Registration Steps

Locate WebAdvisor on the Ohlone College homepage:
To locate WebAdvisor, go to Online Services and click the drop down menu. Select WebAdvisor.

If you have not set up your WebAdvisor account, click on “Sign up for WebAdvisor access (It’s FREE!)”
You will be asked for your Ohlone ID number, Last Name, First Name (capitalize the first letter of each name). The name you applied for admissions with. You will be asked for your date of birth and zip code. All information in our system is what you applied with on your admission application.

- You will be given your user name. This is your first initial, last name and a number. Create your password. It must have at least one capital letter, lower case letter, number and special character. You may not use # or @. Password must be over 8 characters long.

- You will also be required to create a special question and the answer, in the event you forget your username or password. This should be something unique to you and something you will remember. Example: High school mascot or Mother’s maiden name

Once you have an account created and you have saved your user ID AND PASSWORD, you can log into your WebAdvisor account and complete the Pre-registration checklist below.

Pre-Registration Checklist:

1. Under Registration go to Student Profile. Review the information here and make sure you have an educational goal selected at the bottom of the page. Once you have reviewed the information click the UPDATE button at the bottom of the screen. Hitting enter does not save the information or confirm the information is correct. You must click the Update button.

2. Under Registration, go to “Registration Readiness Dashboard – NEW”. Review the information here. This will tell you your academic standing, if there are any holds on your account, and your registration date and time. If you are unsure of anything that is in red, go to “What do my messages mean?” This will give you a clear definition.

Once you have completed the Pre-Registration Checklist you are ready to register for classes.
Registration
To register for classes go to Registration area and select “Register for Sections”.

Next, select “Search and register for sections”:

CURRENT STUDENTS

Contact Information Change
Use this option if you need to update your address, phone number(s), or email address.

Student Profile
Use this option if you need to update your profile prior to registration.

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.

Express registration
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you want to register. If you have already added 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 re:

Manage my waitlist
Use this option if you would like to register or remove sections that you are currently waitlisted in.
Search/Register for Sections

- Select the term you are enrolling in. If you are enrolling for Summer and Fall you have to do this separately.
- Subject – select the subject or subjects you are interested in. If you have the course number you can put that in, but this is optional. If you leave the Course number blank, it will show you all the courses for that subject. Once you have completed this area...
- Select meeting time, days, location (if you have a preference), this is optional
- Click the SUBMIT button
- A list of classes will appear. Select the class or classes that you want to enroll in. Click the box to the left of the course to select that section. You cannot enroll in more than one section.
  - If you enroll in one section of a course and put yourself on the waitlist for another section of the same course, registration may be blocked if you move to the front of the line. You will not be enrolled and will be notified that you have 3 days to drop yourself from the class that is blocking you from getting into the class in which you are on the waitlist.
- Click the SUBMIT button
- On the next screen, you will see an action button. You have three options. Register, Waitlist, or Remove. Once you have selected Register, click the SUBMIT button.
- You will get a notification on the screen directing you to the Payment screen. Payment is due within 5 calendar days of registration. You can set up a payment plan, or if you have applied for Financial Aid, please see the Financial Aid staff to be put on the do not drop list.
- To view your class schedule go to “My Class Schedule”