

# WebAdvisor Instructions

## On-line Registration

### Login

1. Go to GTCC's website: [www.gtcc.edu](http://www.gtcc.edu)
2. Click on the **Web Advisor** link
3. To get your user ID, click on **What is my User ID?**
4. Click on **Login** and follow the instructions to login and create your password
5. After you have logged in, click on the **WebAdvisor** tab

### Search/Register for Classes

1. Select **Term**
2. Select **subject** from the pull down list by clicking on the arrow
3. Enter the **course number**
4. Hit **Enter** or scroll down and click **Submit**
5. All sections of the courses will be displayed
6. Click box under **Select Section** for any course you want to take
7. Hit **Enter** or scroll down and click **Submit**
8. Your **Preferred Sections** will be displayed
9. Under **Action** click on the arrow and select **Register**
10. Hit **Enter** or scroll down and click **Submit**
11. Your registered courses will be displayed

### Drop Classes

1. Click on **Drop Classes**
2. Click on the box in the left hand column for any class you wish to drop
3. Hit **Enter** or scroll down and click **Submit**
4. You will be shown the classes you dropped

### Express Registration

You will need your schedule made out and have the 4-digit synonym numbers for the courses you want to take.

1. Click on **Express Registration**
2. Enter the **Synonym** numbers for the courses you want
3. Hit **Enter** or scroll down and click **Submit**
4. Your **Preferred Sections** will be displayed
5. Under **Action** click on the arrow and select **Register**
6. Hit **Enter** or scroll down and click **Submit**
7. Your registered courses will be displayed

### Payment

1. Click on **Make a Payment**
2. Complete the required information and click **Submit**