

# **HIGH SCHOOL COMPLETION PROGRAM**

## **WEB ADVISOR REGISTRATION**

- 1. Login** – Click on the large “MyCOD” blue box on the COD homepage (www.collegeofthedesert.edu). On the next screen, click on the red box entitled, “Go to MYCOD” and enter your “My COD” username and password to access your account.  
  
**For New Students:** After you click on the large “MyCOD” blue box on the COD homepage, click on the red box entitled, “First Time Users” and find your WebAdvisor User ID and create a password. You will follow the instructions on the following pages to create a password and secure question/answer for possible future reset of your account. Be sure to write down your User ID and password!
- 2. To Register for Classes** – Click on the blue box labeled - “WA” (Web Advisor). Then click on blue “Students” box to see the WebAdvisor menu options.
  - Click on the “Register for Sections” link under the “Registration” section (right side of page).
  - On the next screen, select “Search and Register for Sections”
  - To search/register for your classes, choose the “Term” at the top left of the page. Then select the “Subject” and select “Adult Basic Education” from the drop-down link. Hit “Submit” button at bottom of screen.
  - You will see a listing of current ABE classes offered this semester. Choose the correct ABE class from your Student Education Plan (SEP). Select the check boxes next to each class you wish to enroll in. Then hit “Submit” at the bottom of the page.
  - Under “Action,” select “Register” from the drop down menus located on the left of each of your classes. Then hit “Submit” to register for your classes. You will see a confirmation page of the classes.
- 3. To Get Your Schedule** - Go back to the “Student Menu” and print out your schedule from the link “My Class Schedule.” Be sure to select the correct term.
- 4. Pay Fees** – Once you finish the online registration process, select the “Make a Payment” link to pay using MasterCard or Visa. Fees must be paid within three (3) days from enrollment. Count the day you enroll as the first day. You may pay in person at the Bursar’s Office (located 1<sup>st</sup> floor of the Cravens Student Services Center, next to the Bookstore). Students are financially responsible for classes in which they enroll. **Students are also responsible for dropping courses they are not attending.**
- 5. Print** – It is recommended you print a copy of your registration and payment results; from the Web Advisor student menu, select “Registration Statement” to print your class schedule that includes fees paid.

**Be sure to log out of each screen once you are finished for security purposes!**

**Need in-person assistance? Join us for the weekly WebAdvisor and Application Workshops**

**(See attached handout for details)**