How to Register for Classes
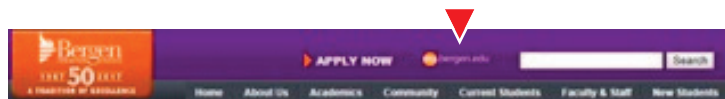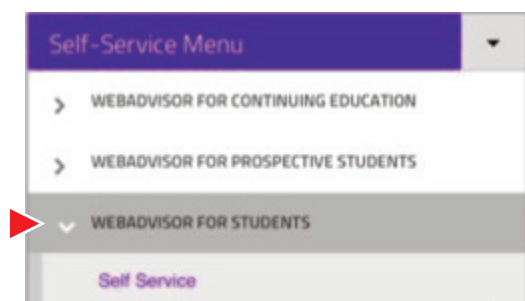
Bergen COMMUNITY COLLEGE

1 **Start by logging into your portal**
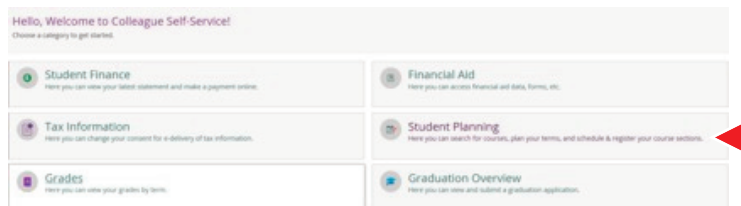- If you do not know your username or password, refer to your acceptance packet or go to the IT Helpdesk

2 **Go to the bottom right of the screen under "Self-Service Menu" and click on "WebAdvisor for Students"**

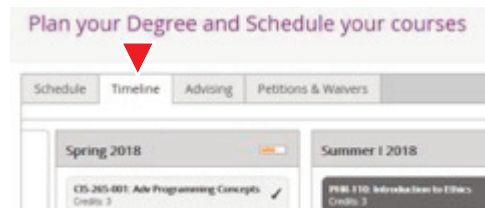**3** **Choose the first option "Self Service," this will bring you to the new system**

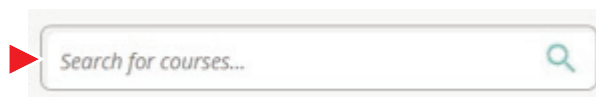**4** **Select the "Student Planning" box**

5 **Choose the right-hand box "Plan your Degree & Register for Classes"**

6 **Go into the "Timeline" Tab to see the courses you are enrolled in currently**

7 **Go to the top right search bar and type the course code of the course you want to register for for the upcoming semester(s)**

**8** **This brings you to the "Course Catalog"**

NOTE: Each course has a **Course Code**:
- The first three letters are the department (**PSY** is psychology)
- The first 3 numbers is the course number (**PSY-101** is Introduction to Psychology)
- The last 3 numbers is the section number (**PSY-101-00**)

If the course has letters after the section number, then that means that there is something special about the course.
- To determine if you are eligible for the course, scroll down to the "Additional Information" section to see what the letters signify (**PSY-101-001H** is an Honors course)

9 **Within this section, you can add a course to your plan for the future term by clicking the 'Add Course to Plan' button**
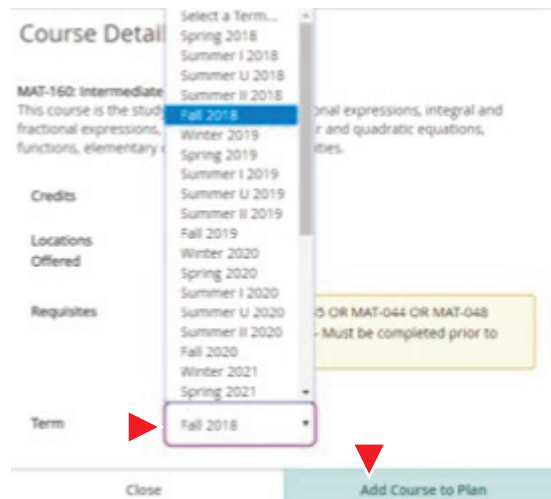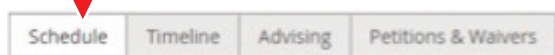

10 **Repeat these steps for each course you wish to add into your timeline**
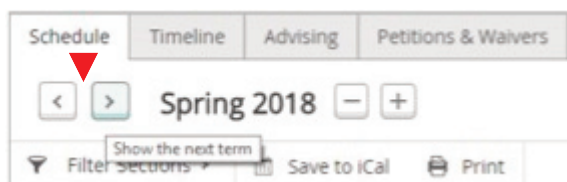
**11** Click Back to Plan & Schedule at the top left to return to your timeline to see the planned courses

Search for Courses and Course Sections
‹ Back to Plan & Schedule
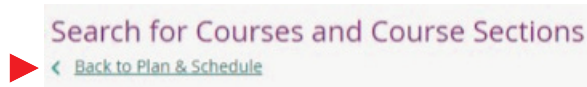
**12** If you click on the "Schedule" Tab this is where you will be scheduling and registering for your courses

Schedule | Timeline | Advising | Petitions & Waivers

13 Use the arrows to the left of the term name to navigate between semesters

Schedule | Timeline | Advising | Petitions & Waivers
‹ › Spring 2018 − +
Show the next term
▽ Filter Sections ▾ 📅 Save to iCal 🖨 Print

14 When you are at the semester you wish to register for, click on "View Other Sections" on the left and the sections will populate in the grid for that class

CHM-100: Intro to Chemistry ✕
› View other sections
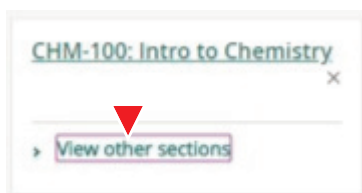
• There could be multiple pages within the course, which you can move through by using the arrows
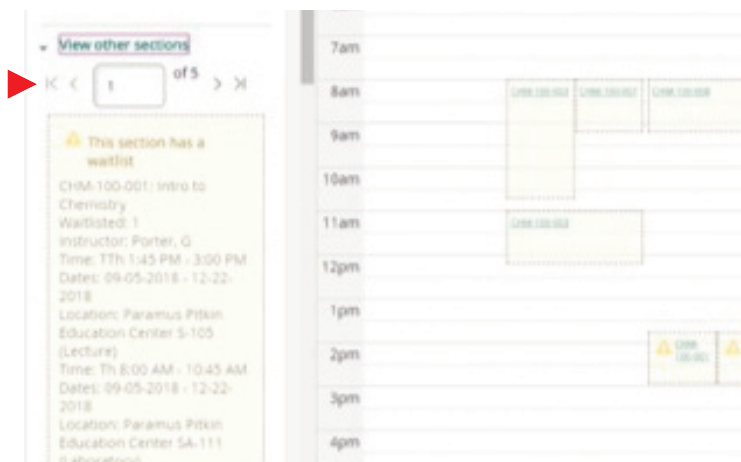
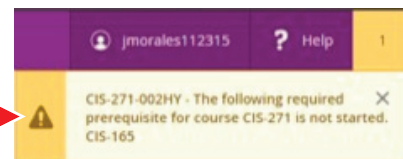**15** When you find a time that you like, click on it to see more information regarding the class

• Click the green button, "Add Section" when you find the specific section you want
• This course will now appear yellow and will be "Planned"

Section Details
HIS-113-002: 20 Cent US to WWI
Fall 2018

Instructors: Sheldon, D (dsheldon@bergen.edu)
Meeting Information: Tu, Th 3:15 PM-4:30 PM
09-05-2018 - 12-22-2018
Paramus, Pitkin Education Center B-203 (Lecture)
Dates: 09-05-2018 - 12-22-2018
Seats Available: 24 of 35 Total
Credits: 3
Grading: Graded ▾
Requisites: None

Close | Add Section

16 Pay attention to conflicting sections (outlined in red), and missing prerequisite notices

• Notifications at the top right will inform you of issues blocking you from registration

jmorales112315 | ? Help | 1
⚠ CIS-271-002HY - The following required prerequisite for course CIS-271 is not started. CIS-165 ✕

17 Once you have found the schedule that works best for you, press the "Register Now" button on the top right of your screen
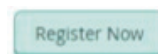
Register Now

• Your courses will appear green on the grid and the boxes on the left will say registered

18 If a course is full, you will have the opportunity to waitlist

! This section has a waitlist.
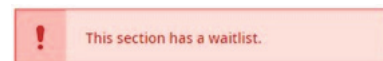
• The button on the left will change to "Waitlist" and you can click the button to waitlist
• If you choose to waitlist, we recommend that you register for an open course to ensure you are enrolled in that class, as you may not get off the waitlist

19 Click the "Home" button on the left to return to the homepage and to see your bill under the "Finances" button