

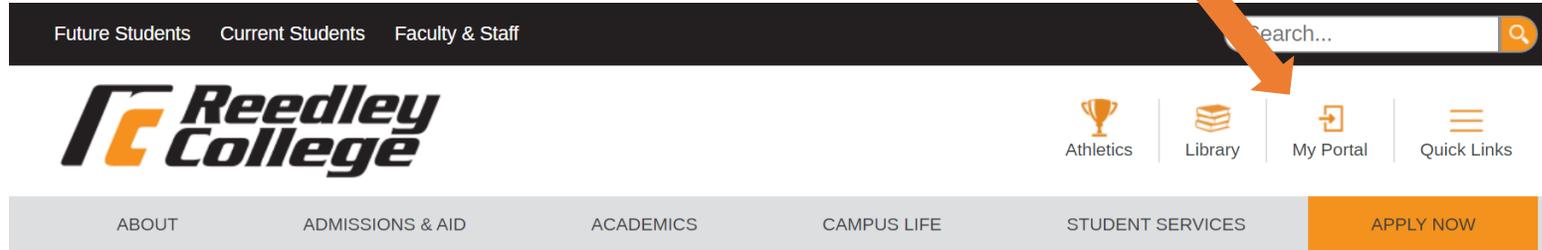


# Registration Instructions



# Access "My Portal"

1. Go to [www.reedleycollege.edu](http://www.reedleycollege.edu) click on "My Portal"



2. Log In to My Portal

A screenshot of the State Center Community College District login page. The page features the district logo and name, followed by a list of member colleges: Fresno City College, Reedley College, Clovis Community College, Madera Community College Center, and Oakhurst Community College Center. Below this is a login form with fields for 'Username:' and 'Password:'. Underneath the password field is a section titled 'Select the role you want to log in as:' with two radio button options: 'Student' and 'Employee'. The 'Student' option is selected and circled in red. A 'Login' button is located at the bottom of the form.

Your username is your SCCCD student ID. Your password is your first initial (upper case), your last initial (lower case), and your 6-digit date of birth.

For example, student John Smith was born on January 1, 1997 and has a student ID number of 0123456. John's login information would be:

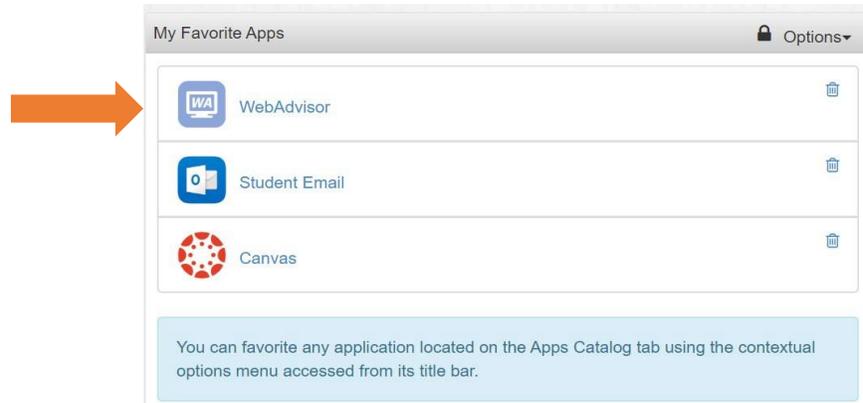
Username: 0123456  
Password: Js010197

**Be sure to select "Student" as the role to login under as outlined in red.**

[Problem Logging In?](#)

# WebAdvisor Access

3. Click on *WebAdvisor* link under My Favorite Apps



**\*NOTE: You may need to update your Communication Preferences first if prompted. Click on *Dashboard* after successfully submitting your Communication Preferences to get back to My Favorite Apps**

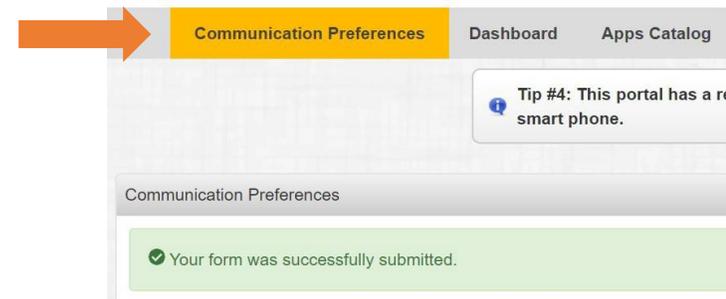
Review Your Communication Preferences

Click 'Ok' below to access the Communication Preferences management interface. You must review and submit your preferences before continuing to the portal.



Add personal email and phone number here, and confirm via email and cell number.

The screenshot shows the "Communication Preferences" form. It includes sections for "My Contact Information" with fields for "Primary Cell Number" and "Secondary Cell Number (optional)", and "Personal Email Address". Below these is the "My Subscriptions" section, which includes "1st2know Emergency Alert Notifications" with a "Receive?" radio button set to "Yes" and a list of "Locations" including District Office, Fresno City College, Reedley College, Clovis Community College, Madera Community College Ctr, Oakhurst Community College Ctr, Clovis Herndon Campus, and Career and Technology Center.



# Logging in to WebAdvisor

4. Click on Log In and then click on Student Menu

State Center Community College District  
Fresno Reedley Clovis Madera Oakhurst

LOG IN | MAIN MENU

1.

2. Students Menu

Welcome Guest!

Students, Faculty, and Employees must LOG IN at upper right hand corner to access WebAdvisor

[Guest Access](#)

Attention students, during peak registration times, we encourage you to use the link below to see a list of open classes. [List of Open Classes](#)

Problems logging in?

[What's my Student ID#?](#)  
[Login Instructions](#)  
[Reset My Password](#)  
[Help Resetting Password](#)

For 24/7 assistance please contact: 559-499-6072 (local) or 844-887-2223 (toll free)

Need assistance?  
[Registration Instructions](#)

For Employee/Faculty Password Reset  
FCC - 559-443-8670 | DO - 559-244-4357

If you have trouble logging into WebAdvisor, utilize the information on the left side of the page.

# Registration Section

5. Click on Search/Register for Classes under the Registration section



\* Note: You can check for any holds and your registration date by clicking on the *Registration Eligibility* Information link. Any holds will be found under **Hold Status** (see below) and information to clear them can be found by clicking on the HOLD and Academic Legends link under the Registration Section. All new students will have an "AR" hold until their assigned registration date. Other holds should be cleared prior to your registration date.

Recipient	Reg Date	Hold Status	Registration Standing	Email Address
Anthony Bravo	SU: ; FA:		GOOD	AJBravo2@MY.SCCCD.EDU

# Searching for Courses

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6. Select a Term, Location, Subject, enter a Course Number, and then click *Submit*

\* = Required

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Term\*

Location\*

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Subject*	Course Number	Section
<input type="text" value="English"/>	<input type="text" value="1A"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

\*If you get a **Red Error Message** (see example below) after clicking *Submit*, it means that course is not offered in the “Location” and you need to select a different “Location”. For example, if you select “RC 100% Online” for the “Location”, and receive the **Red Error Message**, it means that course is not offered online.

No classes meeting the search criteria have been found.

# Section Selection Results Page

7. Click on the blue links under "Section Name and Title" for full class information to avoid registration errors. This will show additional lab times or important class notes located at the bottom of the class detail page.

**\* Next slide shows full class information view.**

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Special Comments
<input checked="" type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-51495 (51495) READ &amp; COMP</a>	Reedley College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Social Science, Room 35	H. Paul	3 / 15 / 0	4.00	
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-52835 (52835) READ &amp; COMP</a>	Reedley College	08/10/2020-12/11/2020 Lecture Monday, Friday 08:00AM - 09:50AM, Classroom Complex I, Room 202	A. Connelly	26 / 30 / 0	4.00	Must also enroll in ENGL-205-50512
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-52837 (52837) READ &amp; COMP</a>	Reedley College	08/10/2020-12/11/2020 Lecture Monday 10:00AM - 11:50AM, Social Science, Room 35 (more)...	L. Levine	23 / 30 / 0	4.00	Must also enroll in ENGL-205-50513
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-52839 (52839) READ &amp; COMP</a>	Reedley College	08/10/2020-12/11/2020 Lecture Monday 01:00PM - 02:50PM, Portable Classrooms, Room 2 (more)...	J. Thurber	27 / 30 / 0	4.00	Must also enroll in ENGL-205-50514

\*Status: "Open", the class is available to register; "Closed", the class is full and a waitlist has not been started. You can waitlist for a class listed as "Closed" or "Waitlist" by choosing the "Waitlist" action on the drop down menu once the class is in the "My Cart" page.

8. Check mark the course you would like to take then click

Add to Cart

# Class Information View

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\*\*\*Be sure to review "Meeting Information" for class meeting dates/times and "Important Class Notes" for important information for that courses section number.

Title READ & COMP  
Course ENGL-1A-52835  
Section Number  
Description Students will read, analyze, and compose college-level prose, with emphasis on the expository; study writing as a process; explore different composing structures and strategies; edit and revise their own writing; and conduct research (gather, organize, evaluate, integrate, and document information), culminating in a term research paper and annotated bibliography. Students will write a minimum of 6,000 words in formal academic language. PREREQUISITES: English 132 or multiple measures' placement. (A, CSU-GE, UC, I) (C-ID ENGL 100)  
Credits 4.00 CEUs Term 2020FA Fall 2020  
Start Date 10 August 2020 End Date 11 December 2020  
Academic Level UG - Undergraduate

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## Meeting Information

08/10/2020-12/11/2020 Lecture Monday, Friday 08:00AM - 09:50AM, Classroom Complex I, Room 202

Faculty name	Phone	Extension	E-mail address	Instructional Method
Anya H. Connelly			anya.connelly@reedleycollege.edu	Lecture

## Requisite Courses

PREREQUISITES: English 132 or multiple measures' placement. Take either previously or concurrently Required

## Supplies

None

[View Book Information](#)

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IMPORTANT CLASS NOTES\*\*\*(Students enrolling in this class must also enroll in ENGL-205-50512.)

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# My Cart

9. Choose an action from the drop down menu: Register or Waitlist

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist
<input type="button" value="▼"/>	Fall 2020	<a href="#">ENGL-1A-51495 (51495)</a> <a href="#">READ &amp; COMP</a>	Reedley College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Social Science, Room 35	H. Paul	3 / 15 / 0

(3 spots available, 15 students allowed, 0 on waitlist)

10. Check mark the box and then click **Submit** to register.

Important Cal Grant Information. You must confirm to proceed  
I understand that:  
1) A Cal Grant award is limited to four academic years, except as provided in subdivision (c) of Section 69433.6 (exception for students enrolled in an institutionally prescribed five-year undergraduate program)  
2) A student needs to take 15 units per semester or the equivalent quarter units, or 30 semester units or the equivalent quarter units per academic year, in order to graduate within four years.

Confirmation you understand the Important Cal Grant Information You must check the confirmation box to proceed

Important AB1504 Information  
As of January 1, 2020, any student registered for classes will be charged a \$2 student representation fee in compliance with AB1504. This is a mandatory fee that supports lobbying efforts by students for their rights.  
One (\$1) dollar will be forwarded to the state to pay for state-wide student advocacy and shall be expended to establish and support the operations of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local governmental entities. The other dollar will be administered by the college to support student representation activities at the local or state level.

You may opt out of this fee by checking this box (only for 2020FA and after)

**You must complete  
Step 10 to complete  
your registration**

\* A **Red Error Message** means that your selected "Action" did not go through. Review/resolve the error message and repeat steps 9 and 10 to register (example of a *Red Error Message* below).

**BIOL-5-36957 - BIOL-5-36957 conflicts with COMM-1-37844**

# Registration Reminders - Locations

- **Locations**

- **Reedley Hybrid** – combination of online instruction and scheduled in-person class instruction
- **RC 100% Online** – no scheduled in-person class instruction
- **Reedley College** – scheduled in person class instruction on campus

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Term\*

Location\*

RC 100% Online

Reedley College

**NOTE:** You can select a different campus Location and search/register for classes at another campus. For example; selecting Clovis Community College for your Location will bring up courses offered at that campus.

# Registration Reminders

- English & Math Corequisites – search for both courses and you must register for assigned corequisite course

Term\*

Location\*

Subject*	Course Number	Section
<input type="text" value="English"/>	<input type="text" value="1A"/>	<input type="text"/>
<input type="text" value="English"/>	<input type="text" value="205"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Special Comments
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-51495 (51495) READ &amp; COMP</a>	Reedley College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 10:00AM - 11:50AM, Social Science, Room 35	H. Paul	3 / 15 / 0	<input type="text" value="4.00"/>	
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-1A-52835 (52835) READ &amp; COMP</a>	Reedley College	08/10/2020-12/11/2020 Lecture Monday, Friday 08:00AM - 09:50AM, Classroom Complex I, Room 202	A. Connelly	26 / 30 / 0	<input type="text" value="4.00"/>	Must also enroll in ENGL-205-50512
<input type="checkbox"/>	Fall 2020	Open	<a href="#">ENGL-205-50512 (50512) ENGL SUCCESS SKILLS</a>	Reedley College	08/12/2020-12/09/2020 Lecture Wednesday 08:00AM - 09:50AM, Classroom Complex I, Room 202	A. Connelly	21 / 25 / 0	<input type="text" value="2.00"/>	Must also enroll in ENGL-1A-52835

**If you do not need the corequisite, be sure to register for a section that does not require the corequisite.**

# Helpful Tips

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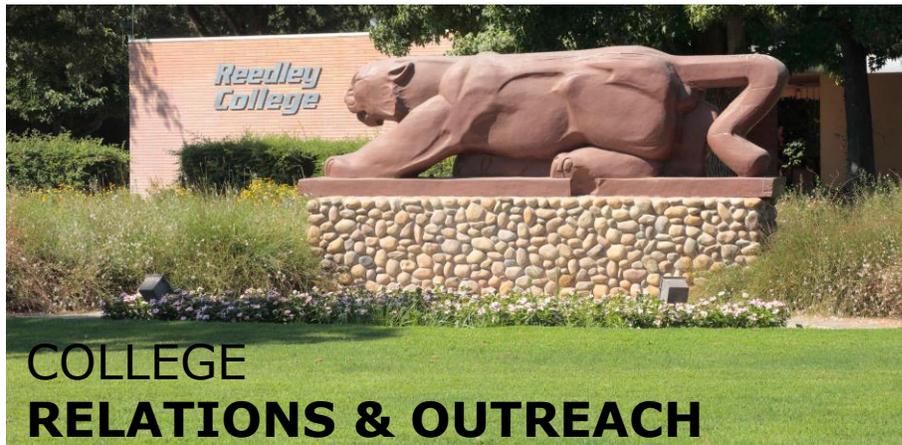
- Make sure to click on the class title link for complete course information such as lab times or specific meeting times, special programs, class notes
- Use the schedule worksheet (pencil is best) to avoid time conflicts and write down the section numbers and unit count as you go
- Search for 1-2 classes at a time to avoid timing out, taking a long time to search before adding classes to your cart could cause you to receive an error message
- Look for special comments in the last column; Reedley College students should avoid classes with sections starting with a "9" as they are held for special programs/cohorts
- Look for "Open" and classes with short waitlists; "Closed" means a waitlist has not started and you will be the first on the waitlist.
- Hybrid and Online classes are often available in a different section, you have to change the "location" to search for them

# For Further Assistance

Visit [www.reedleycollege.edu](http://www.reedleycollege.edu)

For additional resources including live help and contact information.

Remember to check your SCCCD email for important information from the college before classes begin.



Phone: 559.638.0311

Email: [rc.outreach@reedleycollege.edu](mailto:rc.outreach@reedleycollege.edu)



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Reedley CA 93654