

# Methods of Registration

## Online via WebAdvisor

After meeting with your advisor, log in to WebAdvisor using the WebAdvisor link on the Wilson Community College homepage, [www.wilsoncc.edu](http://www.wilsoncc.edu). To login to WebAdvisor, your username will be your first and last initial followed by the last 4 digits of your 7 digit college id number. Your default password will be your 6 digit birthdate, MMDDYY, if this is your first time logging in. This can be done from your home computer or from the open lab on campus. Only students that have completed the admissions process can register through WebAdvisor.

## In person with your Academic Advisor

Make an appointment with your advisor to register for classes. If you prefer for the advisor to enter your schedule, just let them know.

## After You Register

### Pick up your Registration Statement

You can print out a student copy of your schedule from WebAdvisor but you may also come to the Registration Center or designated room on or after July 14 to pick up your official registration statement. This will have your class schedule information as well as tuition and fee amount due and financial aid award, if applicable. If you are registering for any Distance Learning Courses (TV, NET, or HY), you will need to read the information required for those courses which is available online, in the Course Schedule bulletin, and in the Registration Center.

### Go by Financial Aid

If you are enrolled in less than 12 hours, are in a diploma program, or if you have not received an award letter and need financial aid, you will need to visit Financial Aid after you pick up your registration statement. If you have received a Financial Aid award letter, are enrolled in more than 12 hours, and are in an associate degree program you may not need to go by Financial Aid. **If you early register and are approved for financial aid (such as Pell Grant) you must officially withdraw from classes if you are no longer able to attend. Otherwise, your grant will be charged and you may be liable for repayment.**

### Pay for your classes

You must pay for your classes at the cashier's window in building F (F-101) or you can pay online using WebAdvisor for your registration to be complete. **All students will have access to pay tuition and fees for the 2010 fall semester online using WebAdvisor.** Even if a sponsor (your employer or other third party) has agreed to pay for your tuition, you still need to go to the cashier's window to verify this and secure your course schedule. If you do not complete this process, your classes may be purged and you will have to re-register on August 17. If you have been awarded financial aid (Pell or other grants) that covers all of your tuition costs, you do not have to go to the cashier and your classes will not be purged. (See refund policy) Payment is due by **August 5, 2010** for students that have early registered. The College accepts cash, money orders, VISA, MasterCard, American Express, and Discover in person and accepts checks and money orders through the mail. The college accepts VISA, MasterCard, American Express, and Discover if paying online. Please allow extra time for mailed payments, as payment deadlines must be met. Any mailed payment should be addressed to: Cashier, Wilson Community College, P.O. Box 4305, Wilson, NC 27893. Please make sure your name and college id number is included with your payment and account balance statement.

# Registration using WebAdvisor

## How to use Express Registration

1. Access WebAdvisor through the college website. There is a link to web advisor on the main Wilson Community College website [www.wilsoncc.edu](http://www.wilsoncc.edu). Log in to WebAdvisor using your username and password. Your username is your first and last initial and the last four digits of you college id number. Your default password if this is the first time you have logged in to WebAdvisor is your six digit birthdate (MMDDYY). Once logged in click on the Students menu.

Welcome Guest!

### Log In

User ID:

Password:

LOG IN   MAIN MENU   CONTACT US

2. Click on the “Register for Sections” link.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU

Welcome L. W. Mansfield!

The following links may display confidential information.

**User Account**

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

**Registration**

- [Search for Sections](#)
- [Register for Sections](#)
- [Register and Drop Sections](#)
- [Register and Pay for Continuing Education Classes](#)
- [Manage My Waitlist](#)

**Financial Information**

**Academic Planning**

[Plan Courses](#)

3. Click the link for “Express Registration”

CHANGE PASSWORD   LOG OUT   MAIN MENU   STUDENTS MENU   CONTACT US

CURRENT STUDENTS

Welcome L. W. Mansfield!

[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](#)  
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH100\*01 or Synonym 42765).

[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 another.)

[Manage my waitlist](#)  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

4. Enter the Subject, Course Number, Section, and Term for each course you would like to register for and then click **SUBMIT**. You do not need to enter a synonym.

### Express Registration

Synonym	Subject	Course Number	Section Number	Term
<input type="text"/>	English	111	01	Fall Semester 2010
<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"/>

5. Choose an option from the Action menu for each course. Select **Register** if you would like to register or **Remove from list** if you no longer want that course. Then click **SUBMIT**.

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/Capacity	Credits	CEUs
<input type="button" value="Register"/> <input type="button" value="Remove from List"/>	Fall Semester 2010	<a href="#">ENG-111-01 (2857)</a> <a href="#">Expository Writing</a>	Main Campus	08/23/2010-12/13/2010 Classroom Hours Monday 01:00PM - 03:50PM, Building B, Room B202	K. Williams	20 / 20	3.00	

**Current Registrations**

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

- WebAdvisor will return a Registration Results page. If you encountered no error messages, your status will appear as "Registered for this section". At this point you can click OK. You have now reserved your seat for the selected section(s). You must pay for classes to complete your registration.

## Search and Register for Classes

**Search and Register** allows you to create your preferred list of classes (like a shopping cart) prior to your actual registration date. Then on or after your registration date, you can complete the process of registering for your preferred classes (much like purchasing the items in you shopping cart) by re-accessing **Search/Register for Sections**.

### How to Use Search and Register

- Log in to WebAdvisor.
- Locate and click the **Search and Register for Sections** link.

Welcome L. W. Mansfield!

**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](#)  
Use this option if you know the exact subject, course number, and section (or synonym) of the sections for which you wish to add to your preferred list and then register. (Example: MATH\*100\*01 or Synonym 42765).

[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 another.)

[Manage my waitlist](#)  
Use this option if you would like to register or remove sections that you are currently waitlisted in.

- On the **Search/Register for Sections** page, you must select the term/semester you wish to search within. Click on the drop down arrow beside **Term** and click Fall 2010. You **must** select at least one other search parameter (subject, sections meeting after, sections meeting before, day of the week, course title keyword, location, or instructor's last name) to get search results. After making at least two selections, (one being Term), click **SUBMIT** to get your results. For example, if you wanted to search for section of ENG 111 in Fall2010, you would select 2010FA in **Term**. Then you would use the drop down arrow beside Subject to select ENG from the list. Then in **Course Number**, you would type 111. Then you would click **SUBMIT**.

Term

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Starting On/After Date  Ending By Date

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Subjects	Course Levels	Course Number	Section
English		111	

- A list of Sections based on the search parameters you entered will be returned. Search results are limited to 50 per search.

Section Selection Results										
FIRST		PREV		NEXT		LAST		JUMP		Page 1 of 1
Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity	Credits	CEUs	Academic Level	
Fall Semester 2010	Open	<a href="#">ENG-111-01 (2857)</a> <a href="#">Expository Writing</a>	Main Campus	08/23/2010-12/13/2010 Classroom Hours Monday 01:00PM - 03:50PM, Building B, Room B202	K. Williams	20 / 20	3.00		Curriculum	
Fall Semester 2010	Open	<a href="#">ENG-111-02 (2787)</a> <a href="#">Expository Writing</a>	Main Campus	08/23/2010-12/15/2010 Classroom Hours Monday, Wednesday 09:00AM - 10:20AM, Building B, Room B202	S. Peace	20 / 20	3.00		Curriculum	
Fall Semester 2010	Open	<a href="#">ENG-111-03 (2788)</a> <a href="#">Expository Writing</a>	Main Campus	08/19/2010-12/16/2010 Classroom Hours Tuesday, Thursday 09:30AM - 10:50AM, Building B, Room B202	S. Peace	20 / 20	3.00		Curriculum	
Fall Semester 2010	Open	<a href="#">ENG-111-04 (2858)</a> <a href="#">Expository Writing</a>	Main Campus	08/25/2010-12/15/2010 Classroom Hours Wednesday 01:00PM - 03:50PM, Building B, Room B202	K. Williams	20 / 20	3.00		Curriculum	

- From your list of selection sections, you can start to build your list of preferred sections. If the status of the class is Open, that means that seats are still available. You may select multiple sections (in case your preferred section is closed on your registration date). Remember, you are not registering now. You are simply building a preferred list of sections. **Caution: This does not hold a seat in the class(es) for you.**
- If you are searching before your registration date, this is as far as you can go. You can continue to add sections to your preferred list, but you cannot register until your registration date. If you attempt to register before your date, WebAdvisor will return a message stating that you cannot register before your assigned date and time. When it is your date to register, you will go back to the **Search/Register for Sections** option.
- If you are searching on or after your registration date, you can proceed with registration. In the **Action** block beside the course(s) for which you wish to register, use the drop down arrow to select **Register**. When finished, click **SUBMIT**.
- WebAdvisor will return a Registration Results page. If you encountered no error messages, your status will appear as "Registered for this section" as it does in the example below. At this point you can click OK. You have now reserved your seat for the selected section(s). You must pay to complete your registration.

### How to use Register for Previously Selected Sections

(to be used only if Search and Register was used to set up a preferred list of classes)

- Access WebAdvisor using the link on the college website.
- Click on the link for **Register for Sections** and then click **Search/Register for Sections**.
- You will have to look up at least one course by entering term and subject. You will need to select at least one course and click **SUBMIT**. This will take you to your list of preferred courses with the most recent selection added to your list.
- In the **Action** block beside the course(s) for which you wish to register, use the drop down arrow to select **Register**. If you wish to remove a course from the list, use the drop down arrow and select **Remove from List**. When finished, click **SUBMIT**.

5. WebAdvisor will return a Registration Results page. If you encountered no error messages, your Status will appear as “Registered for this section” as it does in the previous example. At this point you can click OK. You have reserved your seats for the selected section(s). You must pay to complete your registration.

### **Viewing and Paying Account Balances**

You can view your account balance by clicking on the links on the left side of the screen. **Account Summary** will display your balance for all terms that you have charges to your account. **Account Summary by Term** will display the balance you owe for a selected term.

If you wish to make a payment online, you may do so using most major credit cards. Click on the link for “Make a Payment” on the Student Menu and then “Pay on My Account.” It will show the total amount due. You will then enter your credit card information and submit to pay your account. If you plan to pay by mail, please include a copy of your **Account Summary for the Current Term** with your payment.

### **Viewing and Printing Course Schedules**

To view your course schedule you will click on the **Course Schedule** link on the left side of the screen. This will display your course schedule for the selected term.

You can print this information by going to **File** at the top left corner of the screen and then selecting **Print** and **OK**.

**Unless you have been awarded financial aid, you must pay by August 5 for your registration to be complete!**

### **Schedule Adjustments**

If you need to make adjustments to your schedule after the early registration period, you may want to consult with your advisor before keying in your changes. Be sure to pick up your new registration statement and pay any additional tuition and fees if you are adding classes.

# Common Error Messages

Error message:	What it means and how to resolve:
{Class section} is closed. Enrollment not allowed	The section you selected is full. Review the schedule of courses and select a section which has a status of Open.
Registration in {class section} puts student in overload. A petition is required.	Students are only allowed to take 19 hours per semester. If you are attempting registration for more than 19 hours, you will have to get approval from the Associate Dean.
{Class section} requires registration in {class section}	There is a required matching class section for which you must be registered. You must register for both course sections.
Student may not register for {Class section} at this time.	The registration period for this class has not begun or has ended. Make sure you are registering during the correct registration period.
{Class section} conflicts with {class section}	These classes meet at the conflicting times. Review meeting times and select other classes.
Student does not have a current academic program or residency status.	See the Admissions Office. You do not have a current Academic Program or a Residency Status.
{Course} has an optional co-requisite of {Course}.	Disregard. The co-requisite is optional.
Student cannot register before {time} on {date}.	Review the Registration calendar. You may be attempting to register before your priority date and time.
Student does not have a registration priority. {Term} requires one.	Contact the Registration Center. You are attempting to register during a period when registration priorities are enforced.
{Class section} is restricted to {certain major}.	Click on the blue course number and read the comments. The comments will tell you the program(s) to which the class section is restricted. You cannot register for the section if this is not your current program; contact the Registration Center for verification.
You must see your advisor before registering.	You must meet with your advisor to plan your registration and to have your advising hold cleared.
Student is on Academic Warning/Probation - May not early register.	You are on Academic Warning or Probation and you will not be allowed to early register.
Cannot complete transaction. See cashier to resolve.	You have a business office hold. You must see the cashier to clear the hold.
Student owes a library fine.	You either owe a fine or you have materials from the library that are overdue. You must see the library staff to resolve.
Incomplete File. See Admissions.	Something is missing from your file. See the admissions office to resolve.

You may encounter other error messages in WebAdvisor. If you need assistance, contact the Registration Center.

## Contact Information

Have a question about registration that is not in this guide?

In person:	Registration Center, Building F, Room F-100 Wilson Community College, 902 Herring Ave, Wilson, NC Monday – Thursday, 7:30 am – 5:00 pm & Friday, 8 am – 3 pm
By phone:	252-246-1281, Mon – Thurs, 7:30 am – 5:00 pm, Fri 8:00 am – 3:00 pm
By email:	lmansfield@wilsoncc.edu

## Curriculum Tuition and Fees (Anticipated)

### In-State

\$50.00/credit hour, maximum charge of \$800/semester for 16 or more credit hours.

### Out-of-State

\$241.30/credit hour, maximum charge of \$3860.80/semester for 16 or more credit hours.

Student Fees: Covers accident insurance, graduation, and student activities

\$ 1.35/ credit hour (\$21.60 maximum/semester)

Security/Parking Fees:

\$10.00 per semester

Technology Fee:

\$12.00 per semester

## Refund Policy

- To receive a 100% refund you must officially drop before August 19.
- To receive a 75% refund you must officially drop between August 19 and August 30.
- No refunds can be given for classes dropped after August 30.

### Curriculum Classes

Refunds are processed under the North Carolina Community College System (state) refund policy. Tuition refunds are automatically processed based on deadlines and drop dates and are mailed to the student address on file. Therefore, it is very important that students submit address changes to the Registration Center (F-100) as soon as they occur. All refunds are paid by check.

### Tuition

Tuition is charged on a per-credit-hour basis up to a maximum of 16 credit hours per term. There is no additional tuition charge for registration in excess of maximum credit hours. Students will be eligible for refunds when course drops or withdrawals result in enrollment for less than maximum credit hours and meet the applicable conditions described below.

Regular-schedule classes that begin the first week (seven calendar days) of the term:

1. A 100-percent refund shall be made if the student officially drops the class prior to the first day of the academic semester as published on the College calendar.
2. A 75-percent refund shall be made if the student officially drops the class on or after the first day of the semester and on or before the official 10-percent point of the semester, as published in the College calendar.

Cancelled classes:

A 100-percent refund shall be made if the class in which the student is officially registered is cancelled by the College.

Students who early register and are approved for financial aid (such as Pell Grant) must officially withdraw from class if they are no longer able to attend. Otherwise, the grant will be charged and the student may be liable for repayment.