

1. Open your internet browser and navigate to [www.webadvisor.swccd.edu](http://www.webadvisor.swccd.edu) or click on this link: <https://www.webadvisor.edu>
2. Click Log In and log in
3. Back on the webadvisor page, click students
4. In the Registration section, click Register for Classes
5. On this next page, click express registration
6. On the Express Registration page, click the **V** button in the term box and select the term you want.
7. In the first Reg Code box, enter the 6 digit number. For example, for the Retirement Living class in the Summer 2020 class, the 6 digit number is 624221. It's not the NC-38-E1 number.
8. Click Submit
9. For reasons that escape me\*, the system returns more than the class for the number you entered. You'll have to read the description and pick the class you actually want.
10. In the action column, for the class you want, click the **V** button in the action box and pick register.
11. Click submit
12. The Registration Results page tells you the status, and should say under Status "Registered for this Section".
13. Go back to the top of the page and read the text. Make sure you uncheck the little square box to opt out of the \$2.00 Student Registration Fee (if it's not already unchecked).
14. Click Next
15. Answer the questions on the Web based student VATEA survey. VATEA is an acronym for Vocational And Technical Education Act, so it has to do with money the college receives from the federal government. It takes 10 seconds.
16. Click Submit
17. [Acknowledgment of survey submission]
18. Click Finish
19. Print the Registration acknowledgement
20. You're done. Close your browser, or go check your email.

\* When I worked in IT, we had a saying "that's not a bug, it's a feature". I'm guessing here that the college has a way of designating classes that are related behind the scenes, so when you select one of these classes, all the related classes show up.