

# WebAdvisor (Online) Registration and Grades

Course Prerequisites: Students are responsible for ensuring that they have met the required prerequisites before enrolling. Prerequisites can be found in the course descriptions of the college catalog, which is available online.

Students who register through WebAdvisor will be held responsible for all tuition and fees unless they drop the classes prior to first day of the Term.

Check the Summer 2012 Academic Calendar on page 3 of this bulletin. You may find it helpful to complete the Registration Worksheet that follows this section before registering. If you are paying your tuition and fees in full by credit card, you may pay through WebAdvisor; or you may pay in person at the Business Office in Bldg. 119.

## WebAdvisor Instructions

Go to <http://www.ctcd.edu> and go to "Quicklinks" select "WebAdvisor."

**Log in Instructions:** Select the "Go to WebAdvisor" icon in the upper right corner. You will be sent directly to the login page for WebAdvisor. (1) Returning students select "Log In" and proceed. (2) New students who have completed the Admissions process with all information complete may use two methods to log in. (a) The simplest method is to select "Log In" and then proceed to Steps 1 and 2 below in which you will log in with a predefined username and your date of birth as your temporary password. (b) The second method is to click the "I'm New to WebAdvisor" in the lower right corner and obtain a temporary password by email. To use this method you must have a valid email account on file and know your SSN or CTC Assigned ID number. You will be prompted to enter your username, which is explained in Step 1 below. Then follow the instructions on the WebAdvisor screen to receive your temporary password by email.

- Step 1: Enter User Name** Enter the initials (lowercase) of your first and last names plus the last six digits of your SSN (no spaces). Example: zx123456. If you do not have a SSN, use the initials of your first and last names plus the last six digits of your CTC Assigned ID Number.
- Step 2: Enter Password** Enter your date of birth (mmddyy). The first time you log in, you will be prompted to change your password. Note this password for future use. Once you change your password, you may proceed with registration.
- Step 3: Registration** After you log in, click the "Students" link and then the "Register for Sections" under "Registration." On the next screen select "Search and Register for Sections" or "Express Registration." Only use Online Express Registration if you know the exact course synonym or the subject, course number, and section number." Example: 02351 MATH-1314-TM001. 02351 is the synonym.
- Step 4: Section Search** "Search and Register for Sections" allows you to search by term and location. Submit your search to view a list of courses that meet your criteria. Select the preferred course(s) from the list offered and click Submit. To continue with the registration process under Action, select RG-Register or RM-Remove from List if you do not want to register for the selected course. Then click Submit at the bottom of the page. You will receive a summary of the sections that were processed and those for which you are currently registered. At the bottom of this screen you have the following options:
- 1) Account Summary – shows your tuition and fee balance for the term
  - 2) Make a Payment – allows you to pay with a credit card
  - 3) Register for Sections – allows you to continue with registration
  - 4) Drop Sections – allows you to drop a section/change your schedule
  - 5) My Schedule (by specific term only) – view your class schedule by term
- Step 5: Payment** Payments in full can be made online by selecting "Make a Payment" and entering your credit card information, or you may pay in person at CTC Business Office in Bldg. 119 at the Central Campus or Fort Hood Campus.
- Step 6: Log Out** To protect your security, always Log Out each time you use WebAdvisor.

### WebAdvisor Help

**For access or log on problems:** email [webadvisor.tech@ctcd.edu](mailto:webadvisor.tech@ctcd.edu) or call (254) 526-1637 or (800) 792-3348, ext. 1637 with error number. If you have a hold, contact the appropriate office listed on the hold message.

**For registration problems:** (repeating a class; granted petition needed; pre- or co-requisite required) call the WebAdvisor Academic Advisement Helpline (254) 526-1280 and leave a detailed message as instructed. For additional information access the Getting Started in WebAdvisor link on the main WebAdvisor website.

*The Academic Advisement helpline is available only during Central Campus registration.*