

# REGISTERING FOR CLASSES

Search and Register through WebAdvisor

## LOGGING INTO WEBADVISOR

1. Go to *www.gaston.edu*
2. Click on the *WebAdvisor* button
3. To sign in, click on *"Log In"* (upper right), provide your user name and password.
4. If you are a NEW USER, obtain your GC I.D. by following the steps below:
  - Go to *www.gaston.edu*
  - Click on the *WebAdvisor* icon
  - Click on *"What's my User ID?"*, then type in your Last Name, and enter either your Social Security Number or your College ID, and click *submit*.
  - Your initial password is your birthday in the form of *mmddyy*.
5. If you forget your user name or password, or are unable to access the program, click on *"What is my User Name?"* or *"What is my Password"* and follow instructions.



## REGISTERING WITHIN WEBADVISOR

1. Access WebAdvisor using the instructions above
2. Click on *"Students"* (right side)
3. Under the *"Registration"* banner, click on *"Register for Sections"*
4. Click on *"Search and register for sections"*
5. Select the term in the *"Term"* field
6. Select the subject in the *"Subject"* field. (If you know the course number, enter that number in the *"Course Number"* field.)
7. Click the *"Submit"* button
8. A list of courses will be displayed with status, meeting location, times and instructor information.
9. Under the *"Select"* column, check the box next to each course for which you would like to register
10. Click the *"Submit"* button
11. The courses you have selected will be saved in a *"Preferred Sections"* list
12. Select the *"Action"* you wish to take for this class. If you want to register, select *"Register"*. If you want to delete class(es) from your *"Preferred Sections"*, select *"Remove from List"*.
13. Click *"Submit"*
14. ALWAYS check your schedule after making any changes on this screen. Your schedule can be accessed from the *"Students Menu"*, click *"My Class Schedule"*



*If you have any problems logging in to Student Email, Labs or Blackboard, please check with your instructor. If you have problems logging into WebAdvisor, please check with the Office of Registration & Records.*