

INSTRUCTIONS: ADDING A CLASS WITH ADD CODE

*Log in to Web Advisor and follow these steps:

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Payment Deadline All fees due three (3) days from the day you register. Remember to count the day you enroll as the first day for the payment deadline.

Correspondence: All student correspondence is now being sent to the myCOD student email. [Activate](#) your account.

[Enrollment Verification](#)

User Account

- [I'm New to WebAdvisor](#)
- [What's my User ID?](#)
- [What's my password](#)

Registration

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Manage My Waitlist](#)
- [Registration Statement](#)

CURRENT STUDENTS

[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 & Add Permit Code](#)
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to register or Synonym 2345) or if you have an Add Permit Code.

[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 a section.)

OK

Express Registration

Enter 4 digit section # under Synonym. Enter correct Term. Leave all other boxes blank.

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMIT

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs	Add Code
<input type="text"/>	Spring 2012	[REDACTED]	Palm Desert	[REDACTED]	[REDACTED]	-40 / 0 / 0	3.00		<input type="text"/>

Action box: choose Register.

Enter 5 digit Add Code

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>			You are not currently registered for any sections.					

If one of my choices is not available
 ALL Allow me to adjust all

SUBMIT

Make sure to print a Registration Statement