CREDIT REGISTRATION ONLINE SERVICES

WebAdvisor 3.14
POWERED BY DATATEL

Conduct Your College Business From Anywhere.
NO LINES; NO WAITING; NO HASSLE!

CAMDEN COUNTY COLLEGE

If you encounter any problems using WebAdvisor,
please contact the Student Help Desk
24 hours a day 7 days a week
at **(877) 326-4512**

(This brochure does not apply to Continuing Education Courses)
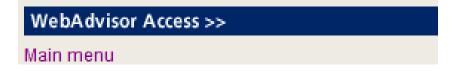Revised 03/07/11

* * * Important WebAdvisor Notes * * *

Prospective students can utilize the search feature. New students are assigned a WebAdvisor account **two weeks** after you have submitted an admission application **and** completed the placement test or **one week** after your first in person registration.
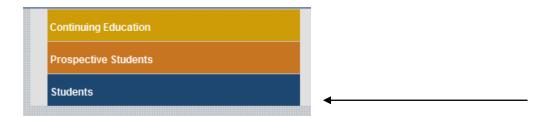
- **Withdrawals** cannot be processed on WebAdvisor. The transaction must be done in person at one of the three college locations.

- Please refer to the **Key Dates** on WebAdvisor or in the printed brochure for deadlines.

- The 24-7 Student Help Desk at 1-877-326-4512 can reset your password.

- **Payments** can be made Online or in person at any of our three college locations. For additional information on making a payment please see http://www.camdencc.edu/faq.html and select Business Office.

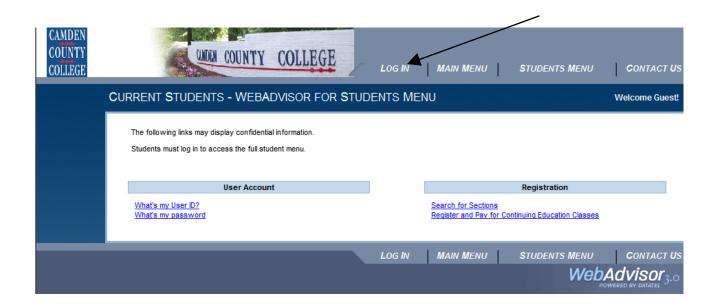Access the College home page at
http://www.camdencc.edu

Scroll to the bottom right of our home page to access WebAdvisor by clicking on the Main Menu Link under WebAdvisor Access.

WebAdvisor Access >>

Main menu

From the Main Menu, Select **Students** to access the Student Menu

Continuing Education

Prospective Students

Students

The student menu will be limited to What's my User ID?, What's my password, Search for Sections, Register and Pay for Continuing Education Classes until you log in.

You must log in to access the full student menu. Click LOG IN located at the top right hand corner.

- Your log in ID is the first initial of your first name and the first initial of your last name in <u>lower case letters</u> followed by your Colleague ID number. Your Colleague ID number is the 7-digit number that appears on your registration statements and bills. **Your ID is not your Social Security number.**

  For example, if your name is Jane Doe and your Colleague ID#0000001 the login is jd0000001.

  If you cannot remember your ID number there is an option on the student menu called "What's My User ID?".

- Your password is initially set to your six-digit **date of birth**.

  For example, if your date of birth is January 1, 1984 the password is 010184.

- Click the **SUBMIT** button to continue. If you are logging in for the first time, you will immediately be prompted to change your password to one that contains **6-9 characters, both letters and numbers, and is case sensitive. We recommend that all characters are in lower case.**

  For example, march1z2

  Please include a hint to help you remember your new password.

*   *   *   *   *

- After successfully logging into WebAdvisor you will have access to the full Student Menu.

- Click **REGISTER FOR SECTIONS**.

User Account	Registration
What's my User ID?	Search for Sections
What's my password	Register for Sections
Change Password	Register and Drop Sections
	Register and Pay for Continuing Education Classes

- Choose between
    - Search & Register for sections (page 5),
    - Express registration (page 11),
    - Register for previously selected selections (Preferred List) (page 11),
    - Drop sections (page 12).

Register for Sections

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.

Express registration

    Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH*100*01 or Synonym 42765).

Register for previously selected sections

    Use this option if you have already placed sections on your preferred list and would like to now register.

Drop sections

    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.)

*   *   *   *   *

Search & Register for Sections

- If you choose "search and register for sections" there are two ways to search for courses along with a selection of additional parameters. You may use either option, but **do not** use both options simultaneously. After selecting your criteria, click **SUBMIT** to continue.

  Option 1: Choose a **term**. The academic year is divided between three semesters: Summer, Fall, and Spring. Each semester is divided into many sessions/terms. Search by **Term** if you only wish to view those sections offered in a specific term (i.e., 15-week, online, or weekend). A listing of available sessions is found in the Term drop down menu.

  Term | Fall 2007 15-Week Session ▼ |

  Option 2: Enter the starting and ending dates. Search by **dates** if you wish to view all sections of a course being offered during the entire semester. Entering a start date of 09/01/07 and an end date of 12/31/07 will show all sections that start **ON** or **AFTER** 09/01/07 and that end **ON** or **BEFORE** 12/31/07. It is suggested that you search for the duration of the entire semester.
    - For Spring, use **01/01/YY - 05/31/YY**
    - For Summer, use **05/01/YY - 08/31/YY**
    - For Fall, use **09/01/YY - 12/31/YY.**

  Starting On/After Date | 09/01/07 | Ending By Date | 12/31/07 |
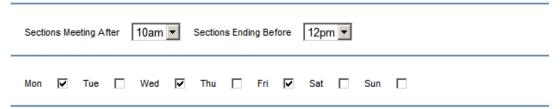
- You **MUST** select a **Subject**. Your results are limited to 150 sections. You may wish to select only two subjects at a time.

- It is recommended that you enter the **Course Number**. If you leave it blank, all courses within the selected subject area will show.

Subject	**Course Number**	**Section**
English (includes B.Skills Eng ▼		
▼		

- The Section Number can be entered to limit your results to one section. It is recommended that you leave this blank to show a listing of all sections for a given course.

Additional search parameters: After selecting the **term** or **date,** the subject and course number, you may select one or more of the following options.

- Entering a **start time** of 10 AM and an **end before time** of 12 PM will show all sections that start AT or AFTER 10 AM and that end AT or BEFORE 12 PM.

- Selecting the **meeting days** will show all sections meeting one or all of the days selected.

Sections Meeting After   10am ▾   Sections Ending Before   12pm ▾

Mon ☑   Tue ☐   Wed ☑   Thu ☐   Fri ☑   Sat ☐   Sun ☐

- Select a **location** to only show sections meeting at a particular location. Your options include each campus location as well as an option for Online and Off Campus Sections.

Course Title Keyword(s)   [   ]

Location   [Blackwood Campus ▾]   Academic Level   [▾]

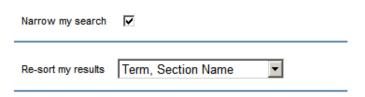Instructor's Last Name   [   ]

[SUBMIT]

- It is recommended that you do not use the "Course Title Keyword(s)", "Academic Level", and "Instructor's Last Name" fields.

- After selecting your criteria, click the **Submit** button to proceed to the Section Selection Results Form.

- **Remember that results are limited to 150.**

*   *   *   *   *
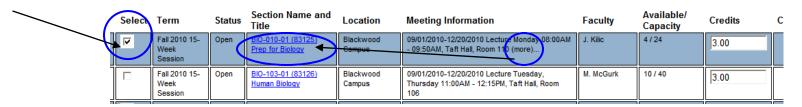
Section Selection Results

Refine / Re-sort

- If your search is too broad you may do the following:

Narrow my search ☑

Re-sort my results [Term, Section Name ▼]

1. Refine your search by clicking on the **NARROW MY SEARCH** box.
2. Re-sort my results by selecting one of the options for the drop down based on your sort criteria. For example, if you select Term, Section Name; your results will be resorted first by Term (07/SM1, 07/SM2) then by Section Name (CSC-101-01, CSC-101-02) within each Term.

- Click the **SUBMIT** button to continue.

- If you choose Option 1, Narrow my Search, the Search/Register for Sections form will reappear. Enter the <u>additional</u> search criteria. It is not necessary to re-enter the previous criteria. WebAdvisor will remember it. The additional search criteria will be applied to all results from your original search, not just the limited results of 150.
- **Once you refine your search, review the course selections.**

Select Sections

- Note the Meeting Information. Sections that contain additional information will indicate the word "**more**"... in the Meeting Information. Click on the <u>Section Name and Title</u> link to view the entire Meeting Information in a new window.

- Click on the box to the left to move the selection(s) to your Preferred List. Your preferred list is like a "shopping cart", so you may select one or many sections to review before registering.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	C
☑	Fall 2010 15-Week Session	Open	BIO-010-01 (83125) Prep for Biology	Blackwood Campus	09/01/2010-12/20/2010 Lecture Monday 08:00AM - 09:50AM, Taft Hall, Room 110 (more)...	J. Kilic	4 / 24	3.00	
☐	Fall 2010 15-Week Session	Open	BIO-103-01 (83126) Human Biology	Blackwood Campus	09/01/2010-12/20/2010 Lecture Tuesday, Thursday 11:00AM - 12:15PM, Taft Hall, Room 106	M. McGurk	10 / 40	3.00	

- Click the **SUBMIT** button.

*   *   *   *   *

Register and Drop Sections - Preferred List

- You will see information about the selection(s) you have just moved to your Preferred List as well as your current registration. Your Preferred List is like a "shopping cart". <u>You are not registered for a course until you select the "Register" action and click</u> **SUBMIT**. Your confirmation will be displayed on the Registration Results form.
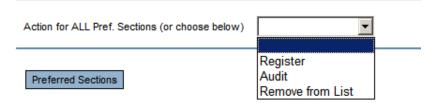
    You will select an **Action** for the selected sections in two ways.

    The available actions are:
    * **Register**
    * **Audit** (enroll in course for no credit)
    * **Remove from List**

Option 1:
Select an Action for **ALL** sections in your preferred list by selecting the drop down menu after **"Action for ALL Pref. Sections"**

Action for ALL Pref. Sections (or choose below)	
	Register
	Audit
	Remove from List

Preferred Sections

Option 2:
Select Action(s) for each section in your preferred list by selecting the drop down menu to the left of each section listed. To leave a section on your preferred list, do not select an Action.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs
Register	Fall 2007 15-Week Session	ENG-101-01 (49222) English Comp I	Blackwood Campus	09/05/2007- 12/19/2007 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Jefferson Hall, Room 302	To be Announced	25 / 25	3.00	
Remove from List	Fall 2007 15-Week Session	ENG-101-01A (48538) English Comp I	Blackwood Campus	09/06/2007- 11/05/2007 Lecture Monday, Thursday 08:30AM - 10:35AM, Taft Hall, Room 203	To be Announced	5 / 5	3.00	

- You **must** also scroll down to the bottom of the page and select "how to process your request" if one of your choices is not available.

- Select either **Allow me to adjust all** or **Complete only available**.

> — If you choose **Allow me to adjust all**, all actions will be performed if possible. If there is a problem with <u>one</u> course, **none of your actions** will be processed.
>
> It is recommended that you use this option once the term has started, especially if you are dropping and adding sections and want the charges to be "swapped." See page 12 for more details on Drop and Add.
>
> — If you choose **Complete only available**, all actions will be performed if possible. If there is a problem with <u>one</u> course **all other actions** will be processed <u>except for that one</u>.
>
> **It is recommended that you use this option at the start of the term.**
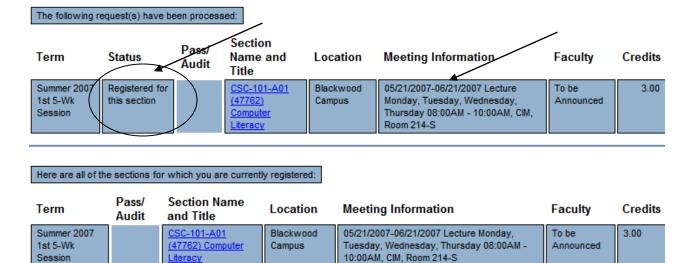
- After selecting your Action(s), click the **SUBMIT** button.

- If any problems are detected (i.e., not meeting the required pre-requisites) an error message will be displayed. Make adjustments to your selection as necessary.

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* * * * * SPECIAL NOTES for after a session has begun * * * * *

- Every transaction made after the start of the session/term will incur a **$15 processing fee.**

- Once the session/term begins, a Drop/Add transaction must be processed **simultaneously** in order for an even exchange of <u>charges</u> to occur. See page 13 for instructions.

- **Withdrawals** cannot be processed on WebAdvisor. The transaction must be done in person at one of the three college locations.

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Registration Results

- You will see the current action(s) performed as well as your current registration.

The following request(s) have been processed:

Term	Status	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer 2007 1st 5-Wk Session	Registered for this section		CSC-101-A01 (47762) Computer Literacy	Blackwood Campus	05/21/2007-06/21/2007 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 10:00AM, CIM, Room 214-S	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
Summer 2007 1st 5-Wk Session		CSC-101-A01 (47762) Computer Literacy	Blackwood Campus	05/21/2007-06/21/2007 Lecture Monday, Tuesday, Wednesday, Thursday 08:00AM - 10:00AM, CIM, Room 214-S	To be Announced	3.00
Spring 2007 15-Wk Session		PSY-101-01 (44528) Basic Psychology	Blackwood Campus	01/17/2007-05/07/2007 Lecture Monday, Wednesday, Friday 08:00AM - 08:50AM, Wilson Hall - West, Room 203	To be Announced	3.00

- Check to make sure everything is correct.

- **Print a copy of the Registration Results Form. This is your confirmation of your registration transaction.**

- **Payments** can be made Online or in person at any of our three college locations. For additional information on making a payment please see http://www.camdencc.edu/faq.html and select Business Office.

- When finished, be sure to click **LOG OUT**.

* * * * *

Express Registration

- If you choose "express registration" you will need to know the exact subject, course number, and section number **OR** the synonym for the section.

This information can be obtained from previous searches or printed publications. A sample search result is shown below.

Fall 2007 15-Week Session	ENG-101-01A (48538) English Comp I	Blackwood Campus	09/06/2007– 11/05/2007 Lecture Monday, Thursday 08:30AM – 10:35AM, Taft Hall, Room 203

Section information needed to use express registration is one of the following:

    Option 1.   ENG-101-01A and Fall 2007 15-Week Term
    Option 2.   Synonym = 48538 and Fall 2007 15-Week Term

- On the express registration form complete each line with a new course by entering the section subject, course number, and section number **OR** synonym. The example below shows both options for illustration purposes only.

Synonym	Subject	Course Number	Section Number	Term
	English (includes B.Skills Eng	101	01A	Fall 2007 15-Week Session
48538				Fall 2007 15-Week Session

- Click **SUBMIT** to add your selection(s) to your Preferred List.

- Follow the instructions for using the Preferred List on page 8.

<p style="text-align:center">*   *   *   *   *</p>

Register for Previously Selected Selections

- If you choose "Register for previously selected selections" you will be taken directly to the preferred list. To use this shortcut, you must have previously added selection(s) to this list. See instructions for using the preferred list on page 8.

<p style="text-align:center">*   *   *   *   *</p>

Drop Sections

- **Withdrawals** cannot be processed on WebAdvisor. The transaction must be done in person at one of the three college locations.

- If you choose "drop sections" you will be taken directly to your preferred list.

- <u>To Drop sections ONLY</u>, scroll to the bottom of your preferred list and **Check DROP** in your list of Current Registrations

Current Registrations

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
☐	Summer 2007 1st 5-Wk Session		CSC-101-A02 (47763) Computer Literacy	Blackwood Campus	05/21/2007-06/21/2007 Lecture Monday, Tuesday, Wednesday, Thursday 10:15AM - 12:15PM, CIM, Room 214-S	M. Howell	3.00
☑	Summer 2007 1st 5-Wk Session		CSC-101-A04 (47764) Computer Literacy	Blackwood Campus	05/22/2007-06/21/2007 Lecture Tuesday, Wednesday, Thursday 12:30PM - 03:00PM, CIM, Room 109-S	B. Carlin	3.00

- Click the **SUBMIT** button. You will see the current actions(s) performed as well as your current registration.

The following request(s) have been processed:

Term	Status	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
Summer 2007 1st 5-Wk Session	Dropped from this section		CSC-101-A04 (47764) Computer Literacy	Blackwood Campus	05/22/2007-06/21/2007 Lecture Tuesday, Wednesday, Thursday 12:30PM - 03:00PM, CIM, Room 109-S	B. Carlin	3.00

- **Print a copy of the Registration Results Form. This is your confirmation of your registration transaction.**

- Every transaction made after the start of the session/term will incur a **$15 processing fee. Payments** can be made Online or in person at any of our three college locations. For additional information on making a payment please see http://www.camdencc.edu/faq.html and select Business Office.

- Once the term begins, a drop and add must be simultaneously processed in order to not incur additional tuition charges. Make sure that you select **"ALL Allow me to adjust all"** as your choice on the drop-down menu at the bottom of this screen. See page 13 for instruction.

- When finished, be sure to click **LOG OUT**.
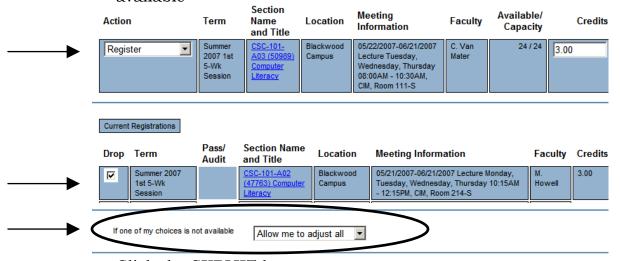
* * * * *

Drop and Add Sections

Once the term begins, a drop and add must be simultaneously processed in order to not incur additional tuition charges. Make sure that you select "**ALL Allow me to adjust all**" as your choice on the drop-down menu at the bottom of this screen.

If you do not select **Allow me to adjust all** for the box labeled "If one of my choices is not available" and the course you are adding is not successfully processed, then you will only receive a **50% refund** for the dropped course. If in a later transaction you add a course, you will be charged **100%** of the tuition.

This step is extremely important once the session/term begins and we are in the Drop/Add period. During this period you should select <u>Allow me to adjust all</u>. Selecting <u>Complete only available</u> could result in a loss of refunds.

- <u>To process these transactions simultaneously</u>, select the "Register" action from the Preferred Sections list.
- In your list of Current Registrations check **DROP**
- Select the **Allow me to adjust all** option after "If one of my choices is not available"

- Click the **SUBMIT** button.

- Note that every transaction made after the start of the semester will incur a **processing fee**. Please see http://www.camdencc.edu/registration/tuition.htm for fee information.
- **Payments** can be made Online or in person at any of our three college locations. For additional information on making a payment please see http://www.camdencc.edu/faq.html and select Business Office.

- **Print a copy of the Registration Results Form. This is your confirmation of your registration transaction.**

- When finished, be sure to click **LOG OUT.**

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