

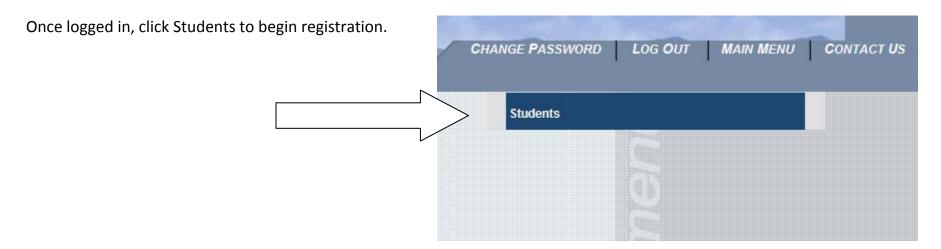
## Mendocino College Registration Information

### Registration Features

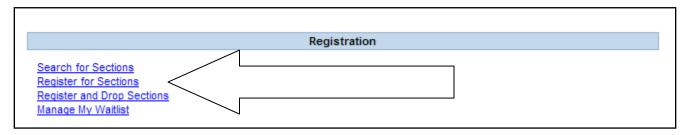
- ♣ Use **Search and register for sections** to look for sections, add them to your preferred list of sections and then register for them.
- ♣ Use Express Registration when you know the exact subject, course number, and section number of the sections for which you wish to add to your preferred list and then register.
- Manage My Waitlist lets you see your status and rank on a waitlist and remove classes from a waitlist if you change your mind.
- ♣ Use Make a Payment to pay your registration fees using Visa or MasterCard.

#### Log into the Student menu

Once you are logged in to WebAdvisor (see Mendocino College Log In Information for Students) you can register, add and drop classes. You can also submit a change of address request and your email address to our records.



#### Click on Register for Sections



#### **CURRENT STUDENTS Register for Sections** Payment is due, in full, at the time of registration. Your classes will be dropped if payment is not received by the end of the day. Please choose which type of registration you would like to use: Search and register for sections Use this option if you would like to look for sections, add them to your preferred list of sections and then register for them Use this option if you know the exact subject, course number, and section number of the sections for which you wish to add to your preferred list and ther Use this option if you have already placed sections on your preferred list and would like to now register. Use this option if you would like to drop a section. (Other choices also allow you to drop a section while you register for another.) Use this option if you would like to register or remove sections that you are currently waitlisted in. OK

# Then choose type of registration:

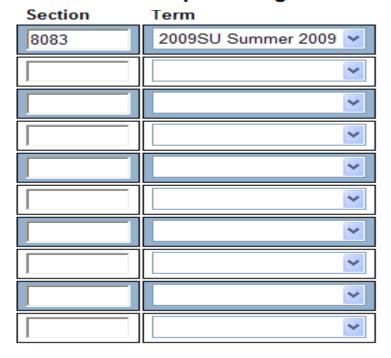
Go to **Express Registration** if you already know what sections you want to add to your Preferred Sections.

Use **Search and register for sections** if you need to look up class sections to add to your Preferred Sections.

Choose **Register for previously selected sections** to see what is currently in your Preferred Section list.

#### **Express Registration**

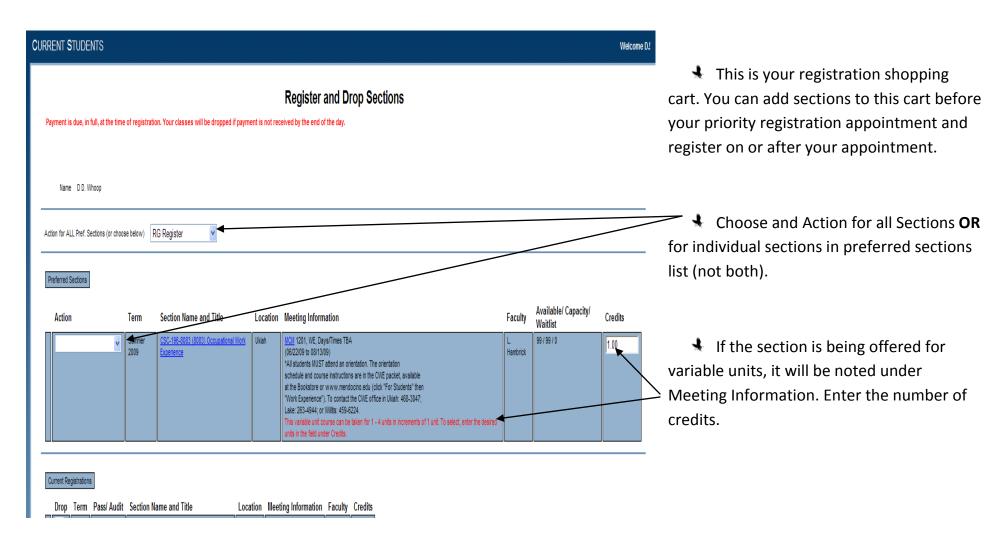
#### **Express Registration**

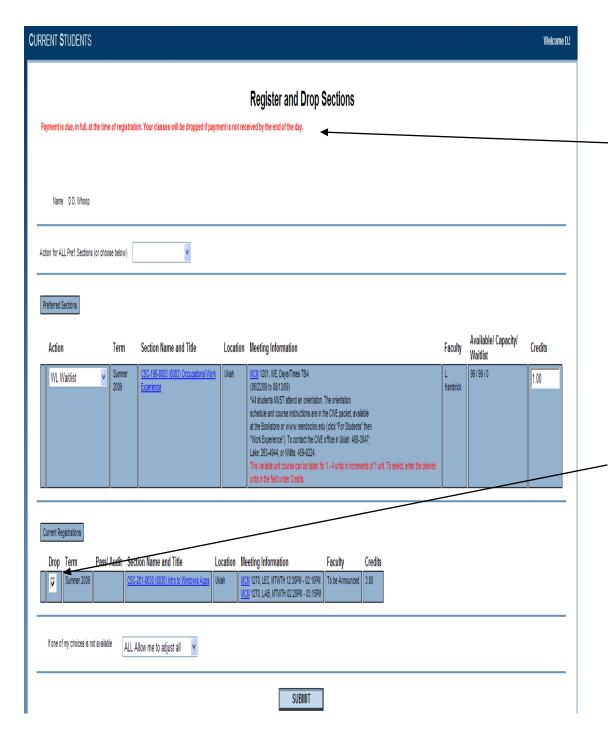


- ♣ Enter four-digit Section Number (with any leading zeroes) and select the Term for each course you want to add to your Preferred Sections.
- ♣ For co-requisite classes, enter both sections.
- ♣ When your list is complete click SUBMIT once.

SUBMIT

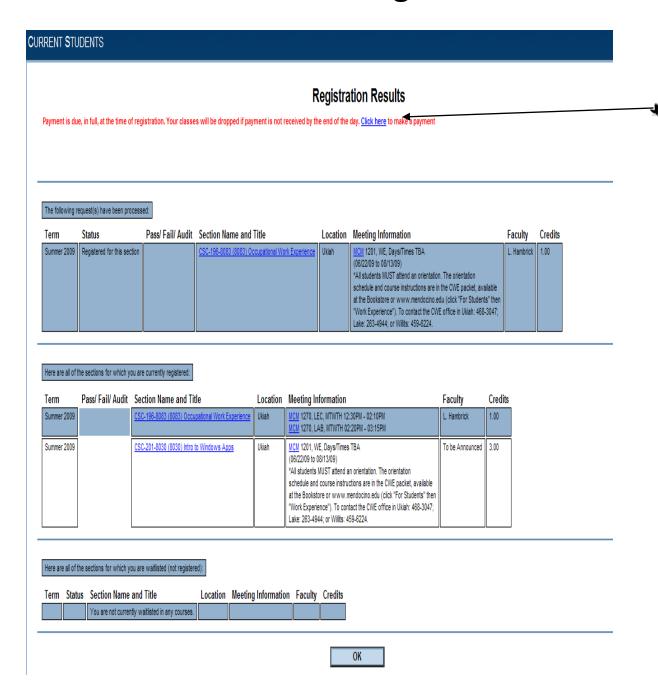
#### **Preferred Sections**





- ★ WebAdvisor will indicate any problems with your registration request as well as provide a reminder that you will be dropped at the end of the day if payment is not received in full.
- ♣ Read the message carefully and respond with the appropriate ACTION for each section.
- ♣ The red message under meeting information indicates that there is important information related to this section.
- ♣ You can also drop sections that you are currently registered for from this page.
- Click SUBMIT once when you are finished.

#### **Registration Results**



Click here to make a payment with your credit card. Mendocino College
WebAdvisor accepts Visa, MasterCard,
Amex or Discover. Remember, if you don't make a payment by the end of the day, you will be dropped from your classes.

# Payment is due, in full, at the time of registration. Your classes will be dropped if payment is not received by the end of the day. \* = Required Payment Amount Balance Description Total Charges Payments Financial Aid Remaining Payment Plans Refunds 91.00 91.00 Summer 2009, Student Receivable 91.00 0.00 0.00 0.00 Total Amount Due 91.00 Payment Type\* Visa

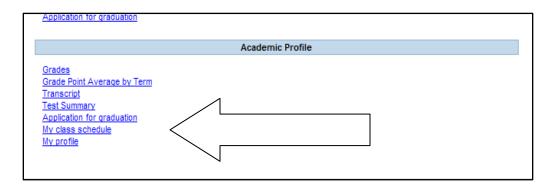
#### Make your Payment

Enter payment amount and Payment Type and click submit. (Must be paid in full by the end of the day or you will be dropped from your classes.)

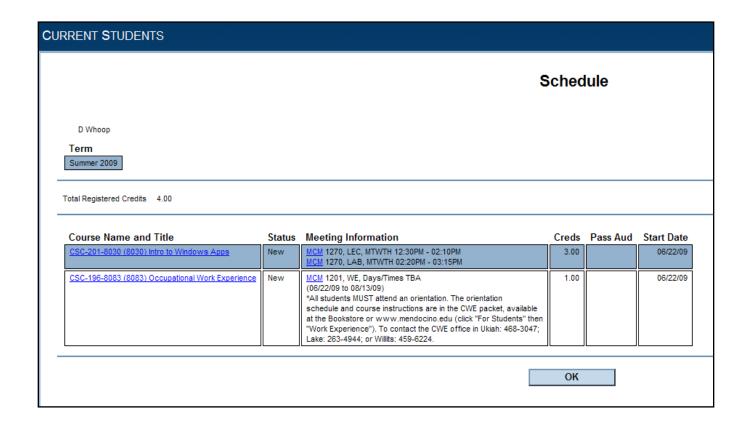
		Electronic Card Entry
How do I find the secu	urity code?	·
* = Required		
Payment Amount Convenience Fee	91.00 0.00	
Total Payment Amount		
Credit Card Number*		
Expiration Date*	▼ Expiration Year*	
Card Security Code*		
Name on Card*	Stephen Student	
Billing Address*	123 Main Street	
City* Ukiah	State/Province* California	Postal Code* 95482
E-mail Address*		
		SUBMIT

Fill out your credit card information and email address and click submit.

#### My Class Schedule



♣ Use My Class Schedule to view and print your schedule at any time after payment. Select the term and click SUBMIT.



#### For assistance, call the

#### Mendocino College Admissions and Record Office:

707-468-3101

