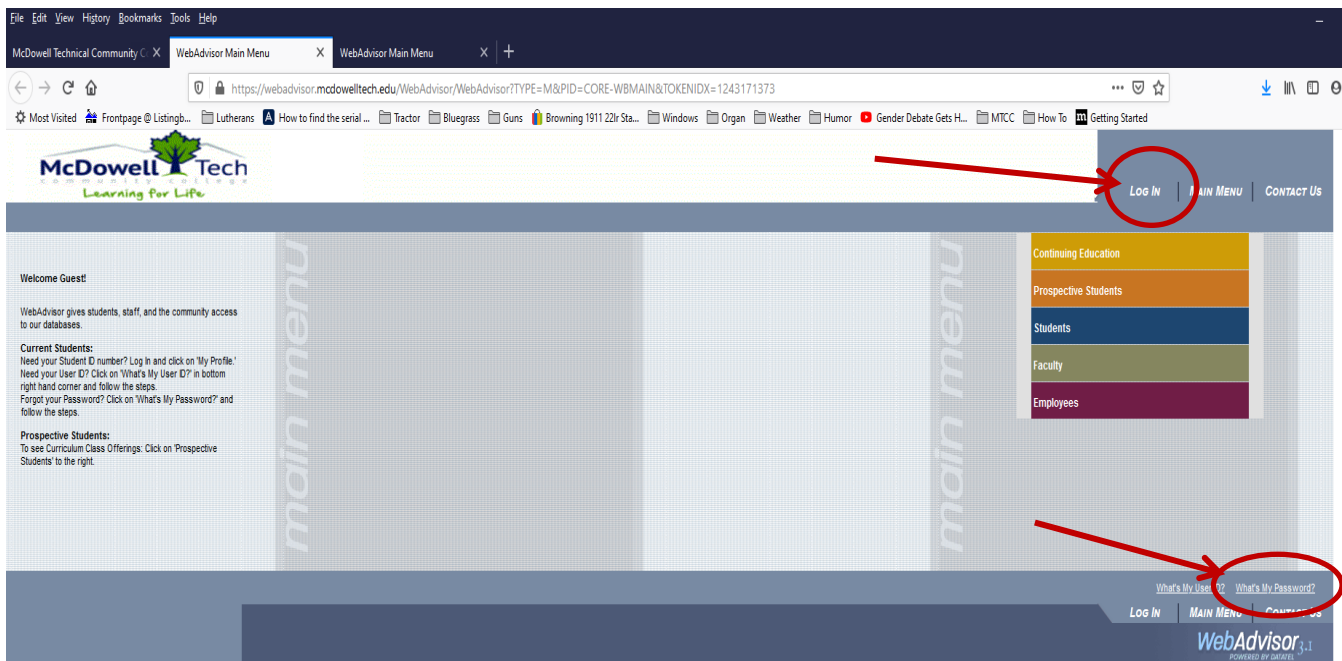


How to Register for Classes Using WebAdvisor – A Student Guide

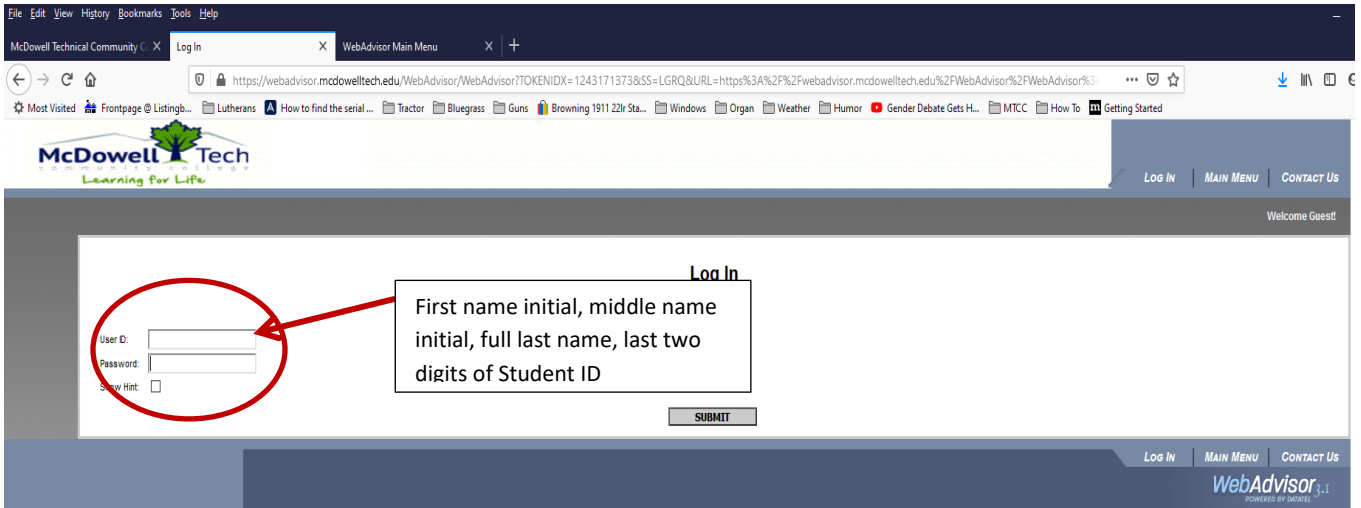
1. Go to the McDowell Tech Website www.mcdowelltech.edu. Click on the WA circle near the top of the site.



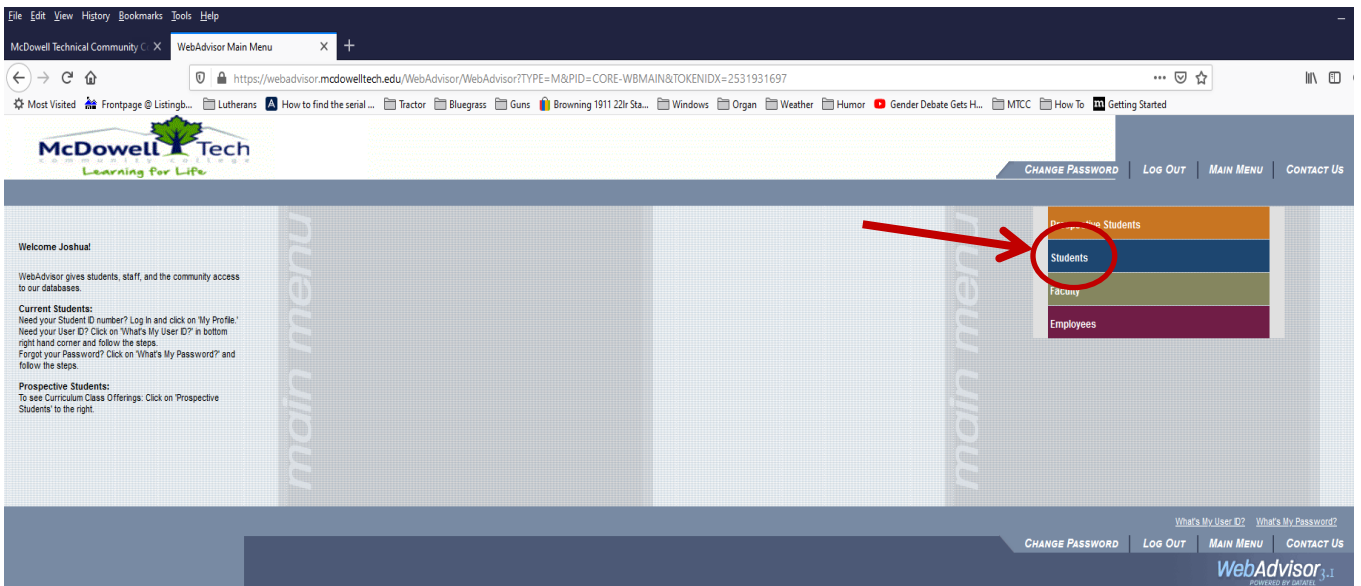
2. Click Log in. If you have forgotten your password, you can click on What's My Password at the bottom right-hand side of the page.



3. Enter your username and password. Your username is your first name initial, middle name initial, full last name and the last two digits of your Student ID. Your username will not change.
 - a. **New User:** Your initial password is your Student ID with enough zeros in front to give a total of **eight** digits (you may need to add zeros in front). Click Submit. You will then be asked to re-enter the same information and create a new password. Please be sure to enter in a hint so that you will remember it later. Click Submit.
 - b. **Return User:** You will enter in your username and password. Click Submit.
 - c. If you have forgotten your password, you can enter in your username and then check the Show Hint box and click Submit.

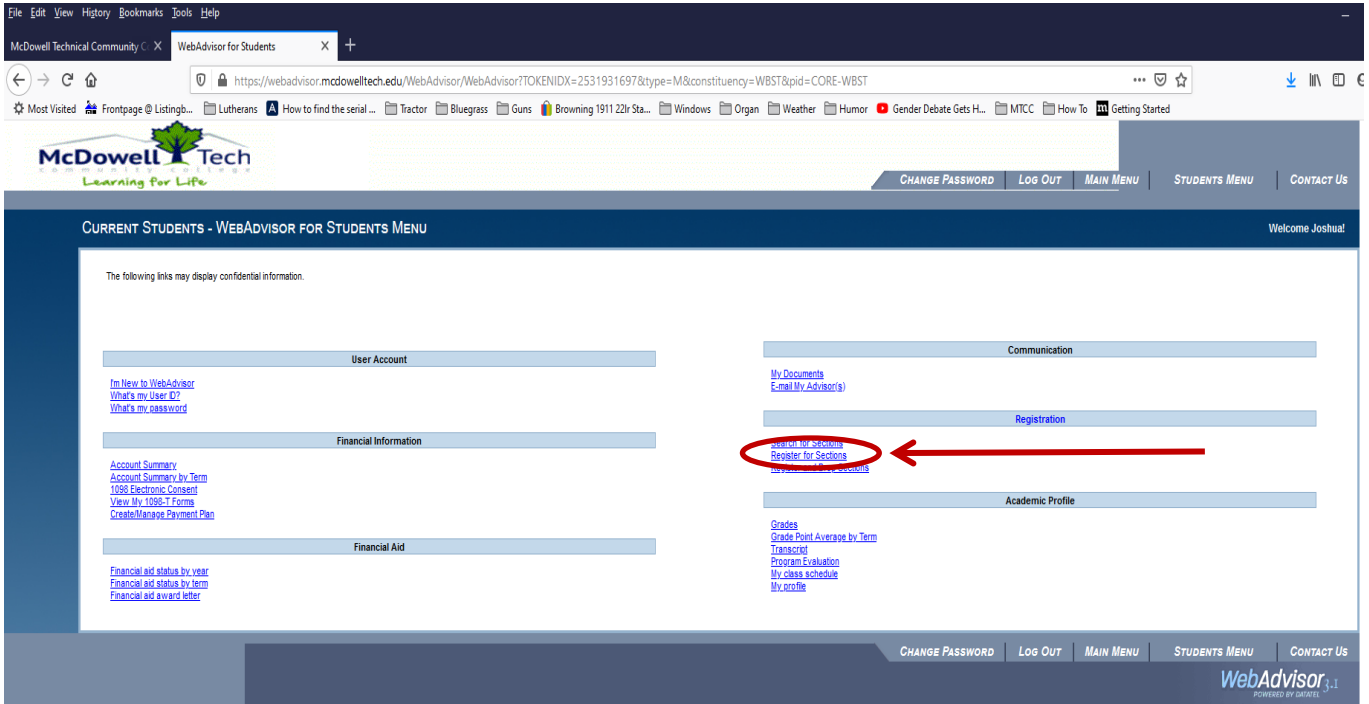


4. Now that you have logged in, click on Students.

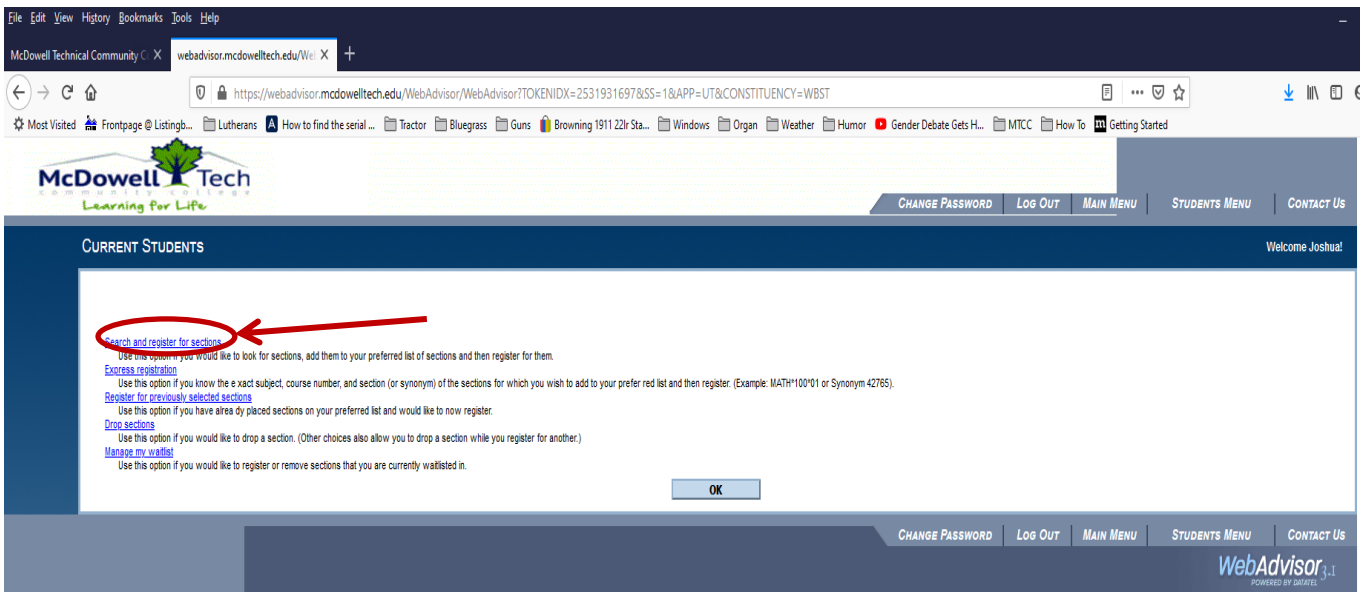


5. You are now on the main Students Menu. You can choose to view your transcript, create a payment plan, view your financial aid information, view your grades, and/or register for classes.

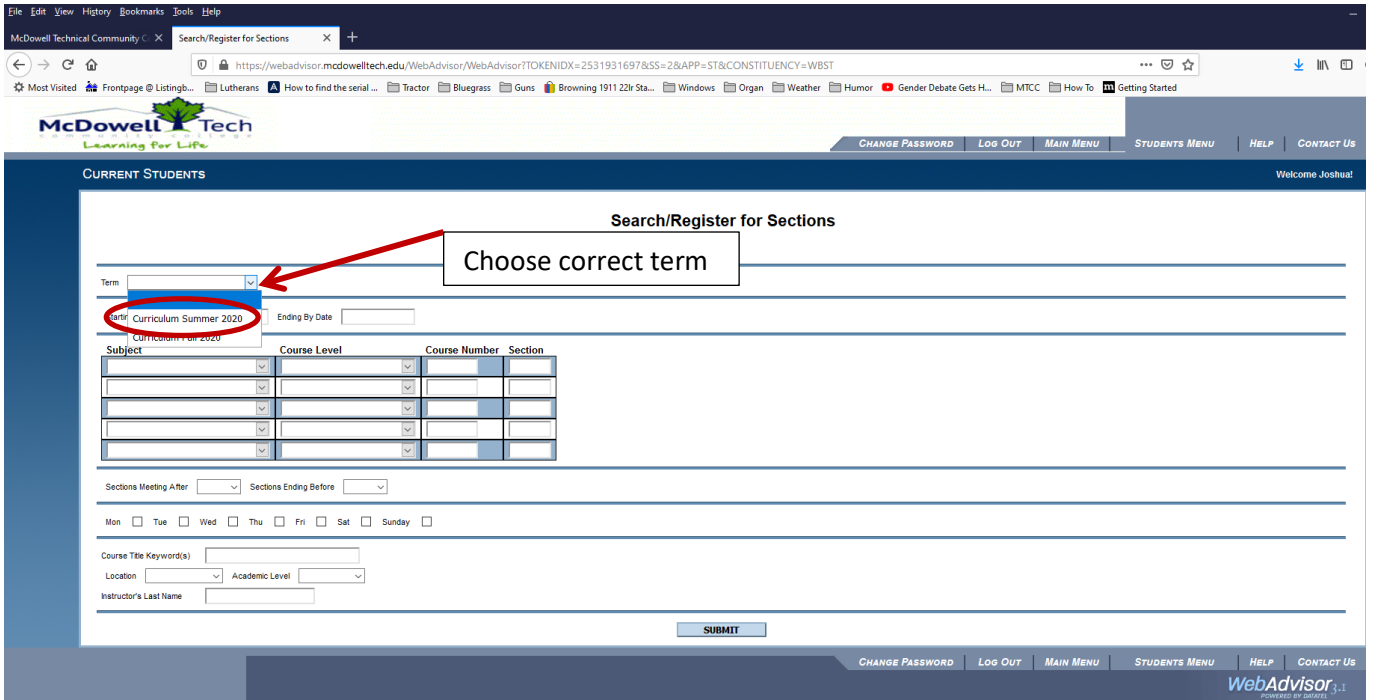
To **register** for classes, click on Register for Sections under Registration.



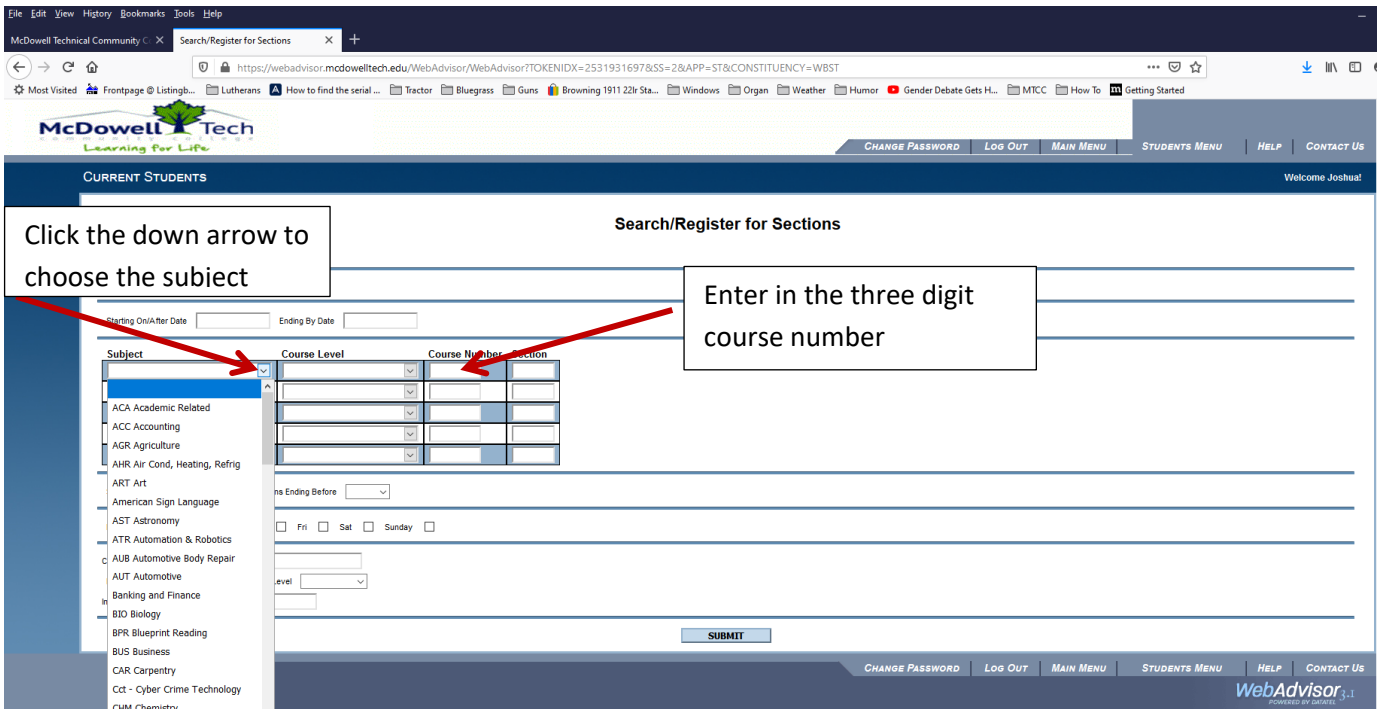
6. Click on Search and register for sections. Click OK.



7. Select the term in which you want to register by clicking the down arrow at the right side of the box.

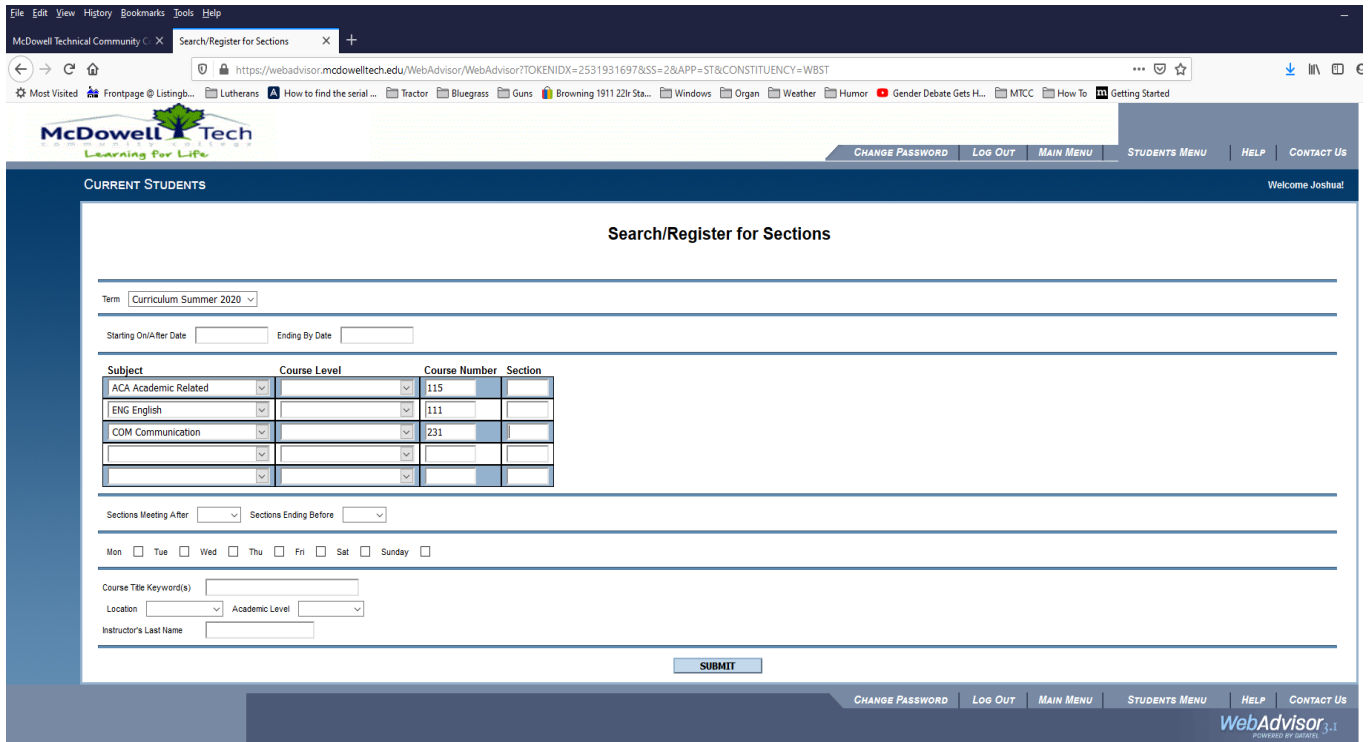


8. Now enter the **Subject** and **Course Number** for the courses in which you will register. Leave **Course Level** and **Section** empty. The system will show you all the section choices for each course and you will select your desired section in the next screen.

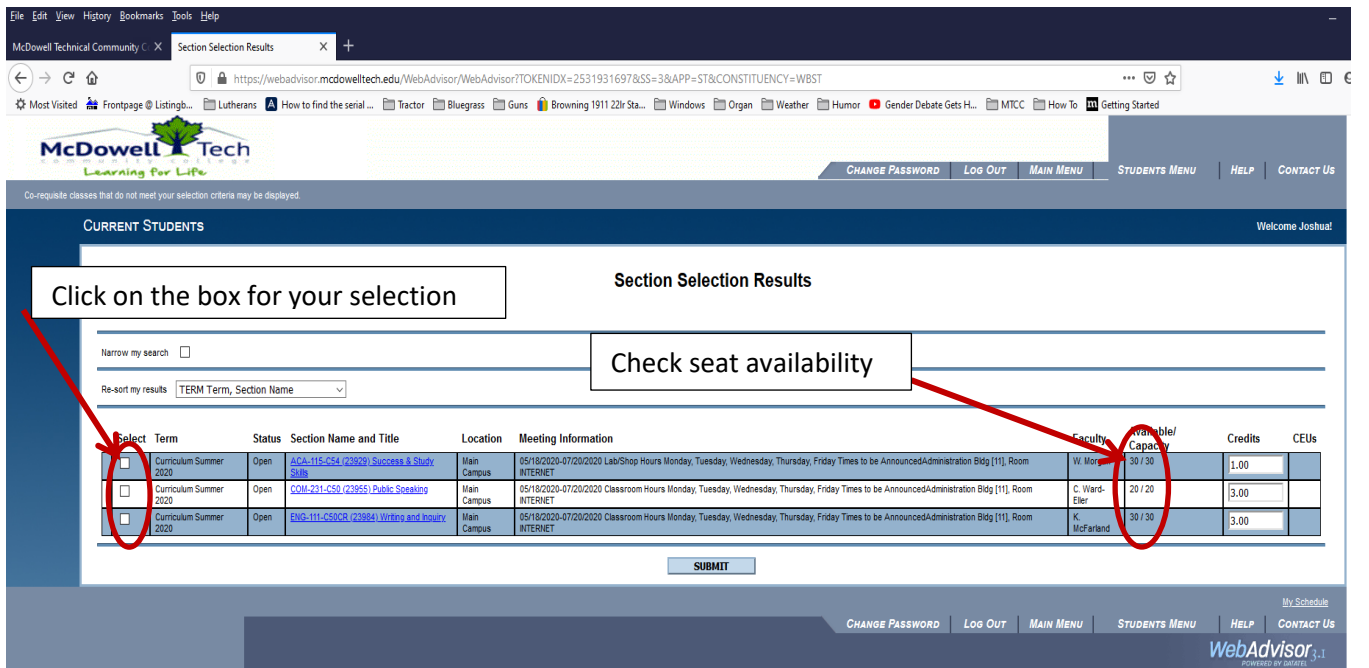


9. After entering in your Subject and Course Numbers, your screen should look something like this. Click Submit.

NOTE: If you plan to register for more than five courses, you will need to finish registration for these courses first and then return back to this screen to search for additional courses.



10. Choose a section for each course that fits your schedule by clicking the check box to the left of your selection(s). Ensure that there is an available seat by checking the first number in the **Available/Capacity** column. Click Submit.



11. Click the down arrow to the right of each box and select **register** (or whichever action you wish for the chosen section). Click Submit. The final screen will list the courses for which registration is confirmed.

If you do not see one of your chosen courses in this list, you must select a different section.

NOTE: If you receive an ERROR message, please be sure to read it carefully. You can take a screenshot of the page (*in Windows, click in the webpage and hold Fn and press PrntScr; on a Mac click in the webpage and hold down command and shift and press #*) and paste the screenshot (*Ctrl V; Command V*) into an email message to send to your advisor for advice on your next steps.

IMPORTANT: All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Register and Drop Sections

Name: Joshua T. Smith

Action for ALL Pref. Sections (or choose below):

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="checkbox"/>	Curriculum Summer 2020	ACA-115-514 (23929) Success & Study Skills	Main Campus	05/18/2020-07/20/2020 Lab/Shop Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced-Administration Bldg [11], Room INTERNET	W. Morgan	30 / 30	1.00	
<input checked="" type="checkbox"/>	Curriculum Summer 2020	COM-231-559 (23955) Public Speaking	Main Campus	05/18/2020-07/20/2020 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced-Administration Bldg [11], Room INTERNET	C. Ward-Eler	20 / 20	3.00	
<input type="checkbox"/>	Curriculum Summer 2020	ENG-111-550R (23984) Writing and Inquiry	Main Campus	05/18/2020-07/20/2020 Classroom Hours Monday, Tuesday, Wednesday, Thursday, Friday Times to be Announced-Administration Bldg [11], Room INTERNET	K. McFarland	30 / 30	3.00	

12. Once you have registered, you can go back to the **Students Menu** and click on **My Class Schedule** and print it.