

# WebAdvisor—Your Self-Service Online Tool

Search and register for classes • View your balance and pay fees • View your Financial Aid information • View your grades and transcripts • Much more!

## Instructions for Use

### To Log In:

- Browse to [www.mendocino.edu](http://www.mendocino.edu)
- Click on **WebAdvisor Open Registration!**
- Click on **“LOG IN”** at the top, right side of the page

### For help logging in

- Follow the instructions in the box below or
- Click on **Forgot your User ID?** on the Log In page

<b>New Users:</b>	Your <b>User ID</b> is (all lowercase): your <b>first name.last name</b> (ex: james.smith)  Your initial <b>Password</b> is your <b>6-digit birth date</b> : mmddyy (ex: 010187)
<b>Returning Users:</b>	Please use your <b>Mendocino College ID</b> and the <b>Password</b> you created to login.

- **New Users:** The first time you log into the system, you will automatically be prompted to change your password. You will see the message:  
**Your password has expired. Please choose a new password.**
- Follow the instructions to choose a new password. Your new **password must be 6-9 characters**, and it **must contain at least 1 letter and 1 number**.
- **All Users:** After logging in, click on **STUDENTS** to view your options.

## To register for classes

Under **Register**, select:

- **Register for Sections** (if you just want to look at classes, click on **Search for Sections**).
- From this page, you can search by: **Term, Start Date, Subject, Day, Location, and/or Instructor**. Then click **SUBMIT** at the bottom of the page.
- Check the box below **Select** on the class(es) you want to add, and then, **SUBMIT** at the bottom of the page.
- When all of your classes have been selected, register on the **Register and Drop Sections** page. Under **Action**, select **RG** (register for a letter grade) or **RP** (register for a pass/fail grade). Finally, click **SUBMIT** at the bottom of the page.
- On the **Register and Drop Sections** page you can also drop a course. Under Current Registrations, select **Drop** next to the class you want to drop and click on **SUBMIT** at the bottom of the page.

**Please note:** *All fees must be paid in full by 12:00 midnight of the day that you register. If you do not pay in full, your courses will be dropped. Payment options include 1. on-line, 2. via the telephone, or 3. in person at the Admissions and Records counter.*

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## To view or print your unofficial transcript, or your class schedule, or look up your Student ID

Under Academic Profile, select:

- **Transcript**
  - “UG Undergraduate” will be selected. Click Submit.
  - View or Print
- **My Class Schedule**
  - Choose a term
  - View or Print
- **Student ID #**
  - Select Profile
  - Shows personal information
  - Student ID: 1xxxxxx (all student ID’s will begin with a 1)