

TO ENSURE YOU ARE ON THE CORRECT PATH TO SUCCESS, YOU MUST:

- STEP #1: APPLICATION:** Complete the online SCCCD admission application and submit. Available online at www.cloviscollege.edu; Under New Students, Getting Started, Admission Requirements & Application.
- STEP #2: SCCCD E-MAIL ACTIVATION:** Activate your SCCCD E-mail account at mail.office365.com and plan to check it regularly (It is important to check your SCCCD e-mail, as all district communication is sent via SCCCD email)
- STEP #3: ORIENTATION:** Complete the SCCCD Student Success Online Orientation available at www.scccd.edu/orientation and select the Online Orientation link.
- STEP #4: ASSESSMENT TEST:** Complete the required components of the assessment test for appropriate placement in English (reading/writing) and math. To schedule an appointment for the assessment test please contact the Clovis Counseling Department at (559) 325-5230 OR go online by going to www.cloviscollege.edu; New Students, Getting Started, Assessment Testing to reserve a seat.
- STEP #5: FINANCIAL AID (Optional):** Complete the FAFSA (Free Application for Federal Student Aid) online (Available at www.fafsa.ed.gov)
- STEP #6: COUNSELING/STUDENT EDUCATION PLAN (SEP):** Meet with a counselor to develop a semester by semester Student Education Plan. To schedule an appointment with a CCC Counselor and develop a SEP, please contact the CCC Counseling Department at (559) 325-5230 OR by going to www.cloviscollege.edu, Online Services, eSARS Online Appointment Scheduling.
- STEP #7: WEBADVISOR:** Log into WebAdvisor: a website we use for records, financial aid, searching and registering for classes, updating information, unofficial transcripts and more. (see back for instructions)
- STEP #8: REGISTRATION:** Registration is available on [WebAdvisor](#) (online) or may be completed in person at the Admissions and Records (A&R) office. To register with A&R, select courses, complete a registration form, and submit to A&R for processing.
- STEP #9: CLASSES:**
 - Registered Classes:** Attend the 1st day of instruction for all classes you are registered or waitlisted.
 - To Add a Class(es):** Attend the 1st day of instruction for the classes you want to add. Receive an authorization code from the instructor, get a counselor to sign the "Add Card" (if required), and add online through WebAdvisor or in person at the Admissions and Records office.
 - To Drop a Class(es):** To officially drop classes you are registered for, students may drop online through WebAdvisor or in person at the Admissions and Records office. Drop deadlines are posted on www.cloviscollege.edu. Remember: Students are responsible for dropping classes.
- STEP #10: FOLLOW-UP VISIT TO COUNSELING:** Follow-up with a counselor to review and update a Student Education Plan (SEP) as needed. Counseling is also available online at <http://counseling.scccd.edu>

Student Name: _____ Date: _____

Student ID#: _____ Goal: _____ Major: _____

Counselor Signature: _____ Date: _____

Log into your WebAdvisor and SCCCD Email

WebAdvisor: WebAdvisor is the system where you will complete your online orientation, add and drop classes, and see your financial and academic profile. Your WebAdvisor login is your seven digit student ID number. Your password will be your first name initial (upper case) + last name initial (lowercase) + date of birth in mmddyy format.

Example: John Smith with date of birth = 01/01/1995 and student ID# 0123456

- WebAdvisor Username = 0123456
- Password for both WebAdvisor and Student Email = Js010195

SCCCD Student Email: Your SCCCD student email account is where you will receive enrollment, financial aid, fee payment due dates, and other college/ student updates and information. To log into your email go to mail.office365.com and sign-in using your SCCCD ID number + my.scccd.edu as your username. Your password will be your first name initial (upper case) + last name initial (lowercase) + date of birth in mmddyy format.

Example: John Smith with date of Birth = 01/01/1995 and student ID# 0123456

- Student Email Username = 0123456@my.scccd.edu
- Password for both WebAdvisor and Student Email = Js010195

If you need help logging in to WebAdvisor or Student Email please call (559) 499-6072 or go to www.scccd.edu/studentlogin.

How to Schedule an Appointment for Assessment Test and/or to See a Counselor

Students are encouraged to walk-in to see a counselor for general information and questions.

For additional assistance or if one of the following services is being requested an appointment is required:

- Assessment Test
- Specific Support Program-Counseling Appointment (i.e., DSP&S, EOP&S, Veterans, etc.)
- Testing Services (i.e., Make-Up, Test Accommodations)
- Comprehensive Student Educational Plan (SEPC)

How to Register for Courses using WebAdvisor

To register for courses complete the following steps.

Step 1: Log into WebAdvisor (See Above.)

Step 2: Click the Students tab

Step 3: Under the Registration section, click Search/Register for Sections

Step 4: Enter the following information:

Example: English 1A

- Term: Fall 20_____
- Subject: **Engl**
- Course Number: **1A**
- Location: Clovis, Herndon, Online

Once information is entered, CLICK SUBMIT.

Step 5: Check mark the course you would like to enroll into. **CLICK SUBMIT.**

Step 6: Choose the Action from the drop down menu (register or waitlist). **CLICK SUBMIT.**