



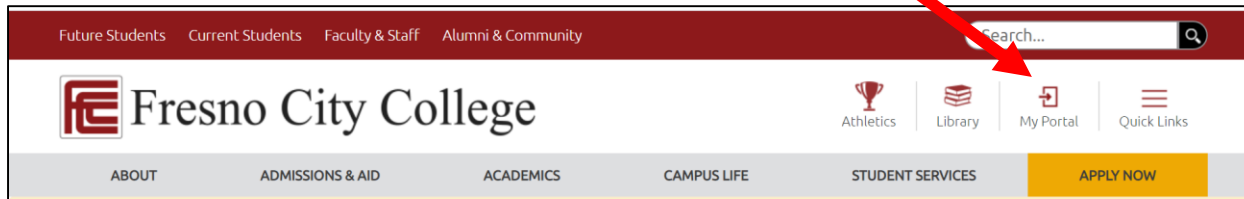
FRESNO CITY COLLEGE

Registration Instructions

EOPS, CARE, & NextUp

Access My Portal

1. Go to www.fresnocitycollege.edu and click on *My Portal*



2. Login to My Portal

The image shows the login page for the State Center Community College District. It includes the district's logo and name, followed by a list of member colleges: 'Fresno City College | Reedley College | Clovis Community College | Madera Community College Center | Oakhurst Community College Center'. The login form has fields for 'Username:' and 'Password:'. Below these 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. There is a 'Login' button at the bottom of the form and a link for 'Problem Logging In?'.

Your username is your 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:

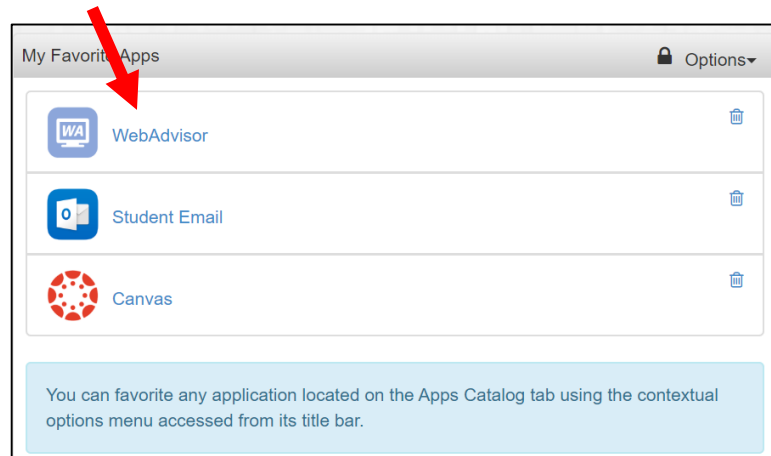
Username: 0123456

Password: Js010197

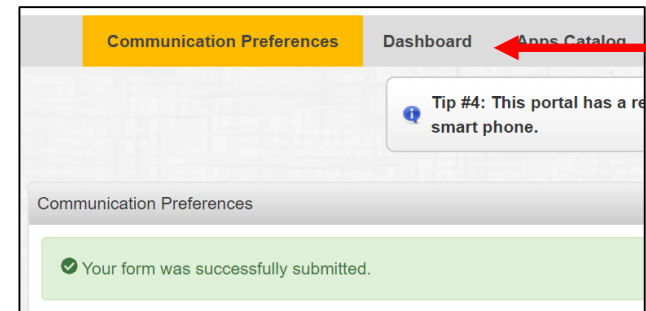
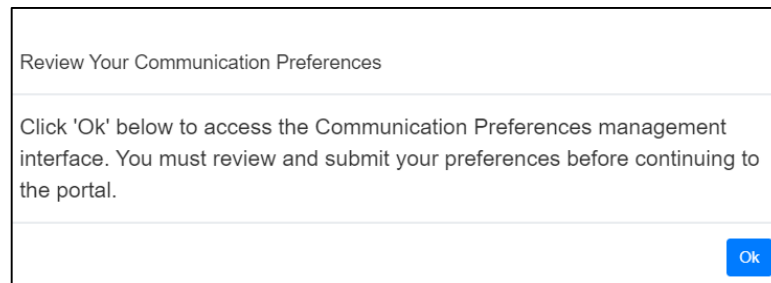
Be sure to select "Student" as the role to login under as outlined in red.

Access WebAdvisor

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

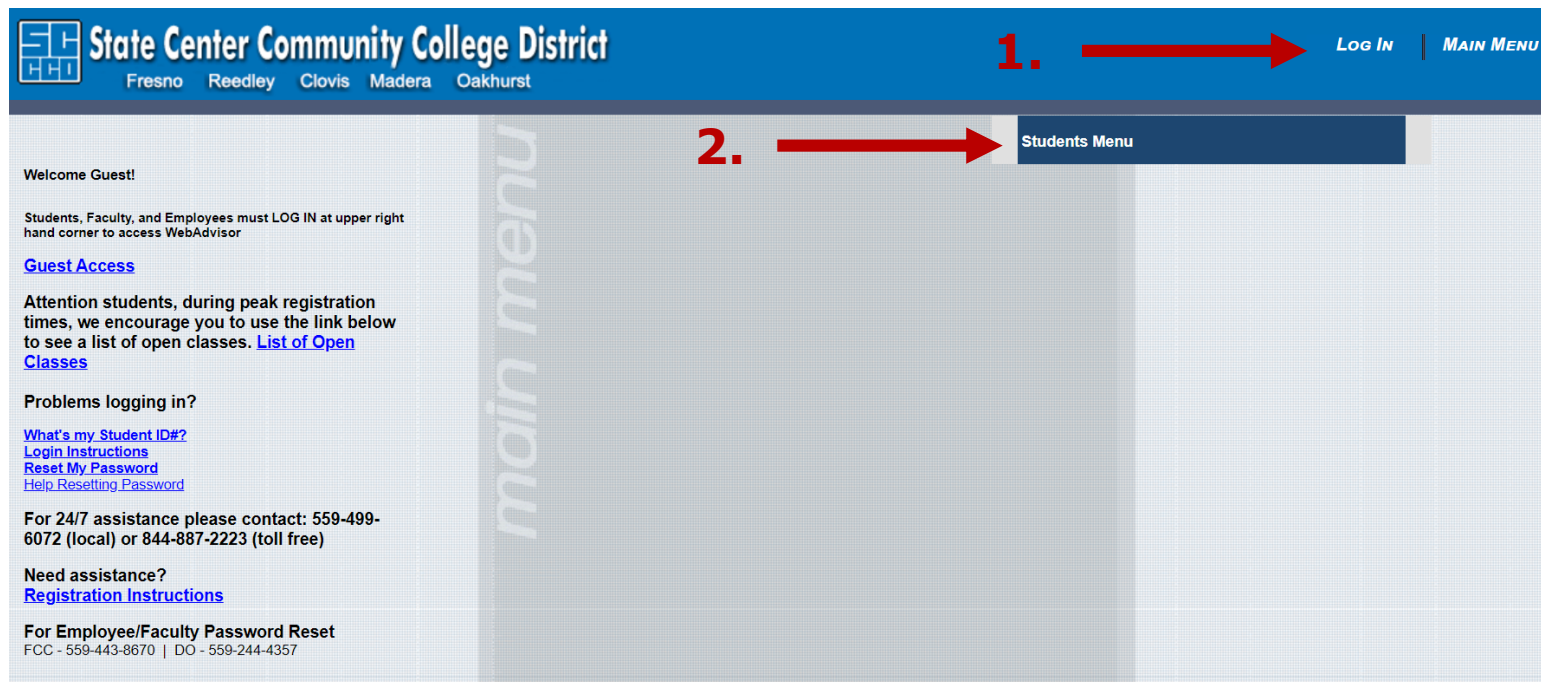


***NOTE: You may need to update your Communication Preferences first if prompted. Click on *Dashboard* after successfully submitting your Communication Preferences to get back to My Favorite Apps**



WebAdvisor Access

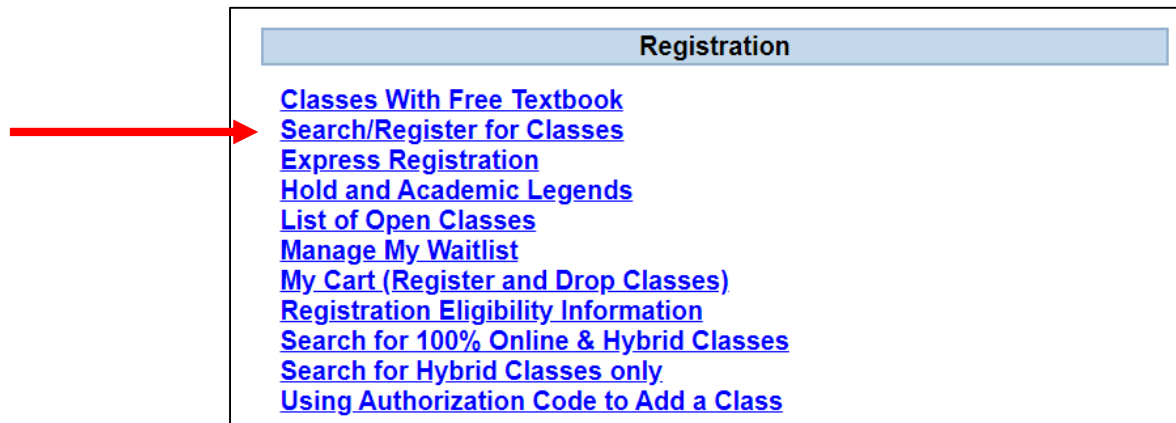
4. Click on *Log In* and then click on *Students Menu*



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



The screenshot shows a web interface for the Registration section. A red arrow points to the link "Search/Register for Classes". The menu items are as follows:

- Registration
- [Classes With Free Textbook](#)
- [Search/Register for Classes](#)
- [Express Registration](#)
- [Hold and Academic Legends](#)
- [List of Open Classes](#)
- [Manage My Waitlist](#)
- [My Cart \(Register and Drop Classes\)](#)
- [Registration Eligibility Information](#)
- [Search for 100% Online & Hybrid Classes](#)
- [Search for Hybrid Classes only](#)
- [Using Authorization Code to Add a Class](#)

*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. Any holds should be cleared prior to your registration date.

Recipient	Reg Date	Hold Status	Registration Standing	Email Address
	SU: ; FA:		GOOD	

Searching for Courses

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

The screenshot shows a web form for searching courses. It includes five numbered red arrows indicating the search process:

- 1. Arrow pointing to the **Term*** dropdown menu, which is set to "Fall 2020".
- 2. Arrow pointing to the **Location*** dropdown menu, which is set to "Fresno City College".
- 3. Arrow pointing to the **Subject*** dropdown menu, which is set to "English".
- 4. Arrow pointing to the **Course Number** input field, which contains "1A".
- 5. Arrow pointing to the **SUBMIT** button.

Term*	Fall 2020 ▼
Location*	Fresno City College ▼
Subject*	English ▼
Course Number	1A

SUBMIT

*If you get a **Red Error Message** (see example below) after clicking *Submit*, it means that course is not offered in that "Location" and you need to select a different "Location". For example, if you select "FCC 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 type="checkbox"/>	Fall 2020	Open	ENGL-1A-37701 (37701) READ & COMP	Fresno City College	08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 101	M. Takeda	29 / 29 / 0	4.00	Requires registration in ENGL-205-38801
<input type="checkbox"/>	Fall 2020	Open	ENGL-1A-37702 (37702) READ & COMP	Fresno City College	08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 102	H. Staff	29 / 29 / 0	4.00	Requires registration in ENGL-205-38802
<input checked="" type="checkbox"/>	Fall 2020	Open	ENGL-1A-37703 (37703) READ & COMP	Fresno City College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 07:00AM - 08:50AM, Language Arts, Room 101	H. Staff	29 / 29 / 0	4.00	Requires registration in ENGL-205-38803

*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 at the bottom of the page.

Class Information View

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

Title READ & COMP
Course ENGL-1A-91045
Section Number
Description PREREQ: A "pass" grade in ENGL 125 or EMLS 167W and ENGL 126 or EMLS 168R, or EMLS 180RW or placement by multiple measures. (C-ID ENGL 100) (A, CSU-GE, UC, I)~Reading, analyzing, and writing college-level prose with emphasis on the expository; studying writing as a process; exploring different writing strategies; summarizing; editing, and critiquing; conducting research (gathering, organizing, evaluating, integrating and documenting information).
Credits 4.00 CEUs Term 2020FA Fall 2020
Start Date 10 August 2020 End Date 11 December 2020
Academic Level UG - Undergraduate

Meeting Information

08/10/2020-12/09/2020 Lecture Monday, Wednesday 09:00AM - 10:50AM, Language Arts, Room 101

Faculty

Name

Phone

Extension

E-mail address

Instructional Method

Ria D. Williams

ria.williams@fresnocitycollege.edu

Lecture

Requisite Courses

PREREQ: A "pass" grade in ENGL 125 or EMLS 167W and ENGL 126 or EMLS 168R or EMLS 180RW or appropriate score on reading and writing sections of Placement Test.

Take either previously or concurrently

Required

Supplies

None

[View Book Information](#)

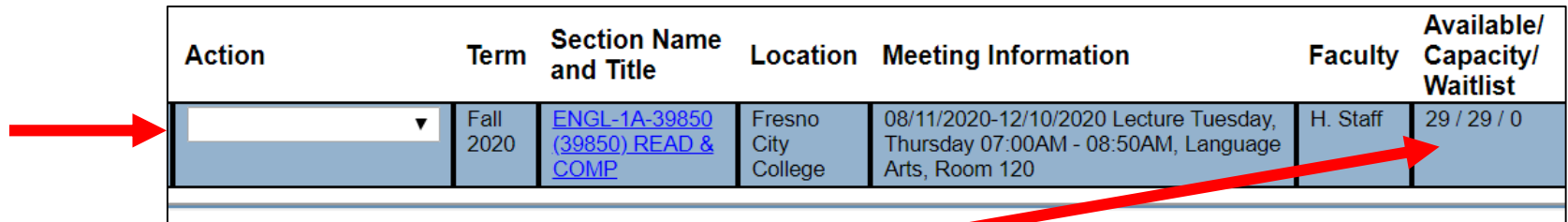
IMPORTANT CLASS NOTES*** (Above class is part of the SYMBAA program. Class content has an African-American emphasis and includes a mentoring component. Requires concurrent enrollment in additional sections. For additional information, contact counselor Rodney Murphy at rodney.murphy@fresnocitycollege.edu or at [559] 442-4600, ext. 8643.)




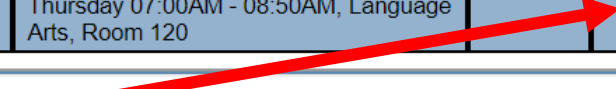
Fresno City College

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
	Fall 2020	ENGL-1A-39850 (39850) READ & COMP	Fresno City College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 07:00AM - 08:50AM, Language Arts, Room 120	H. Staff	29 / 29 / 0



(29 spots available, 29 students allowed, 0 on waitlist)

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

You must check the confirmation box to proceed* ☒

SUBMIT

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).

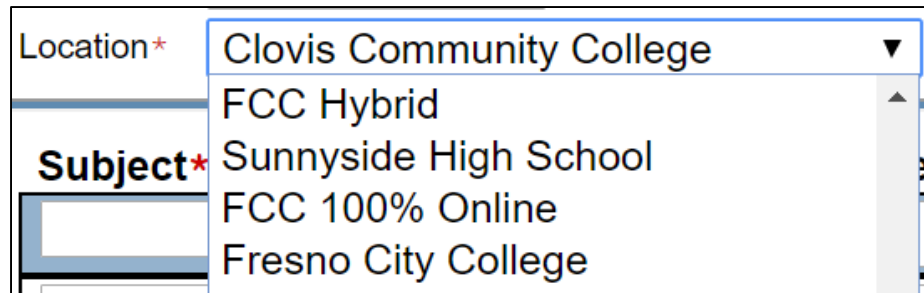
BIOL-5-36957 - BIOL-5-36957 conflicts with COMM-1-37844.



Registration Reminders

➤ Locations

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



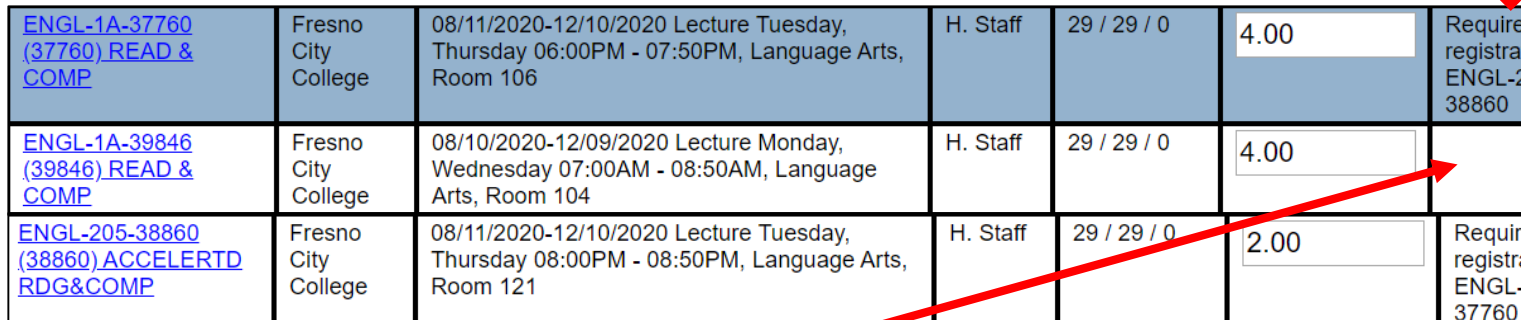
The image shows a screenshot of a web form. On the left, there are two labels: "Location*" and "Subject*", each next to an input field. The "Location*" field has a dropdown menu open, displaying a list of options: "Clovis Community College", "FCC Hybrid", "Sunnyside High School", "FCC 100% Online", and "Fresno City College". The "Subject*" field is empty.

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 Continued...

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

Subject*	Course Number
English ▼	1A
English ▼	205



ENGL-1A-37760 (37760) READ & COMP	Fresno City College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 06:00PM - 07:50PM, Language Arts, Room 106	H. Staff	29 / 29 / 0	4.00	Requires registration in ENGL-205-38860
ENGL-1A-39846 (39846) READ & COMP	Fresno City College	08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 104	H. Staff	29 / 29 / 0	4.00	
ENGL-205-38860 (38860) ACCELERTD RDG&COMP	Fresno City College	08/11/2020-12/10/2020 Lecture Tuesday, Thursday 08:00PM - 08:50PM, Language Arts, Room 121	H. Staff	29 / 29 / 0	2.00	Requires registration in ENGL-1A-37760

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