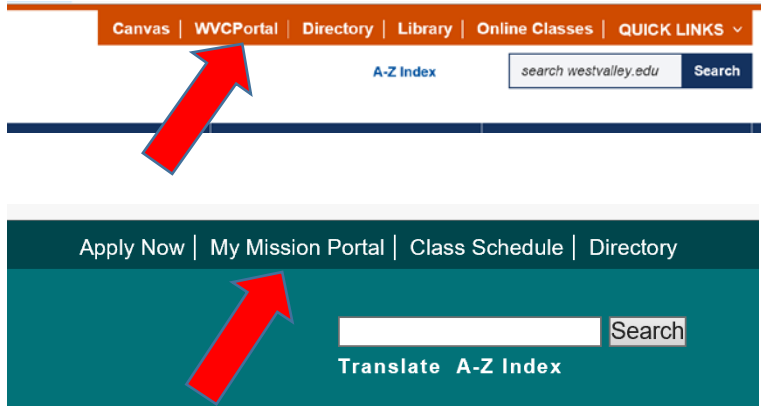


West Valley-Mission Community College District

Student Registration Quick Guide

Dear Student, We are in the midst of a transition to a new data management system to improve student experience and operational effectiveness. The instructions below will guide you through the registration process in our new portal, College Web Services.

1. Click on the Portal link on the college homepage



2. You will be taken to a page that links to 2 portals: the portal for Spring 2017 registration, grades, transcripts, payments and the new portal for Summer/Fall 2017 registration, grades, transcripts, payments. Click on the “Login to CWS” button. “CWS” stands for College Web Services, the name of the new portal.



(Tip: If you have not yet applied to the college and/or do not yet have a college ID, you can still search for Summer/Fall 2017 classes by clicking on the “Summer-Fall Classes” link.)



- Once you have clicked on the “Login to CWS” button, you will be taken to the Login page.
Continuing students: your User ID is “G” + “0” (the number) + your former id number
New students: your User ID is the number sent to you in an email after you registered. The email was sent from an admissions@wvm.edu email account.
All students: your password/PIN is your 6 digit birthday (MMDDYY) unless you have already changed it.
For problems logging in, contact IS help desk: 408-741-2696 during business hours (M-F, 9am-4pm)

User Login

New Students:
Enter the College ID#(User ID) provided in the email you received from the college after applying.

Continuing Students:
New College ID#(User ID) is "G" + "0" (the number) + your former id number.
For example: G01234567

User ID is case-sensitive

Password:
The Password(Pin) is your birthday *mmddyy* or last 6 digits of College ID#
This password will be separate from your password on MyWVM portal.

First time logging in:
You will be prompted to change your password and create a secret question.

For problems logging in contact:
I.S. Help Desk: 408-741-2696
WVC AR: 408-741-2001
MC Welcome Center: 408-855-5007

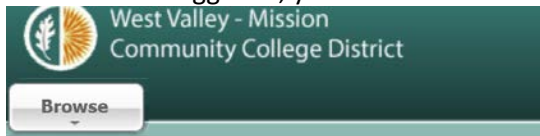
This site is not compatible with the Microsoft Edge browser

User ID: x

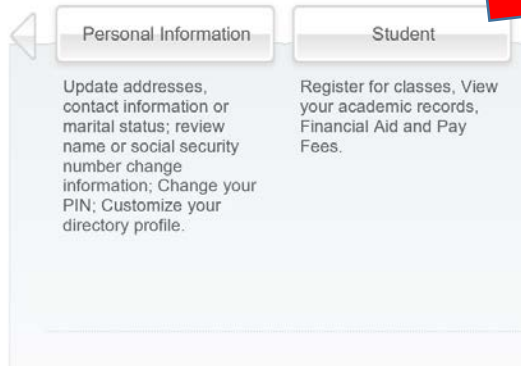
PIN:

Login Forgot PIN?

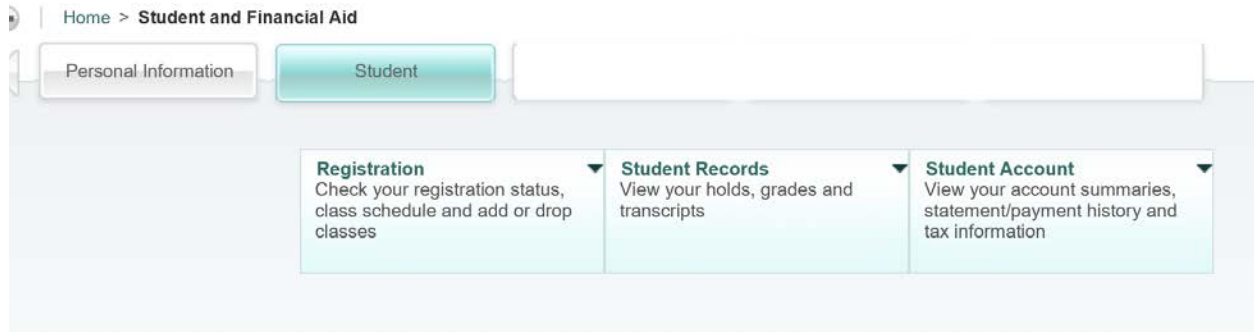
4. Once logged in, you will be taken to this page. Click on the "Student" button.



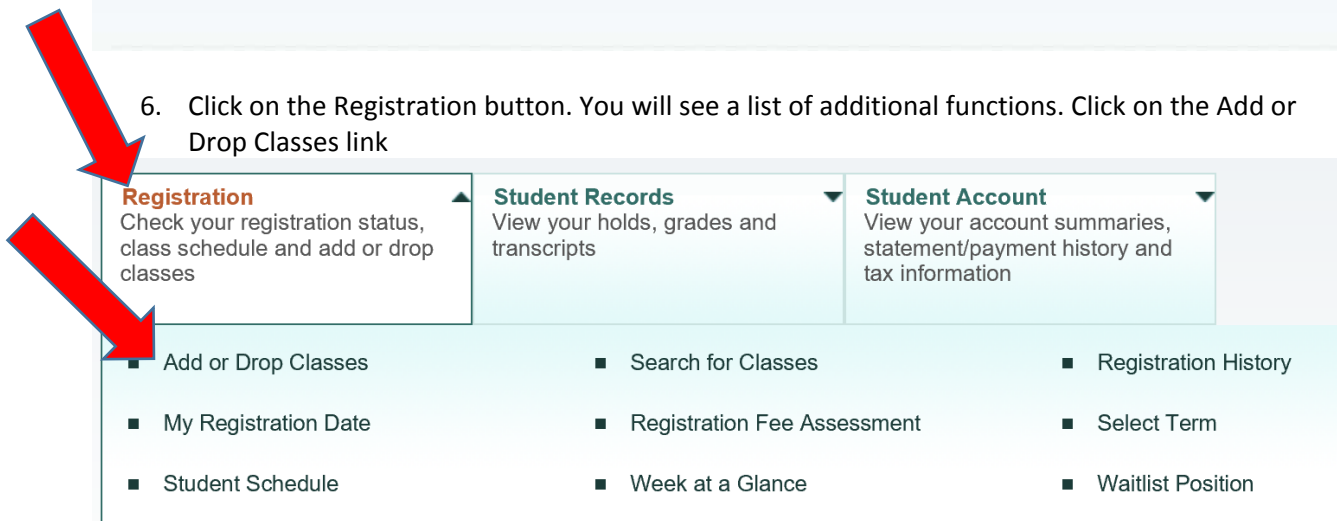
Hello Stephanie N. Kashima



5. This will open up the following additional buttons



6. Click on the Registration button. You will see a list of additional functions. Click on the Add or Drop Classes link



7. You will be taken to the following page. Select the term you want to register for in the drop down menu. Then click [Submit](#).

Registration Term


← | [Home](#) > [Student and Financial Aid](#) > [Registration](#) > **Select Term**

Select a Term: ▼



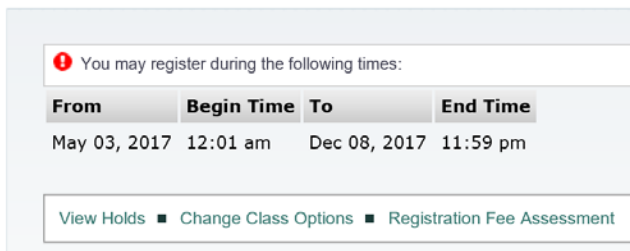
8. The next page will show you your registration date if your date has not yet arrived
- ## Add or Drop Classes

← | [Home](#) > **Add or Drop Classes**

 You may register during the following times:

From	Begin Time	To	End Time
May 03, 2017	12:01 am	Dec 08, 2017	11:59 pm

[View Holds](#) ■ [Change Class Options](#) ■ [Registration Fee Assessment](#)




9. If your date has arrived or passed, you will be taken to the following page. Click on “Class Search” button.

◀▶ [Personal Information](#) [Student](#)

Add or Drop Classes

← | [Home](#) > **Add or Drop Classes**

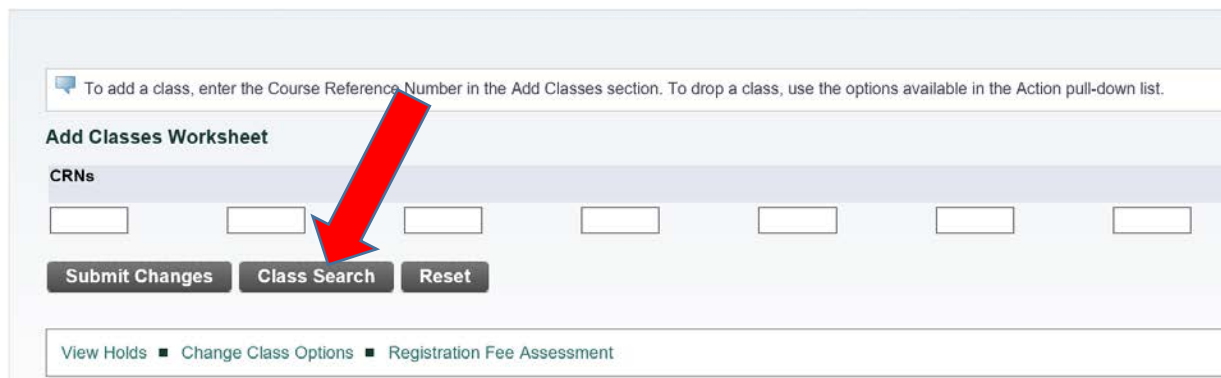
 To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Add Classes Worksheet

CRNs

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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[View Holds](#) ■ [Change Class Options](#) ■ [Registration Fee Assessment](#)



10. You will be taken to the following page. Select a subject and click Course Search. To select multiple subjects, press the CTRL key while making your selections.

Look Up Classes



Home > Look Up Classes

Use the selection options to search the class schedule. You may cl

Subject:

- AJ - WVC
- Accounting - MC
- Accounting - WVC
- Allied Health - MC
- Anthropolgy - MC
- Anthropology - WVC
- Arabic - MC
- Architecture - WVC
- Art - MC
- Art - WVC

Course Search

Advanced Search

11. You will then be shown the list of courses being offered in that term and subject. Click on View Sections to see section listings.

Look Up Classes



Home > Look Up Classes

Fall 2017

Accounting - WVC

010 Acctg-Financial

View Sections

011 Acctg-Managerial

View Sections

050 Acctg Small Bus

View Sections

060 Acctg Fund -Quickbooks

View Sections

12. This will open up a listing of the section offerings as shown below. Click on one of the blue CRN (Course Registration Number) links to see additional details about a section.

Sections Found

Accounting - WVC

Select	CRN	Subj	Crs#	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	70186	ACCT	010	001	WVC	5.000	Financial Accounting	MW	08:15 am-10:45 am	32	4	28	99	0	99	0	0	0	Laurienne B Hammond (P)	08/28-12/16	V 19	
<input type="checkbox"/>	70187	ACCT	010	002	WVC	5.000	Financial Accounting	TR	08:15 am-10:45 am	32	12	20	99	0	99	0	0	0	Nancy N Ghodrat (P)	08/28-12/16	V 16	
<input type="checkbox"/>	70189	ACCT	010	003	WVC	5.000	Financial Accounting	MW	10:55 am-01:25 pm	32	18	14	99	0	99	0	0	0	Randy R Castello-Heath (P)	08/28-12/16	V 28	
<input type="checkbox"/>	70190	ACCT	010	004	WVC	5.000	Financial Accounting	TR	10:55 am-01:25 pm	32	9	23	99	0	99	0	0	0	Nancy N Ghodrat (P)	08/28-12/16	V 28	
<input type="checkbox"/>	70191	ACCT	010	005	WVC	5.000	Financial Accounting	T	07:00 pm-09:30 pm TBA	32	2	30	99	0	99	0	0	0	Timothy P Ratchford Timothy P Ratchford (P)	08/28-12/16 08/28-12/16	V 15 ONLI	
<input type="checkbox"/>	70302	ACCT	010	006	WVC	5.000	Financial Accounting	TBA		32	0	32	99	0	99	0	0	0	Randy R Castello-Heath (P)	08/28-12/16	ONLI	
<input type="checkbox"/>	70306	ACCT	010	007	WVC	5.000	Financial Accounting	TBA		32	2	30	99	0	99	0	0	0	Nancy N Ghodrat (P)	10/09-12/16	ONLI	
<input type="checkbox"/>	70307	ACCT	010	008	WVC	5.000	Financial Accounting	TBA		32	1	31	99	0	99	0	0	0	James C Henderson (P)	08/28-12/16	ONLI	

Register Add to WorkSheet New Search

13. Additionally, you can Select one or more CRNs by clicking the boxes to either Register or Add to Worksheet (a way of organizing yourself before you actually register).

Sections Found

Accounting - WVC

Select	CRN	Subj	Crs#	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	70186	ACCT	010	001	WVC	5.000	Financial Accounting	MW	08:15 am-10:45 am	32	4	28	99	0	99	0	0	0	Laurienne B Hammond (P)	08/28-12/16	V 19	
<input type="checkbox"/>	70187	ACCT	010	002	WVC	5.000	Financial Accounting	TR	08:15 am-10:45 am	32	12	20	99	0	99	0	0	0	Nancy N Ghodrat (P)	08/28-12/16	V 16	
<input type="checkbox"/>	70189	ACCT	010	003	WVC	5.000	Financial Accounting	MW	10:55 am-01:25 pm	32	18	14	99	0	99	0	0	0	Randy R Castello-Heath (P)	08/28-12/16	V 28	
<input type="checkbox"/>	70190	ACCT	010	004	WVC	5.000	Financial Accounting	TR	10:55 am-01:25 pm	32	9	23	99	0	99	0	0	0	Nancy N Ghodrat (P)	08/28-12/16	V 28	
<input type="checkbox"/>	70191	ACCT	010	005	WVC	5.000	Financial Accounting	T	07:00 pm-09:30 pm TBA	32	2	30	99	0	99	0	0	0	Timothy P Ratchford Timothy P Ratchford (P)	08/28-12/16 08/28-12/16	V 15 ONLI	
<input type="checkbox"/>	70302	ACCT	010	006	WVC	5.000	Financial Accounting	TBA		32	0	32	99	0	99	0	0	0	Randy R Castello-Heath (P)	08/28-12/16	ONLI	
<input type="checkbox"/>	70306	ACCT	010	007	WVC	5.000	Financial Accounting	TBA		32	2	30	99	0	99	0	0	0	Nancy N Ghodrat (P)	10/09-12/16	ONLI	
<input type="checkbox"/>	70307	ACCT	010	008	WVC	5.000	Financial Accounting	TBA		32	1	31	99	0	99	0	0	0	James C Henderson (P)	08/28-12/16	ONLI	

Register Add to WorkSheet New Search

Sections Found

Accounting - WVC

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	70186	ACCT	010	001	WVC	5.000	Financial Accounting

14. If you select "Add to Worksheet", the following screen will open to show you your selections. To Register, click "Submit Changes". To delete CRNs from the worksheet, click "Reset".

Add or Drop Classes

← | Home > Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use

Add Classes Worksheet

CRNs

70186				
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Submit Changes **Class Search** **Reset**



15. The following page will show after you click Submit Changes confirming your choice.

Add or Drop Classes

Home > Add or Drop Classes

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Web Registered on Apr 28, 2017	None	70325	SOCI	002	001	Credit	3.000	Standard Letter	Social Problems

Total Credit Hours: 3.000
Billing Hours: 3.000
Minimum Hours: 0.000
Maximum Hours: 8.000
Date: Apr 28, 2017 09:24 am

Add Classes Worksheet

CRNs

Submit Changes **Class Search** **Reset**



16. Click Submit Changes to Register. Congratulations! You are now registered in your class!