Registration Instructions

EOPS, CARE, & NextUp
Access My Portal

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

2. Login to My Portal

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.
5. Click on *Search/Register for Classes* under the Registration section.

*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.*
Searching for Courses

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

1. 
2. 
3. 
4. 
5. 

*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.*

<table>
<thead>
<tr>
<th>Select</th>
<th>Term</th>
<th>Status</th>
<th>Section Title</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Faculty</th>
<th>Available/Capacity/Waitlist</th>
<th>Credits</th>
<th>Special Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Fall 2020</td>
<td>Open</td>
<td>ENGL-1A-37701 (37701) READ &amp; COMP</td>
<td>Fresno City College</td>
<td>08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 101</td>
<td>M. Takeda</td>
<td>29 / 29 / 0</td>
<td>4.00</td>
<td>Requires registration in ENGL-205-38801</td>
</tr>
<tr>
<td></td>
<td>Fall 2020</td>
<td>Open</td>
<td>ENGL-1A-37702 (37702) READ &amp; COMP</td>
<td>Fresno City College</td>
<td>08/10/2020-12/09/2020 Lecture Monday, Wednesday 07:00AM - 08:50AM, Language Arts, Room 102</td>
<td>H. Staff</td>
<td>29 / 29 / 0</td>
<td>4.00</td>
<td>Requires registration in ENGL-205-38802</td>
</tr>
<tr>
<td>1</td>
<td>Fall 2020</td>
<td>Open</td>
<td>ENGL-1A-37703 (37703) READ &amp; COMP</td>
<td>Fresno City College</td>
<td>08/11/2020-12/10/2020 Lecture Tuesday, Thursday 07:00AM - 08:50AM, Language Arts, Room 101</td>
<td>H. Staff</td>
<td>29 / 29 / 0</td>
<td>4.00</td>
<td>Requires registration in ENGL-205-38803</td>
</tr>
</tbody>
</table>

*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 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.

**Meeting Information**

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

**Requisite Courses**

- **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).

**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.
My Cart

9. Choose an action from the drop down menu: Register or Waitlist

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

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

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

**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.

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