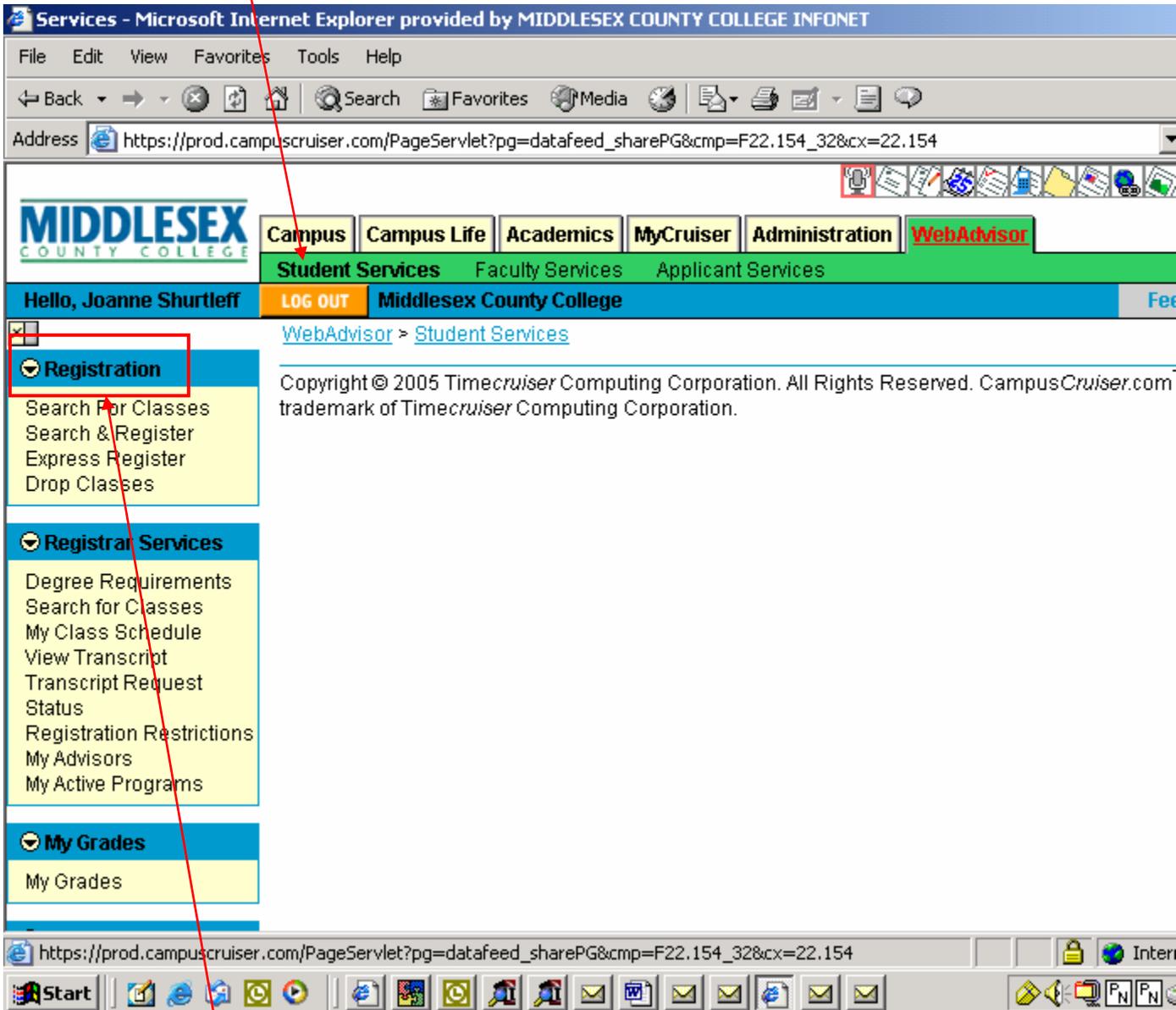# WEBADVISOR - REGISTER FOR CLASSES

You can register, add, or drop classes using the **WebAdvisor** tab.

- ➢ Log on to **CampusCruiser.**
- ➢ Click on the **WebAdvisor** tab.
- ➢ Click on the **Student Services** second level tab if it is not selected.

- ➢ Click on the **Registration** heading if the Registration menu is not open.

➢ Click on **Search for Classes** to search for course numbers and sections.
➢ Choose **Search & Register** if you're planning to register after your search.
➢ Choose **Express Register** if you already know the **Course Number(s)** and **Section Number(s)** and are ready to register.
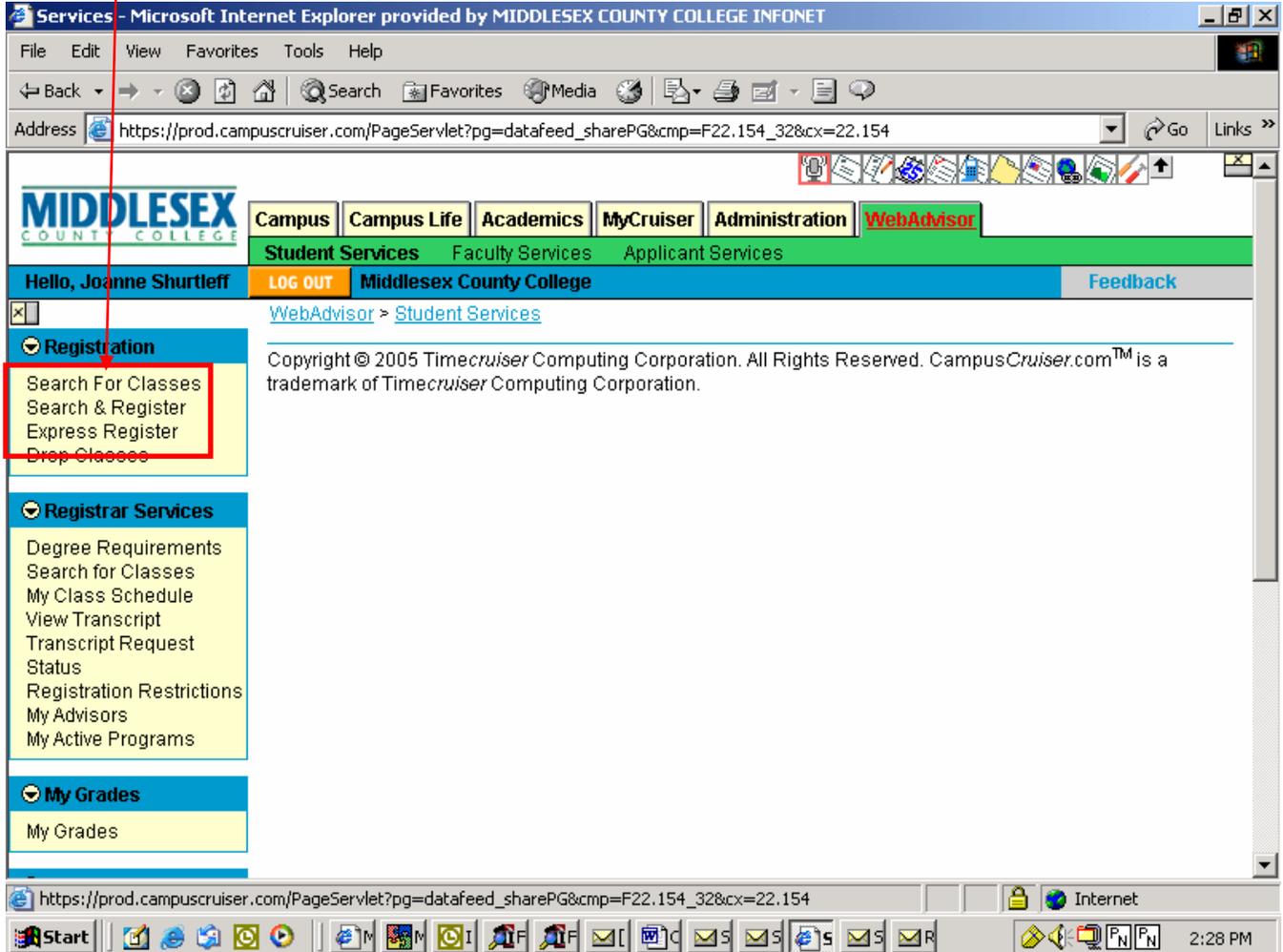
- Under **Search for Classes**, enter information in the appropriate fields to narrow your search. You must enter the **Term** and the **Subject**. You are not required to enter a **Starting On/After** or **Ending By Date,** but this information may be helpful when searching for fall II, spring II or presummer/summer course sections.
- Click on the drop down menu for **Course Level** if you want to narrow your search to courses at a particular level: developmental, 1st year, or 2nd year, or you may specify a specific course by entering the course number in the **Course Number** box.
- Click **Submit.**
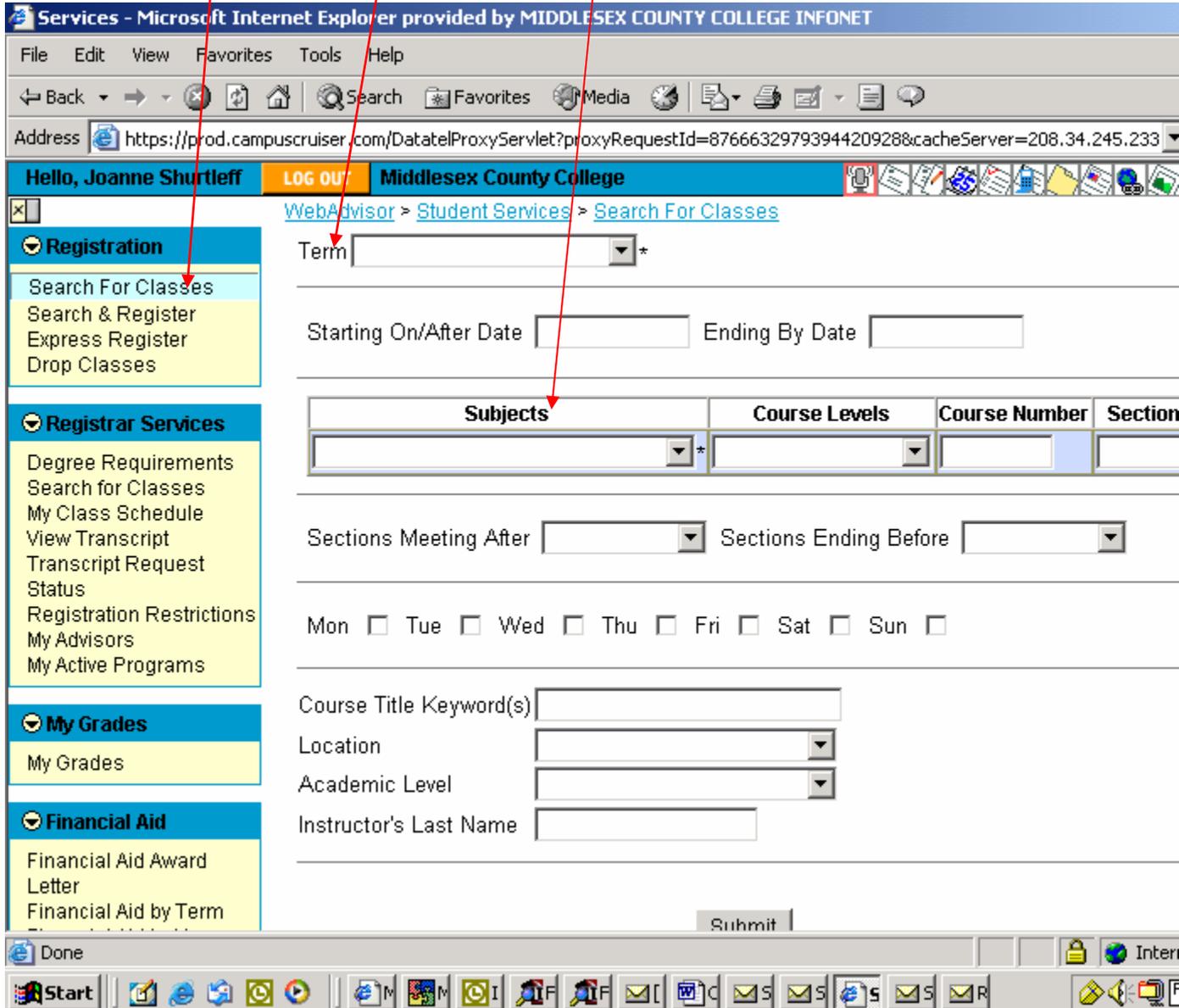
- A list of courses and sections will appear which meet your criteria.

➢ If you choose **Search & Register**, after your search you will be given the option to select course sections for registration:

- ➢ Choose **Express Register** if you know the course number(s) and section(s) for which you wish to register.
  - Choose the Subject (example: English) from the drop down menu by clicking on the arrow to the right of the **Subject** field.
  - Enter the course the course number (example: 121) in the **Course Number** field
  - Enter the section number (example: 01) in the **Section Number** field.
  - Choose the Term (example: 05/FA – Fall 2005) from the drop down menu by clicking on the arrow to the right of the **Term** field.

Services - Microsoft Internet Explorer provided by MIDDLESEX COUNTY COLLEGE INFONET

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media

Address https://prod.campuscruiser.com/DatatelProxyServlet?proxyRequestId=-4969168657244078632&cacheServer=208.34.245.235

Student Services   Faculty Services   Applicant Services

Hello, Joanne Shurtleff   LOG OUT   Middlesex County College   Fe

WebAdvisor > Student Services > Express Register

Registration
Search For Classes
Search & Register
Express Register
Drop Classes

Registrar Services
Degree Requirements
Search for Classes
My Class Schedule
View Transcript
Transcript Request
Status
Registration Restrictions
My Advisors
My Active Programs

My Grades
My Grades

Financial Aid
Financial Aid Award
Letter

	Subject	Course Number	Section Number	Term
1	ENG - English	121	01	05/FA - Fall 2005
2				
3				
4				
5				
6				
7				
8				
9				
10				

I accept responsibility for my course selection and I understand that academic counseling to help with course selection. I certify that I have met the prerequisites for the course for wh registering. Further, I understand that it is my responsibility to pay my bill by the due date, the starting date of my classes and refund policies. I understand that it is my responsibility the Middlesex County College catalog regarding College policies.

https://prod.campuscruiser.com/DatatelProxyServlet?proxyRequestId=-4969168657244078632&cacheServer=20

Start   M..   F..   C..   I...   F..   S..   M..   S...

- When you have finished entering your classes, read the *Registration Disclaimer* carefully and then click **Submit** to move to the next screen where you can finalize your choices.
-

- On the next screen you will need to indicate what **Action** you wish to take for the course(s) you've selected. You may choose one **Action** for all the courses on your list or you may indicate different actions for different sections:
    - Choose **Register** if you plan to register for the course(s).
    - Choose **Audit** if you plan to audit the course(s).
    - Choose **Remove from List** if you do not want to register for the section(s).
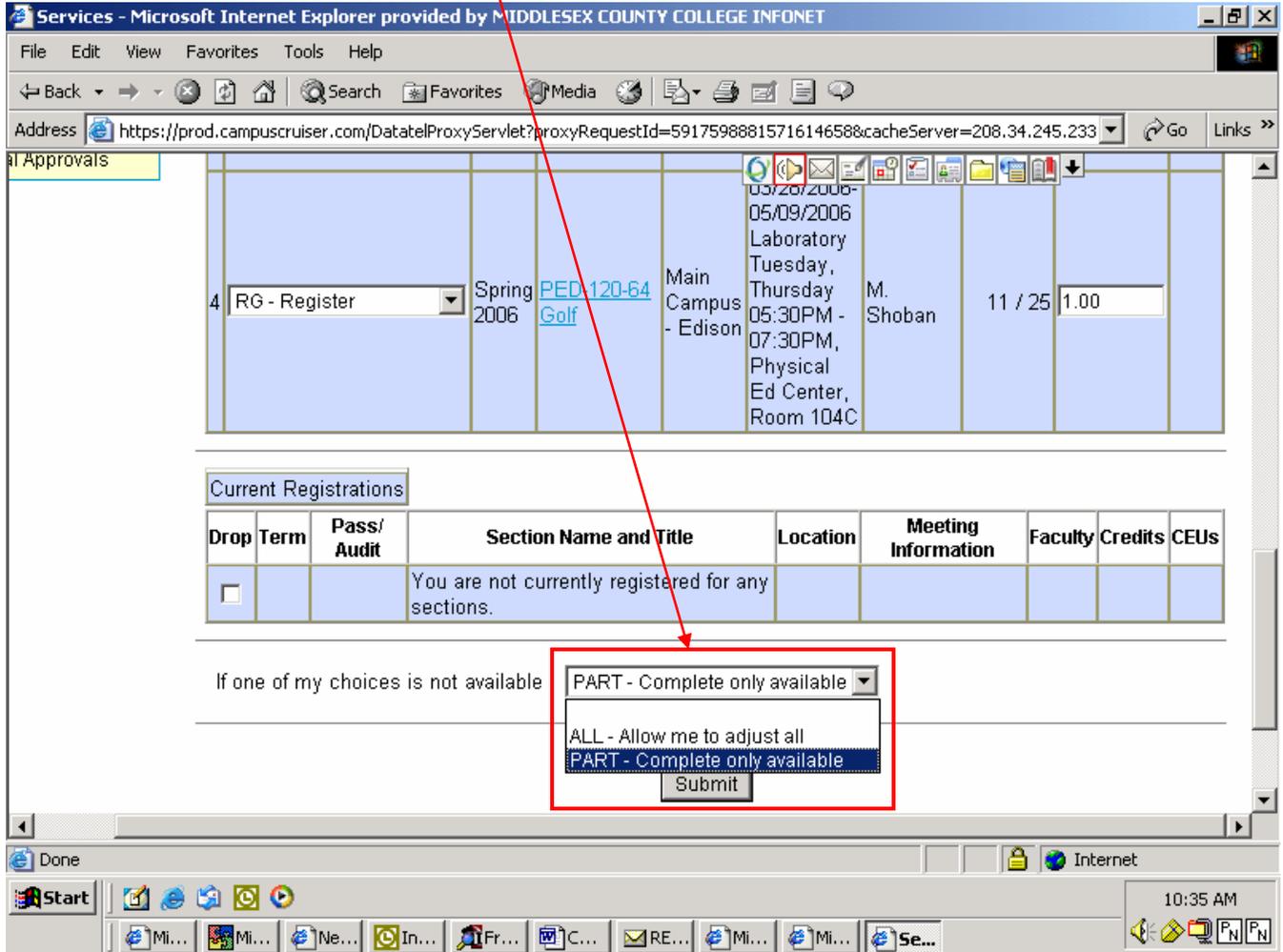
- ➢ Before you submit your registration request, use the drop down menu to choose what you want to happen if all of your choices are not available:
  - Choose "Allow me to adjust all" if you don't want any of your choices processed if there is a problem with one of them.
  - Choose "Complete only available" if you want whatever can be processed to be processed.

- ➢ Click **SUBMIT** at the bottom of the page to finalize your registration.

IMPORTANT: *Your registration is not complete until you submit it and receive confirmation that it was accepted.*

If your registration was successful, you will see a list of all your current registered courses with the statement: "**Registered for this section**" next to the course(s). Note that an email confirmation of your transaction will be sent to your CampusCruiser email account.
If your registration was not successful, you will receive an error message explaining the reason your attempt failed.

- ➢ You may add or drop sections to your schedule. If you want to **add** a course, choose **Search & Register** or **Express Register**.
  - If you want to drop a course, choose **Drop Classes** from the Registration menu:
  - If you wish to drop one or more of these courses, you can do so at this point by clicking the
    Check Box in the **Drop** column next to the course you wish to drop.

If your registration for additional courses was successful, you will see a list of your new classes with the Status **"Registered for this section"** on the next screen, and any courses you dropped will be gone from the list. If your drop has been successful, you will see the message **"Dropped from this section"** in the **Status** column.

Always print a copy of your schedule to confirm your classes. To print a copy of your schedule, click on **Registrar Services** and then **My Class Schedule**. Choose the appropriate term from the drop down menu and click Submit.

You will receive an email to your CampusCruiser account confirming your most recent registration, add, or drop. ***If you do not receive a confirmation email, your transaction did not go through.***