

How to register online for SCC credit courses

1. For Online Services Go to: www.scciowa.edu
2. Click the **Blackhawk Icon, "My SCC Web"**
3. Click **Log In** Tab & log in
4. Click **Students Menu**
5. Click Register for Sections
6. Click Search & Register for Sections



WebAdvisor:
Register for classes

User Name - 1st initial followed by middle initial and last name
Example: If your name is James David Smith, your USER NAME: jdsmith.

Password - Last 6 digits of your social security number

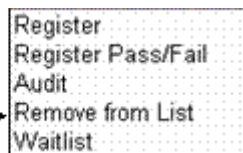
1. The search screen allows you to narrow your search to the classes you are interested in. You will need to enter a term but can also enter additional search criteria such as subjects, class times, days and locations. Click the Submit button.

A screenshot of a web application interface for searching and registering for sections. The page has a blue header with navigation links: LOG IN, MAIN MENU, PROFESSOR MENU, HELP, CONTACT US. Below the header, it says "CURRENT STUDENTS" and "Welcome James Smith!". The main content area is titled "Search/Register for Sections". It contains several search criteria fields: Term (dropdown), Starting/Ending Dates (text boxes), a table for Subject, Course Level, Course Number, and Section (with dropdowns for each), Sections Meeting After (dropdown), Sections Meeting Before (dropdown), a row of checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), Course Title/Keywords (text box), Location (dropdown), and Available Level (dropdown). A "SUBMIT" button is at the bottom. The footer includes the same navigation links and the "WebAdvisor" logo.

- A list of sections meeting your search criteria should now be listed. (However, nothing will be listed if there are no matches to your criteria.) Each listing includes class detail, meeting information and class availability/capacity/waitlist. **Select the sections you are interested in by checking the box in the far left column.**
- Click the Submit button.

The screenshot shows a web interface with a header 'CURRENT STUDENTS' and a sub-header 'Section Selection Results'. Below the header is a search bar with 'Name by search:' and a dropdown menu set to 'Term, Section Name'. The main content is a table with columns: 'Select Section', 'Term', 'Status', 'Section Name and Title', 'Location', 'Meeting Information', 'Faculty', 'Available Capacity/Waitlist', 'Credits', and 'CEUs'. The table lists several sections for Fall Semester 2008, including 'ACQ 101', 'ACQ 102', 'ACQ 103', 'ACQ 104', 'ACQ 105', 'ACQ 106', 'ACQ 107', 'ACQ 108', 'ACQ 109', and 'ACQ 110'. Each row has a checkbox in the 'Select Section' column.

- The next screen will list your preferred sections. To register for a section, please click the column of “Action” and select **Register** from the drop down menu.



(See illustration to the right.)

You must select **Register** for each section you want to enroll in.

- Click Submit button.

The screenshot shows a web interface with a header 'CURRENT STUDENTS' and a sub-header 'Register and Drop Sections'. Below the header is a search bar with 'Name: James Smith'. The main content is a table with columns: 'Action', 'Term', 'Section Name and Title', 'Location', 'Meeting Information', 'Faculty', 'Available Capacity/Waitlist', 'Credits', and 'CEUs'. The table is divided into two sections: 'Selected Sections' and 'Current Registrations'. The 'Selected Sections' section shows sections for Fall Semester 2008, with the 'Action' column containing dropdown menus. The 'Current Registrations' section shows sections for Fall Semester 2008, with the 'Action' column containing dropdown menus.

6. If the registration request is successful, each section will show “Registered for this section”. If there is a conflict or restriction prohibiting your registration in one or more of the requested classes, a message will print across the top of the page indicating why the registration was unsuccessful. No registration request will be processed until the restricted class is removed from the list (use Remove from List). Then click the Submit button again.

7. **The final step is very important and confirms that your class schedule for the upcoming term is correct.** Click on the “Main Menu ” tab on the top right hand side of the page and then click “My Class Schedule”(right side – middle of the column.) Select the appropriate term and click submit. You should see a list of sections based on your Web and face-to-face registrations. If the schedule is not accurate, please go back and make changes through the registration process explained