

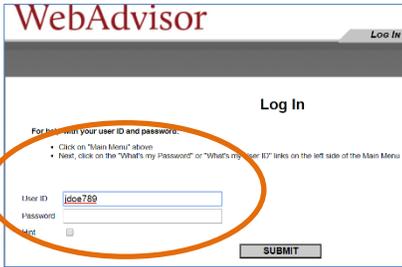
# How to Search and Register for Courses



Go to [www.redwoods.edu](http://www.redwoods.edu) and click on **WebAdvisor** in the upper left hand corner of the webpage.



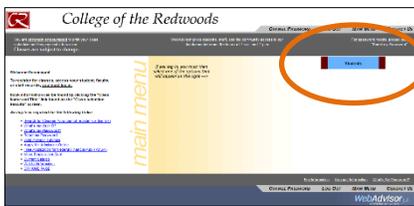
Log in to WebAdvisor by clicking the login tab in the upper right hand corner.



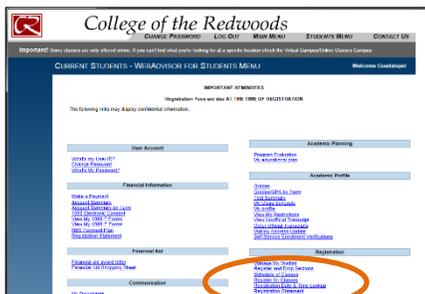
Your **User ID** is: lowercase 1<sup>st</sup> letter of 1<sup>st</sup> name, full last name, & last 3 digits of student ID# (Example: Jane Doe 0346789 would be User ID: jdoe789)

Your **1<sup>st</sup> time password** is your 6 digit birthday (MMDDYY) i.e. 021481

\*After you login for the first time you will be prompted to create a new password.

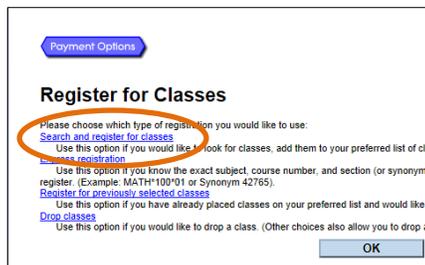


After logging in, click on the blue **Students** menu.



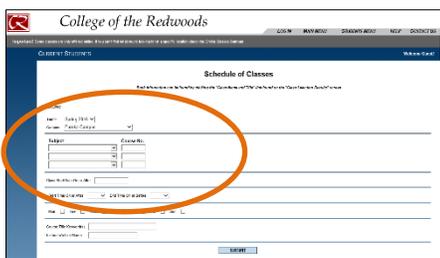
Click on **Register for Classes** under the **Registration** section.

\*If you receive a message that your information or address must be updated, this can be done by clicking **Mailing Address Update** in the **Academic Profile** section.



Click on **Search and Register for Classes**.

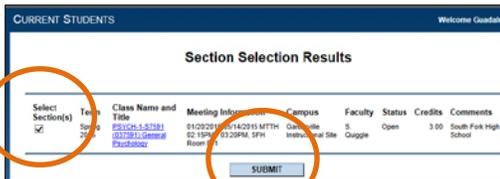
\*After clicking "Search and Register," new students may have to fill out a survey and verify information; then you will be prompted to search for classes.



To search for classes, enter at a minimum the **Term** you are searching for and **Campus** where you want to attend classes.

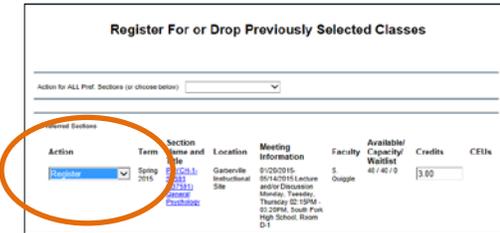
You can enter additional information in other fields to expand or narrow the results of your search.

You will need to perform additional searches if you will be registering for multiple terms and if looking for more than 3 subjects.



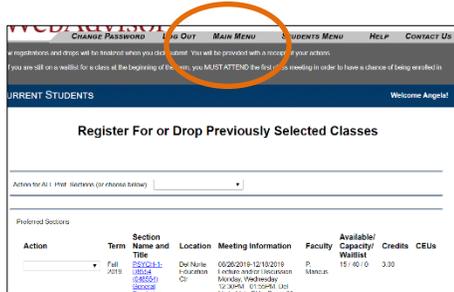
Add classes to your shopping cart by clicking the selection box to the left of the courses you choose, and then clicking the submit box at the bottom of the page.

\*Make sure to read the comment section to the right of each course to be aware of additional comments, restrictions, or fees. If you need additional information about the course and any required prerequisites, you can also click on the blue course title.

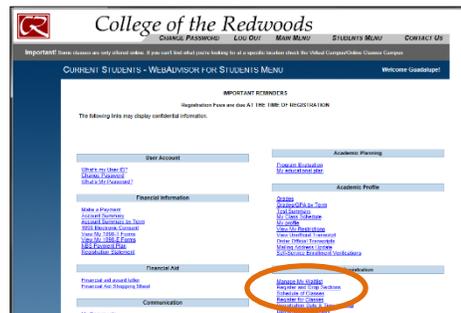


Select Register in the drop down to the left of the courses you'd like to select. Then click on the submit button and any acknowledgement buttons at the bottom of the page to register for your selections.

After clicking submit, you will be prompted to pay for your fees and will be notified of drop for non-payment dates. It is very important to know that *your registration will not be secured until you pay all balance due or set up a fee payment plan through WebAdvisor!*

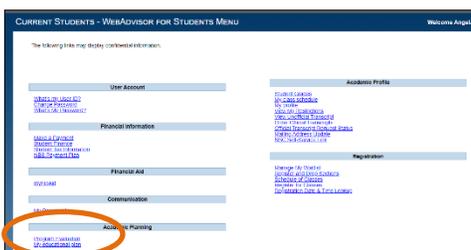


To continue searching for additional courses, click on main menu on the upper right hand corner to repeat your search. Repeat the steps from this handout to continue your search for more courses.



You can revisit or manage your shopping cart or course selections at any time from any computer with internet access.

This can be done by repeating the steps to log in, and clicking on the Register and Drop sections link in the Registration section.



If you are unsure of what classes you should take, you can access the Program Evaluation tool under the Academic Planning section. Through Program Evaluation you can search all of the programs offered at CR and see what classes you would need to take to fulfill those program requirements.