Victor Valley College

HOW TO USE YOUR AUTHORIZATION CODE ON WEB ADVISOR

Course Name:________________________

Section Number:______________________

Authorization Code:___  ___  ___  ___

1. Log on to your WebAdvisor account
2. Select the “Students” box on the right side
3. Click “Register for Sections”
4. Click “Express Registration”
5. Input the 5-digit section number of the course and select appropriate term
6. Click “Submit”
7. Select “Register” using EITHER the drop down menu at the top, or the drop down menu next to the class. Do not use both.
8. Input your 4-digit authorization code in the box on the right
9. Click “Submit”
10. Your registration results will be displayed
11. Return to the “Students Menu” and click on “Registration Statement”
12. Select the appropriate term and click “Submit”
13. Verify that your schedule shows you are officially registered for the course
14. Print a copy of your “Registration Statement”
15. Pay fees using Web Advisor or in person at the Bursar’s office in Bldg 52