

WebAdvisor Student Orientation

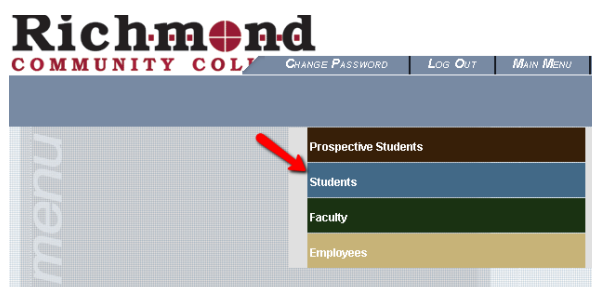
WebAdvisor is mainly RCC's online registration tool. It is how you can access our registration database that will take your class requests and process them based on class availability, prerequisite classes (classes you must take before enrolling in the requested class) and co-requisite classes (classes you take while taking the class in question). WebAdvisor also gives you confidential access to your class schedule, grade and financial aid information, transcripts, your account status (fines/fee/tuition that you owe) and more.

Using WebAdvisor

1. Navigate to the RCC WebAdvisor page by clicking on "WebAdvisor" at the bottom of the RCC homepage (www.richmondcc.edu).



2. Once you have requested set up your WebAdvisor password, sign into and click on "Students".



3. The student menu will appear. Select the option you would like use.

The following links may display confidential information.

User Account

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

Financial Information

[Make a Payment](#)
[Account Summary](#)
[Account Summary by Term](#)
[View My Payment Plan Schedule](#)

Financial Aid

[Financial aid status by year](#)
[Financial aid status by term](#)
[Financial aid award letter](#)

Communication

[My Documents](#)
[E-mail My Advisor\(s\)](#)

Registration

[Search for Sections](#)
[Register for Sections](#)
[Register and Drop Sections](#)
[Register and Pay for Continuing Education Classes](#)

Academic Planning

Academic Profile

[Grades](#)
[Grade Point Average by Term](#)
[Transcript](#)
[Test Summary](#)
[My class schedule](#)
[My profile](#)

Registering for Courses

1. Choose “Search and Register for Sections” from the Register for Section menu
2. **Search/Register for Sections** – Fill in the term field and at least one additional search criteria. Limiting your search criteria will make it easier and faster.
3. **Section Selection Results** – Review the sections displayed and the ones you want added to your personal Preferred Sections list. You can access additional information on each class by clicking on the Section Name and Title. Be sure you have met all the pre-requisites for the class (if you are certain you have met the pre-requisites and still get an error, submit a Help Desk ticket immediately.) Click on the Submit button at the bottom of the screen when finished. These step does NOT complete the registering process. **YOU MUST COMPLETE THE NEXT STEP.**
4. **Register and Drop Sections** – All of the classes you have previously selected are listed at the top of the form. Current registrations are listed at the bottom. Register for all classes using the Action for All pull down box or individually using the Action pull down boxes.
5. **Registration Results** – This form displays all of the courses selected for registration and tells you if the registration was successful. Read carefully and make adjustments on Register and Drop form if necessary.
6. Return to the Student Menu to view, confirm and print your schedule (**ctrl. + P**).

If you already know your course subject, number, and section you can use the “Express Registration” option.

FACTS about WebAdvisor

Whether you want to search course offerings, register online, review/print your current schedule, review/print your unofficial transcript or see your grades at the end of the semester (required), WebAdvisor makes it all possible and easy to do. Consider the process as “Self-Service” tool the college provides to all students.

- WebAdvisor is available daily from 7:30 AM until 10:30 PM
- Internet Explorer 8 **will not** support WebAdvisor. See Log-In page for browsers that are supported.
- You do not have to log in to search for course offerings. Simply click on the Prospective Students option and then select Search for Sections.
- During Early Advising/Scheduling, WebAdvisor is open to currently enrolled students. Please refer to the website for important dates.
- More information about using WebAdvisor can be found in the **WebAdvisor Student Manual** on the RCC website (www.richmondcc.edu)

For more resources on using WebAdvisor, please visit:

<https://sites.google.com/a/student.richmondcc.edu/rccstudent/webadvisor>