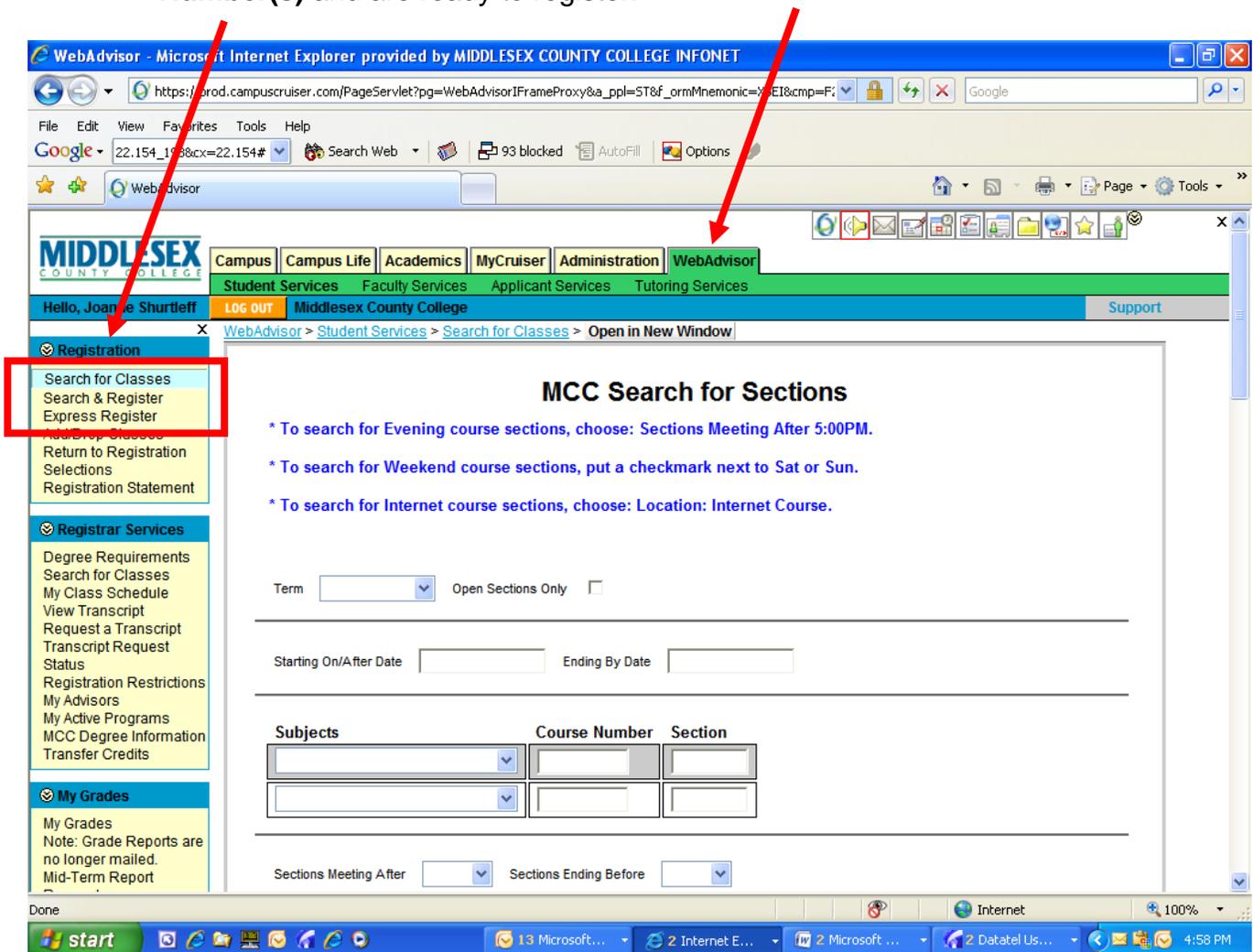


WEBADVISOR - REGISTER FOR CLASSES

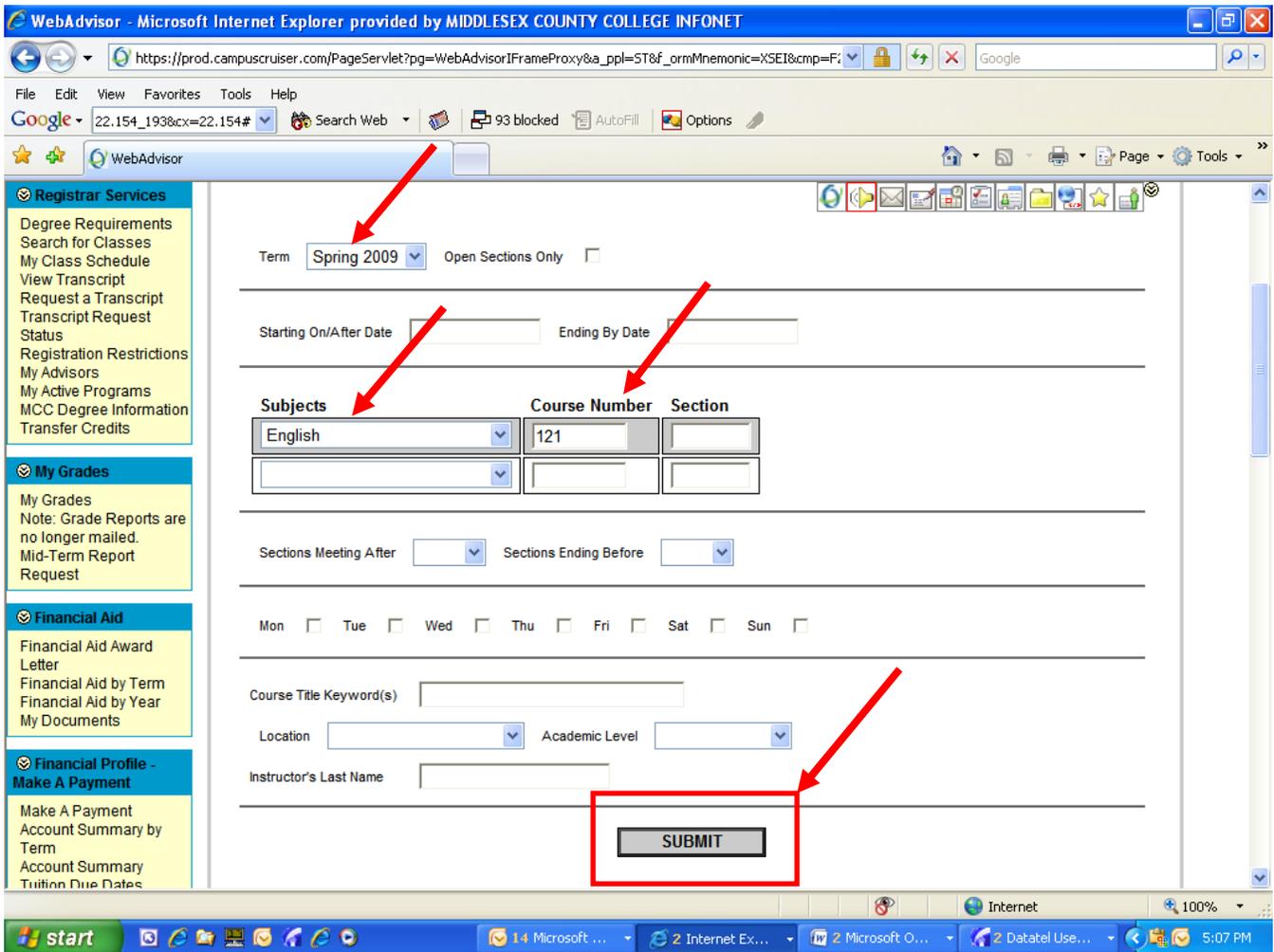
You can register, add, or drop classes from the WebAdvisor tab

If you have questions or problems, email us at registration@middlesexcc.edu.

1. Log on to **CampusCruiser**.
2. Click on the **WebAdvisor** tab.
 - Click on **Search for Classes** to search for course numbers and sections.
 - Click on **Search & Register** if you're planning to register after your search.
 - Click on **Express Register** if you already know the **Course** and **Section Number(s)** and are ready to register.



1. To **Search for Classes**, enter information in the appropriate fields to narrow your search. You must enter the **Term** and the **Subject**.
2. You may search by entering the course number, as well. Example: English 121. If you want to narrow your search even further, enter additional information such as days, location, and instructor's name.
3. Click **Submit** at the bottom of the page. You will see a list of all course sections offered that meet your criteria.
4. If you get a message that says "No classes meeting the search criteria have been found", it may mean there is no course being offered that fits your criteria, **OR** you may have entered the information incorrectly. Try searching by just the term and subject.



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

Section Selection Results

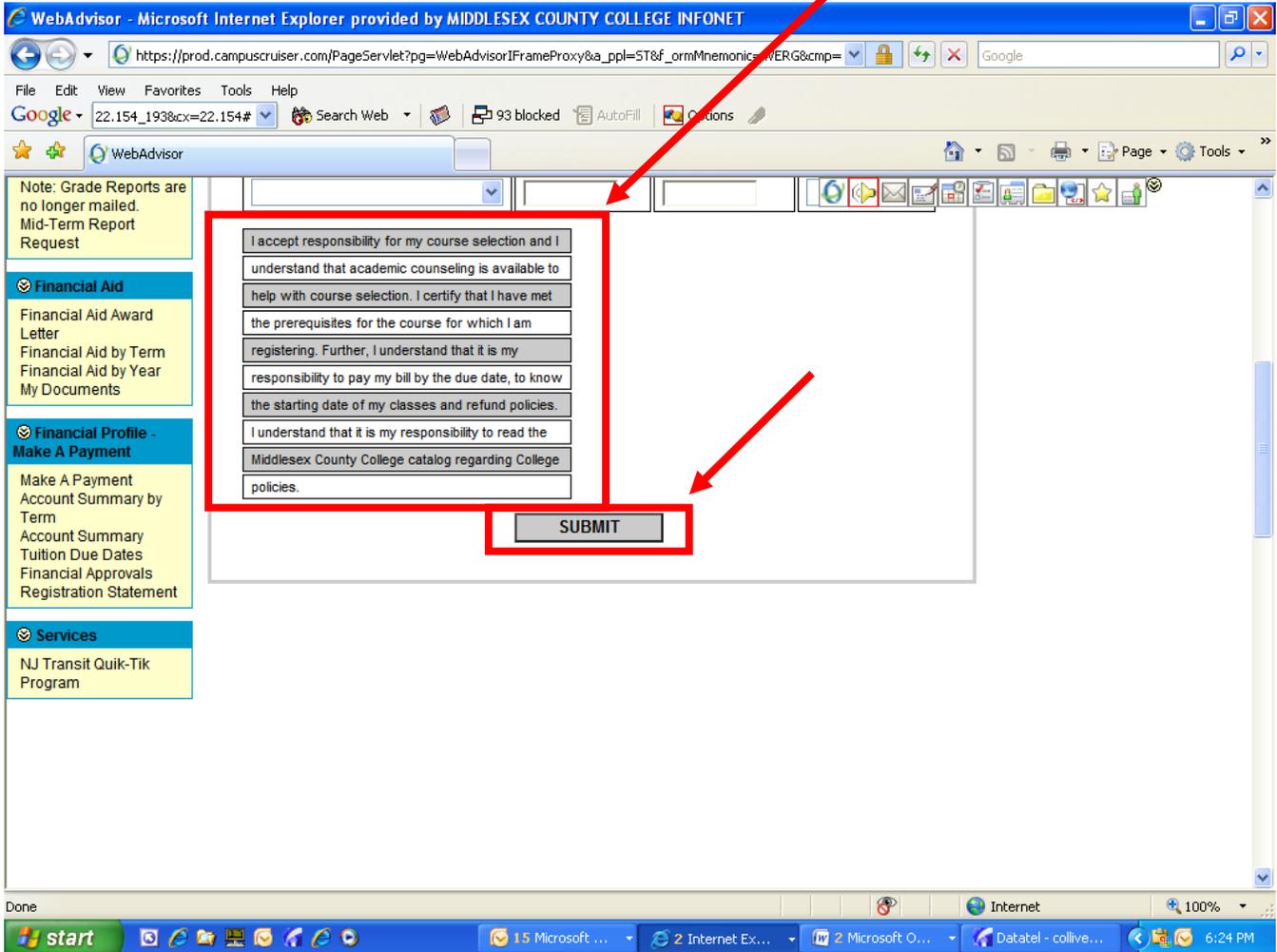
For complete course description, click on the blue course Section Name and Title.

Narrow my search

Re-sort my results TERM Term, Section Name

Select	Term	Status	Section Name and Title	Comments	Location	Meeting Information	Faculty	Available/Capacity	Credits
<input type="checkbox"/>	Spring 2009	Open	ENG-121-02 English Composition I	*COMPUTER-ASSISTED INSTRUCTION	Main Campus - Edison	01/20/2009-05/06/2009 Lecture Tuesday 08:00AM - 09:20AM, Instructional Res, Room 105 (more)...	R. Morgan	12 / 24	3.00
<input type="checkbox"/>	Spring 2009	Closed	ENG-121-03 English Composition I		Main Campus - Edison	01/20/2009-05/05/2009 Lecture Tuesday, Thursday 08:00AM -	S. Buscemi	0 / 25	3.00

1. When you have finished entering your classes, read the *Registration Disclaimer* and then click **Submit** to move to the next screen where you can finalize your choices.
2. There is still one more step before you are registered.



1. On the next screen, review your selections. Then, choose what **Action** you wish to take for the course(s) you've selected.
2. Choose **Register** if you plan to register for the course.
3. Choose **Remove from List** if you want to remove the section from your list.
4. **IMPORTANT:** If you get interrupted and need to log out of CampusCruiser at this point, you can always return to your list of courses by choosing **Return to Registration Selections** from the WebAdvisor Registration menu on the left.

The screenshot shows the 'Preferred Sections' table in the WebAdvisor system. A red box highlights the 'Action' column for two rows, with red arrows pointing to the 'Register' and 'Remove from List' dropdown menus.

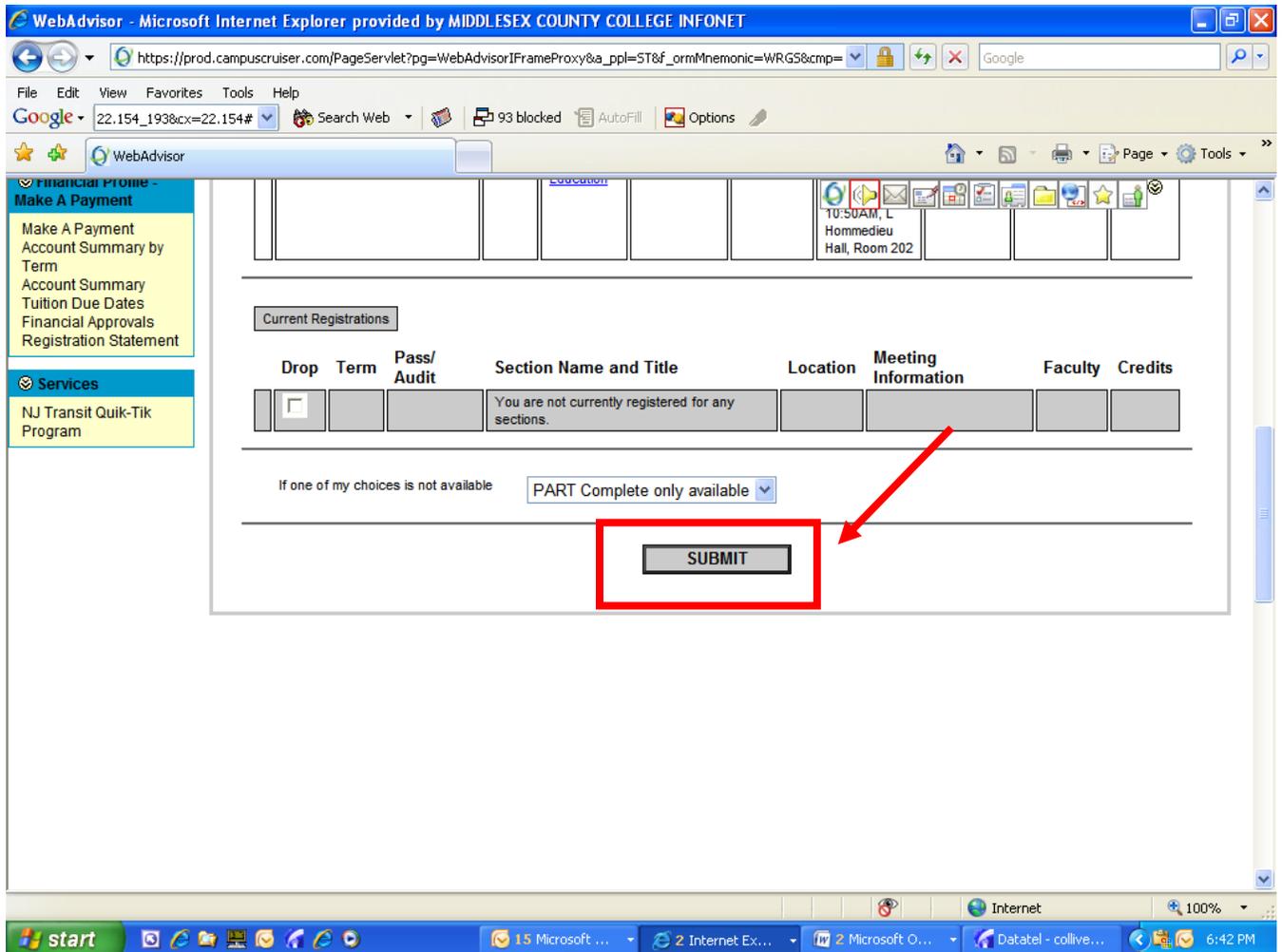
Action	Term	Section Name and Title	Printed Comments	Location	Meeting Information	Faculty	Available/ Capacity	Credits
Register	Spring 2009	DAN-131-01 Elements of Dance		Main Campus - Edison	01/20/2009-05/05/2009 Lecture Tuesday, Thursday 09:30AM - 10:50AM, Physical Ed Center, Room 156	H. Dougherty	1 / 25	3.00
Remove from List	Spring 2009	ECO-201-01 Principles of Economics I		Main Campus - Edison	01/21/2009-05/06/2009 Lecture Monday, Wednesday 08:00AM - 09:20AM, Edison Hall, Room 119	A. Peterson	2 / 30	3.00

Below the 'Preferred Sections' table is the 'Current Registrations' section, which is currently empty, displaying the message: 'You are not currently registered for any sections.'

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

IMPORTANT

Your registration is not complete until you click SUBMIT and receive confirmation that it was accepted.



2. 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.
3. An email confirmation of your transaction will be sent to your CampusCruiser email account. Check your email to make sure your received a confirmation. If you did not, your registration was not processed.
4. If your registration was not successful, you will receive an error message at the top of the page explaining the reason your attempt failed.

Registration Results

ART-201-71 - Course is filled. Waitlisting is not allowed for this section.

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

Term	Status	Pass/ Fail/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
Spring 2009	UNSUCCESSFUL registration		ART-201-71 (2032) Ceramics: Hand Building	Main Campus - Edison	01/26/2009-05/04/2009 Lecture Monday 06:00PM - 08:50PM, Edison Hall, Room 168	To be Announced		
Spring 2009	Registered for this section		EDU-121-01 (2408) Introduction to Education	Main Campus - Edison	01/21/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:50AM, L Hommedieu Hall, Room 202	J. Kovacs	3.00	
Spring 2009	Removed from Preferred Sections		EDU-280-01 (2413) Education	Main Campus - Edison	01/20/2009-05/05/2009 Lecture Tuesday 11:00AM -	J. Kovacs		

1. You may add or drop sections from your schedule. If you want to **add** a course, choose **Search & Register** or **Express Register**.
2. If you want to drop a course, choose **Add/Drop Classes** from the Registration menu.
3. Click the **Check Box** in the **Drop** column next to the course you want to drop and then click on **Submit** at the bottom of the page.
4. Note that you can add and drop courses at the same time, in the same transaction.
5. If your drop has been successful, you will see the message “**Dropped from this section**” in the **Status** column.

The screenshot shows the WebAdvisor interface in Microsoft Internet Explorer. The browser title is "WebAdvisor - Microsoft Internet Explorer provided by MIDDLESEX COUNTY COLLEGE INFONET". The address bar shows the URL: "https://prod.campuscruiser.com/PageServlet?pg=WebAdvisorIFrameProxy&a_ppl=ST&f_ormMnemonic=WRGS&cmp=".

The interface is divided into a left sidebar and a main content area. The sidebar contains navigation links such as "Registration Restrictions", "My Grades", "Financial Aid", "Financial Profile - Make A Payment", and "Services".

The main content area is titled "Action for ALL Pref. Sections (or choose below)". It features a "Preferred Sections" table and a "Current Registrations" table. Red arrows highlight specific elements:

- An arrow points to the "RG Register" dropdown menu in the "Action" column of the "Preferred Sections" table.
- An arrow points to the "Drop" checkbox in the "Drop" column of the "Current Registrations" table.
- An arrow points to the "SUBMIT" button at the bottom of the page.

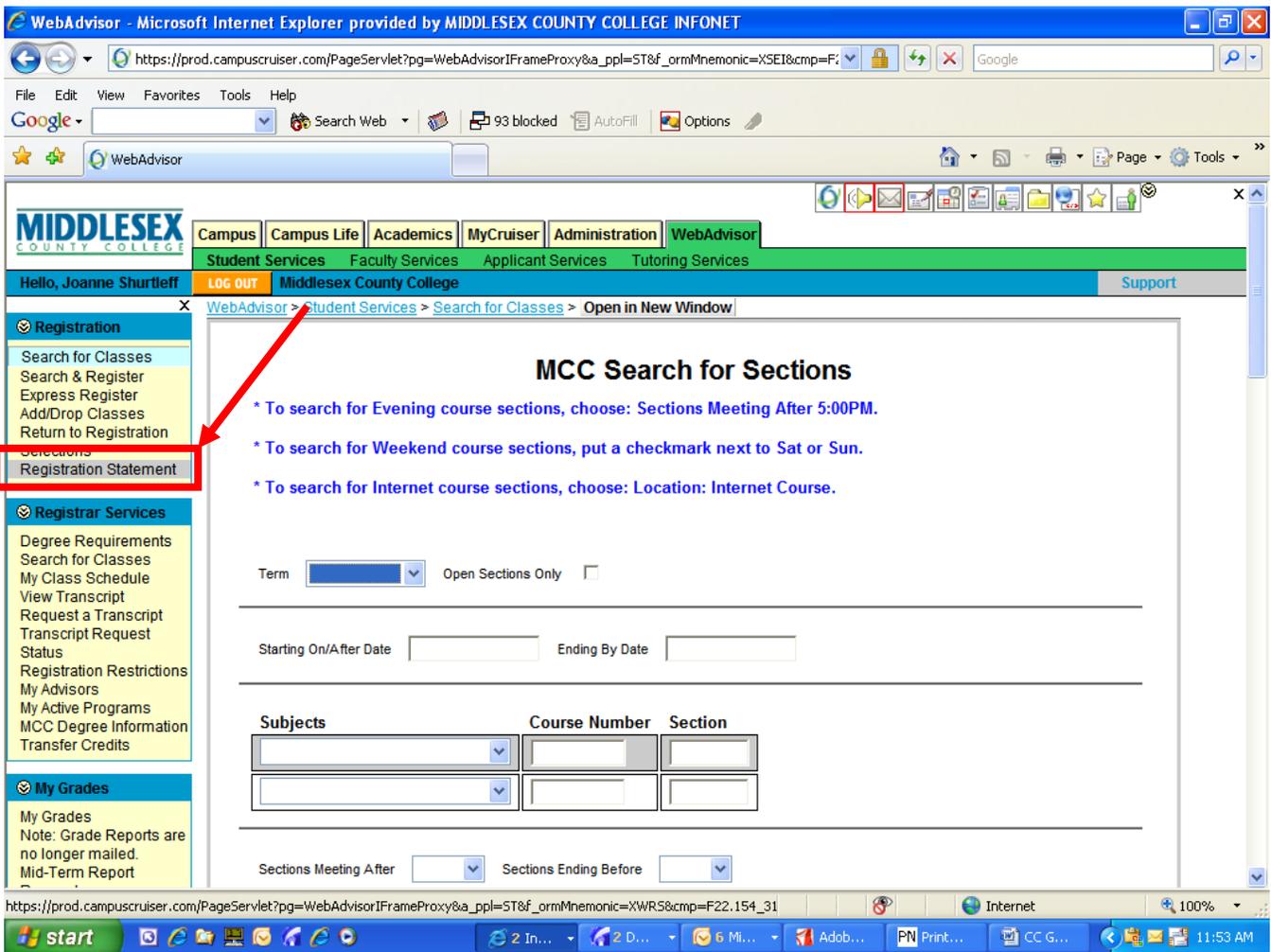
Action	Term	Section Name and Title	Printed Comments	Location	Meeting Information	Faculty	Available/ Capacity	Credits
RG Register	Spring 2009	ART-201-71 Ceramics, Hand Building	Not open to those who have registered for this course 3 times previously.	Main Campus - Edison	01/26/2009-05/04/2009 Lecture Monday 06:00PM - 08:50PM, Edison Hall, Room 168	To be Announced	0 / 16	3.00

Drop	Term	Class/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
<input checked="" type="checkbox"/>	Spring 2009		EDU-121-01 (2408) Introduction to Education	Main Campus - Edison	01/21/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:50AM, L Hommedieu Hall, Room 202	J. Kovacs	3.00

If one of my choices is not available

SUBMIT

1. Check your CampusCruiser email for confirmation of your add and/or drop. **Remember, if you do not receive an email confirming your registration, add, or drop, then your transaction did not go through.**
2. Always print a copy of your schedule to confirm your classes.
3. To print a copy of your schedule, click on **Registration Statement** in the **Registration** menu on the left. Choose the appropriate **Term** (example: Spring 2009) from the drop-down menu and click **Submit**.



1. Your **Registration Statement** will show:

- Your class schedule, including meeting days, times, buildings and rooms
- Your total tuition and fees due
- The date your bill is due

2. If you have questions about the web registration process, or if you aren't able to web register and need more information, please email the Registrar's Office through CampusCruiser at **registration@middlesexcc.edu**.

The screenshot shows the WebAdvisor interface in Microsoft Internet Explorer. The browser address bar displays the URL: https://prod.campuscruiser.com/PageServlet?pg=WebAdvisorIFrameProxy&a_ppl=ST&f_ormMnemonic=XWRS&cmp=I. The page title is "WebAdvisor - Microsoft Internet Explorer provided by MIDDLESEX COUNTY COLLEGE INFONET".

The main content area displays the following information:

Total Registered Credits: 3.00

Course Name and Title	Status	Meeting Information	Creds	Start Date	Fee
EDU-121-01 (2408) Introduction to Education	New	01/21/2009-05/06/2009 Lecture Monday, Wednesday 09:30AM - 10:50AM, L Hommedieu Hall, Room 202	3.00	01/20/09	

Term Tuition and Fees	Amt
ACT Student Services Fee	\$10.50
GEN General Fee	\$48.00
REG Registration Fee	\$25.00
TEC Technology Fee	\$33.00
TSI Tuition - In County	\$273.00
Total Registration Charges	389.50

Summary of transactions to date for 09/SP

Cash, Check & Credit Card Payments	0.00
Financial Aid Transmitted	0.00
Financial Aid Remaining	0.00
Amounts Currently Deferred on Payment Plans	0.00
Refunds	0.00
Other Payments	0.00

TOTAL AMOUNT DUE FROM STUDENT=====	Due Date
\$389.50	01/05/09

Remember, if you have questions or problems web registering, email the Registrar's Office using CampusCruiser at: registration@middlesexcc.edu

We'll be happy to help.