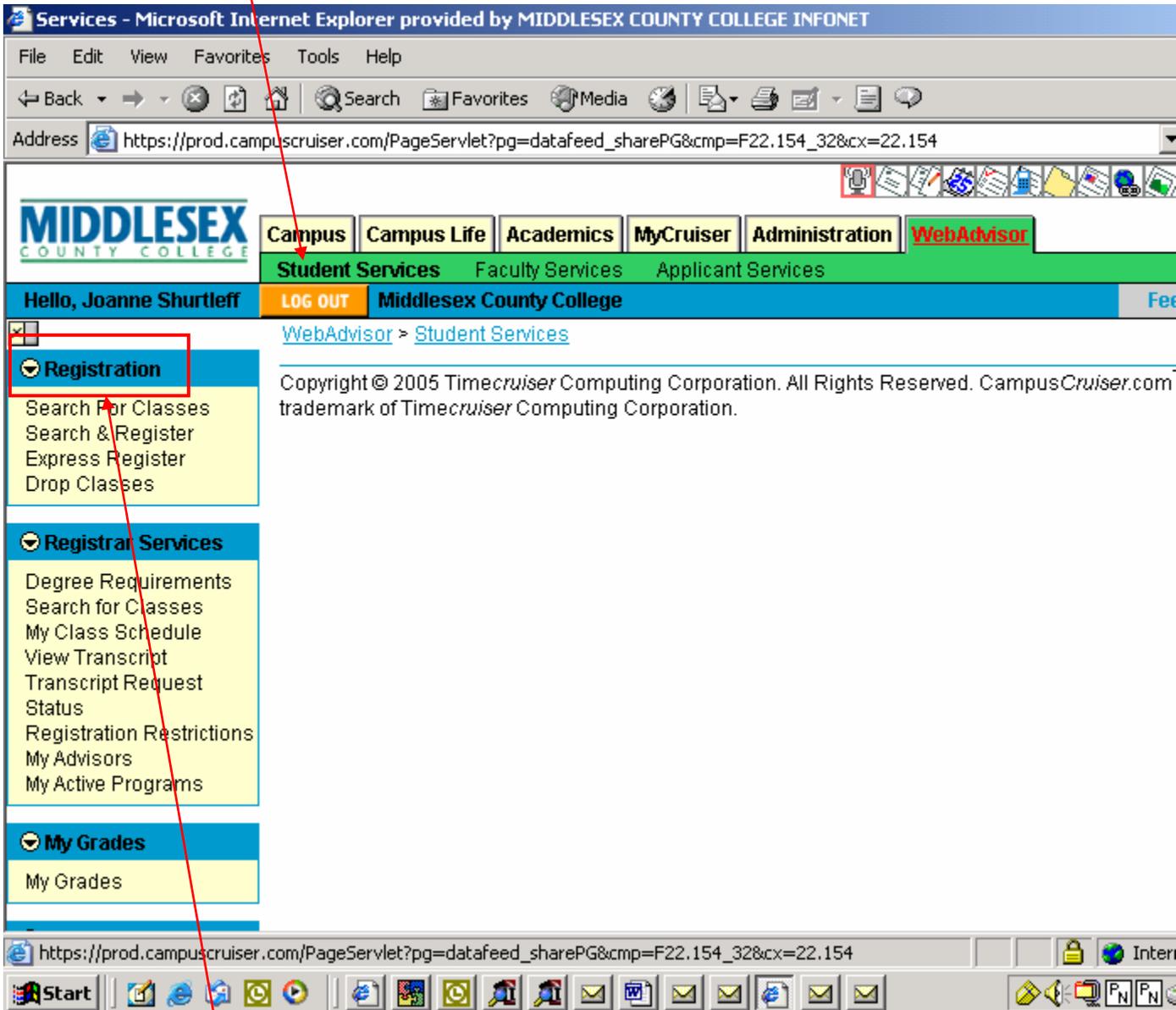


WEBADVISOR - REGISTER FOR CLASSES

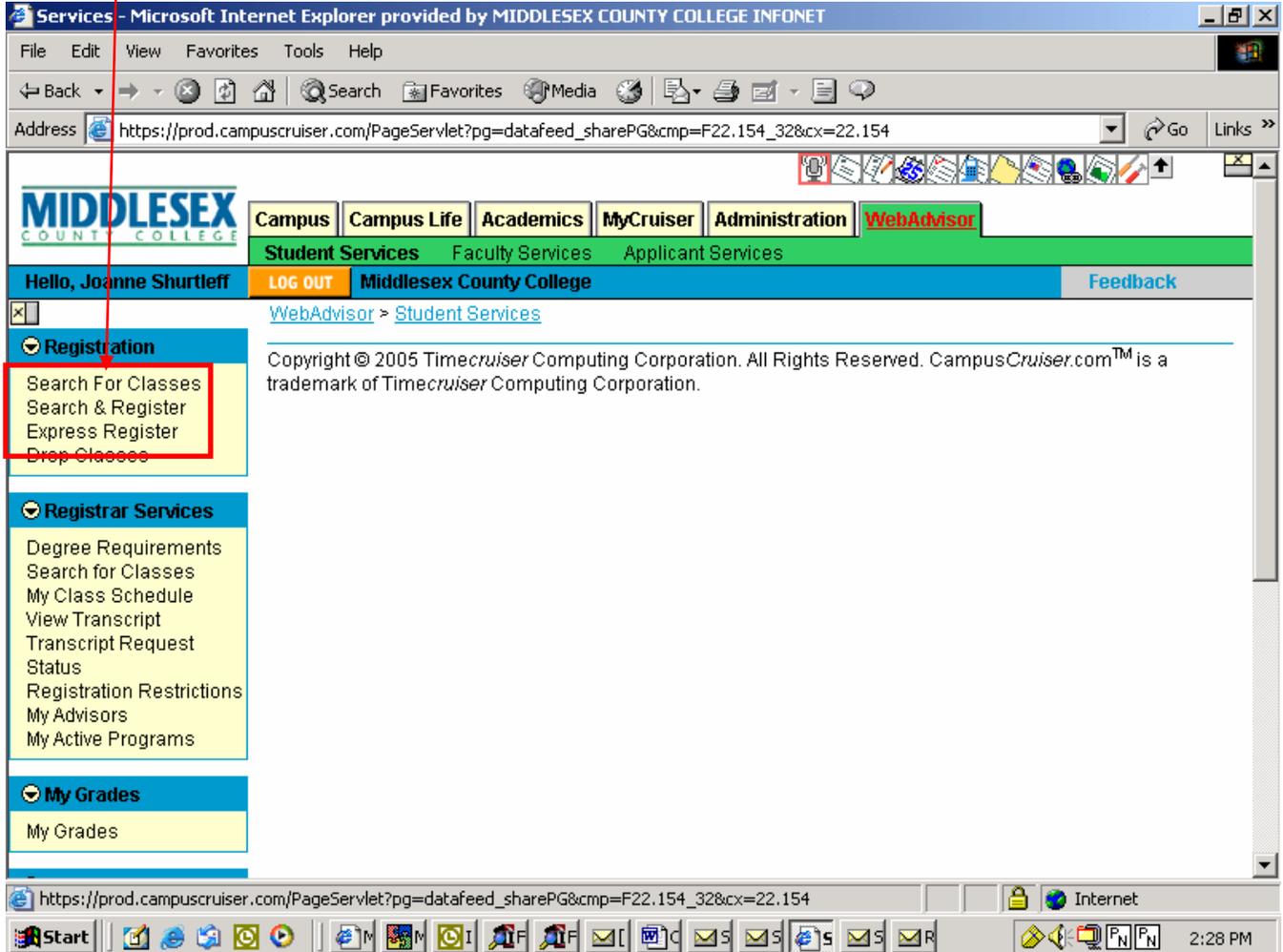
You can register, add, or drop classes using the **WebAdvisor** tab.

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

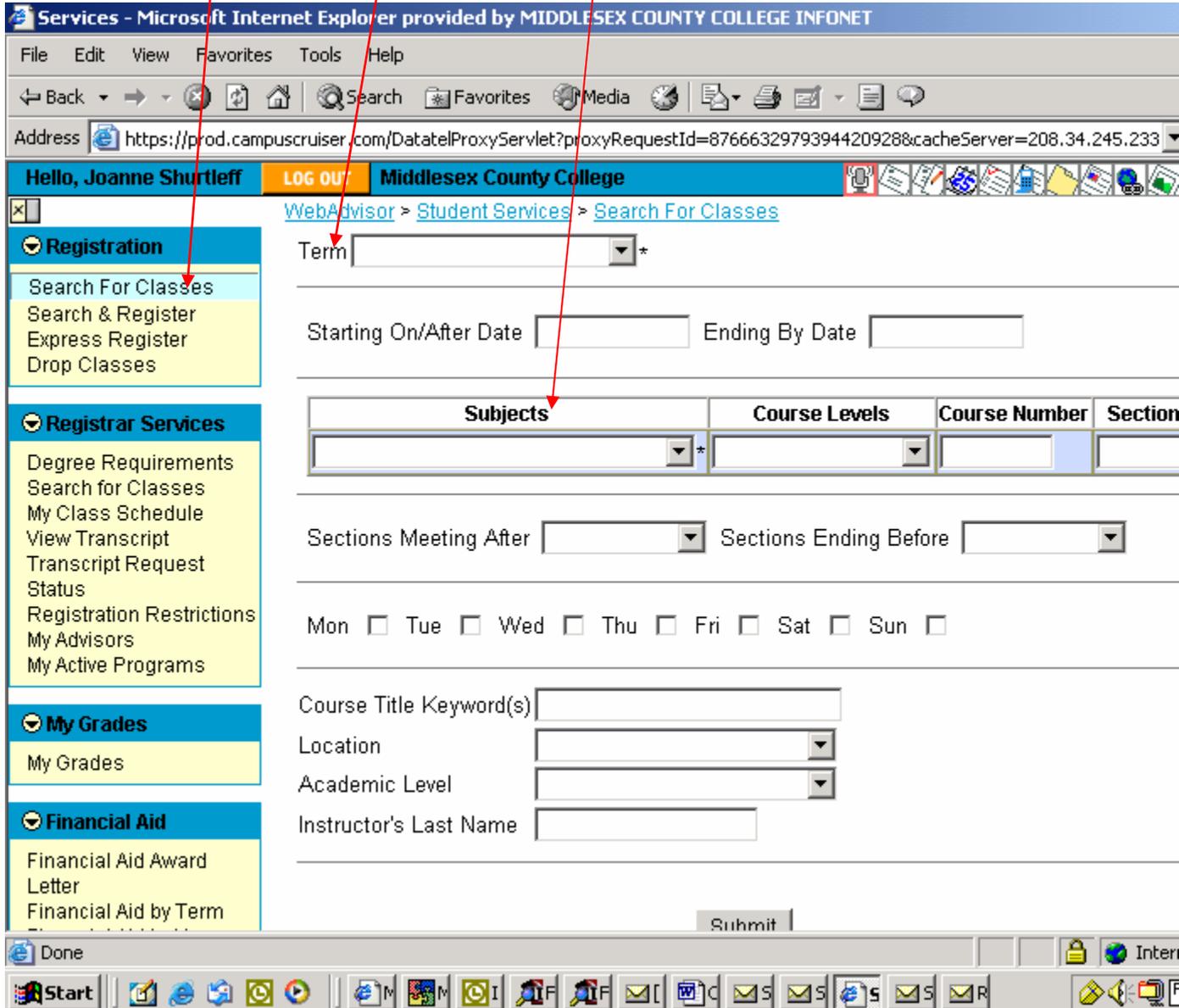


- Click on the **Registration** heading if the Registration menu is not open.

- 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:

The screenshot shows the Campus Cruiser web application interface. The browser title is "Services - Microsoft Internet Explorer provided by MIDDLESEX COUNTY COLLEGE INFO NET". The address bar shows the URL: <https://prod.campuscruiser.com/DataTelProxyServlet?proxyRequestId=-3400411134387335371&cacheServer=208.34.245.233>. The navigation menu includes "Campus", "Campus Life", "Academics", "MyCruiser", and "Administration". The user is logged in as "Joanne Shurtleff" and is on the "Search & Register" page. The left sidebar contains navigation options like "Registration", "Registrar Services", "My Grades", and "Financial Aid". The main content area shows a search filter "Narrow my search" and a "Re-sort my results" dropdown set to "TERM - Term, Section Name". A table of course sections is displayed with columns: "Select Section(s)", "Term", "Status", "Section Name and Title", "Location", "Meeting Information", "Faculty", "Available/Capacity", and "Credits". A red box highlights the "Select Section(s)" column, and a red arrow points from the text above to this box.

Select Section(s)	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits
<input type="checkbox"/>	Fall 2005	Open	ACC-101-01 Financial Accounting	Main Campus - Edison	09/07/2005-12/16/2005 Lecture Wednesday, Friday 08:00AM - 09:50AM, Main Hall, Room 115	D. Steinsapir	20 / 32	4.00
					09/07/2005-12/14/2005 Lecture			

- 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

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

WebAdvisor > Student Services > Express Register

	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 which I am 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 to read the Middlesex County College catalog regarding College policies.

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

- 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.

The screenshot shows a web browser window titled "Services - Microsoft Internet Explorer provided by MIDDLESEX COUNTY COLLEGE INFONET". The address bar shows a URL from prod.campuscruiser.com. On the left, there is a navigation menu with sections: "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, Financial Aid by Term, Financial Aid by Year), and "Financial Profile - Make a Payment" (Make a Payment, Account Summary by Term, Account Summary).

The main content area features a table with 10 rows, numbered 3 to 10. Each row has a dropdown menu in the first column and several empty input fields in the subsequent columns. A red box highlights the disclaimer text below the table, and a red arrow points from the text "Registration Disclaimer" in the first bullet point above to this box.

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

Submit

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- 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).

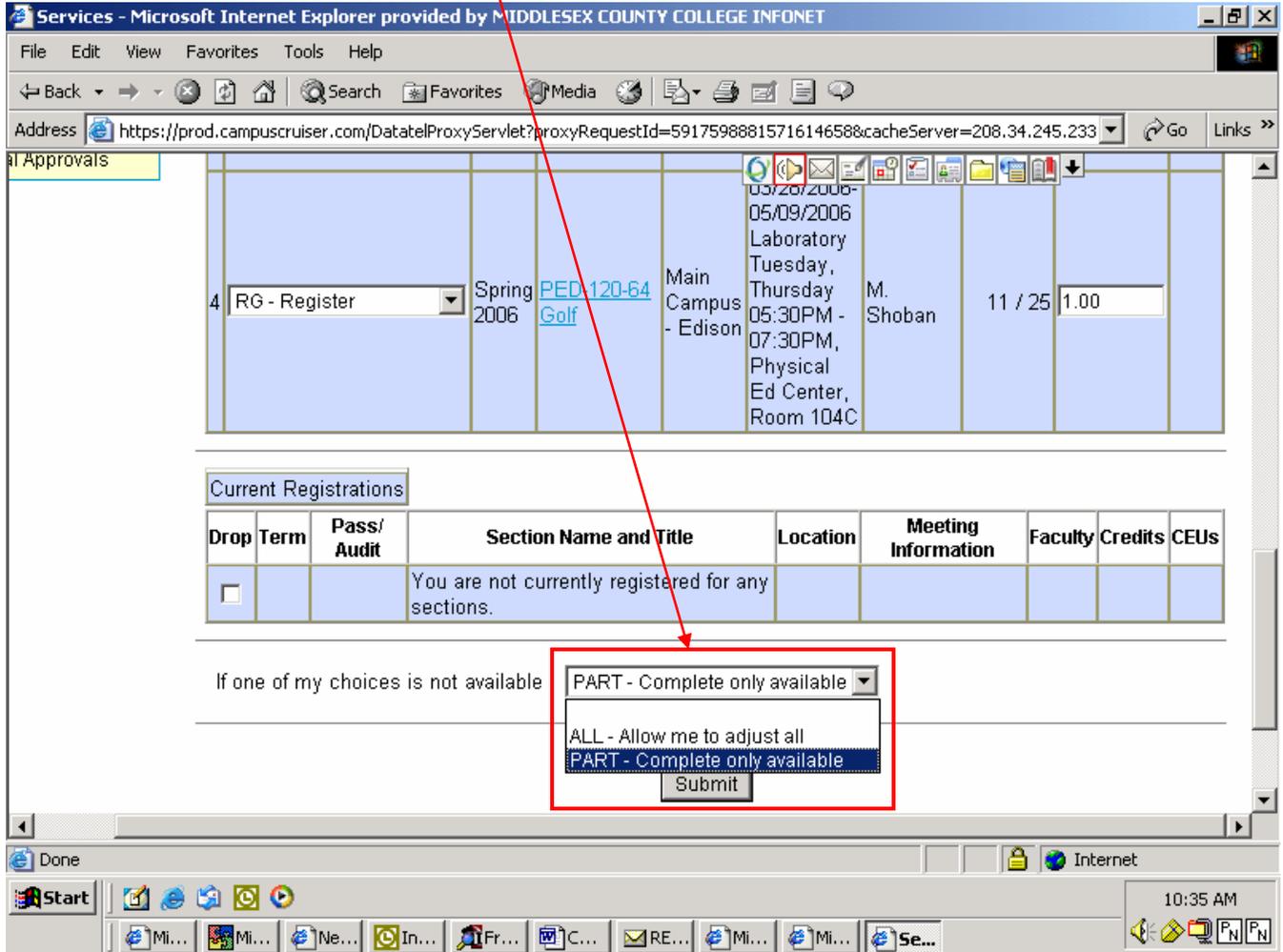
The screenshot shows the 'Express Register' page in the WebAdvisor. A dropdown menu is open for 'Action for ALL Pref. Sections (or choose below)'. The options are:

- RG - Register
- AU - Audit
- RM - Remove from List

Below the dropdown is a table of 'Preferred Sections':

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Cred
	Fal 2005	BUS-201-02 Business Law I	Main Campus - Edison	09/06/2005-12/16/2005 Lecture Tuesday, Friday 08:00AM - 09:20AM, Main Hall, Room 122	To be Announced	18 / 32	3.00

- 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.

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
- Financial Aid by Term
- Financial Aid by Year

Financial Profile -

The following registration request(s) have been processed: **Please click the Submit button to Tuition Due Dates.**

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2005	Registered for this section		BUS-201-02 Business Law I	Main Campus - Edison	09/06/2005-12/16/2005 Lecture Tuesday, Friday 08:00AM - 09:20AM, Main Hall, Room 122	To be Announced	3.00

Here are all of the sections for which you are currently registered:

Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Fall 2005		BUS-201-02 Business Law I	Main Campus - Edison	09/06/2005-12/16/2005 Lecture Tuesday, Friday 08:00AM - 09:20AM, Main Hall, Room 122	To be Announced	3.00

ATTENTION!
Check your CampusCruiser e-mail box for confirmation of your Web Registration Transaction.

- 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.***