are some common technical problems that students may experience when using Web Registration:

Log in times out. For security reasons, WebAdvisor will "time out" your session if your screen remains idle for 30 minutes. Therefore, it is advisable that you plan your schedule prior to completing your WebAdvisor online registration. However, if you are timed out during the registration process, simply log back in and start again. Also, be sure to log out when you are finished.

PROBLEMS? QUESTIONS? CONCERNS?

Contact Information:

<p>Technical Support</p> <p>Web Support: http://www.alpenacc.edu/services/wahelp.htm E-mail: wahelp@alpenacc.edu (Student ID required for technical assistance.) Office Location: Van Lare Hall, room 116</p>	<p>Registrar's Office</p> <p>Lori Dzieszinski E-mail: dziesinl@alpenacc.edu Office Location: Van Lare Hall, room 108 989.358.7353</p>
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