How to Enroll by Phone or Online

Who

You* may register by telephone or online on WebAdvisor if:

• You are a continuing student from the Spring 08 or Summer 08, or

• You have submitted an application for the Fall 08 semester.

* Excludes high-school students, and students enrolling in the Cosmetology Program, who must provide enrollment forms in person.

When

• Enrollment online or by touch-tone phone in semester-length and short-term classes is available on or after your registration appointment time/date, up through the day before classes begin. After the individual course start date, both systems may be used for dropping classes and reviewing final grades. The phone registration system may also be used by students who are approved to register in full classes during the late registration period by entering their “late add codes”.

• The touch tone phone system is available Monday-Saturday, 5am to 11:30pm; Sunday after 10am.

• WebAdvisor can be accessed 24 hours a day Monday - Saturday; Sunday after 10am.

How to register by phone

Complete the touch-tone work sheet before you call the registration telephone number.

On or after your registration date, call the system number: (925) 370-9000.

The system prompt will take you step-by-step through the registration process. If you make a mistake, need additional help, want to review your courses, or want to cancel all transactions made during your telephone call, select the appropriate action codes identified by the voice prompt.

Note that prerequisites must be verified prior to course enrollment. See course description for prerequisite information.

How to register online on WebAdvisor

• Make a list of the classes you want by reviewing the class schedule.

• On or after your appointment date, go to www.losmedanos.edu and click on the My WebAdvisor icon. At the main menu, click on “Log In”.

• Your User Name is your first initial, last name, and the last 3 digits of your student ID number (example: Sam Jones would be sJones567). If you do not remember your student ID number, go to Account Information What’s My User ID? on the Current Student main menu. ID numbers cannot be obtained over the phone by calling the Admissions Office.

• Type in your Password. If you have never used WebAdvisor, your password is your six digit date of birth (example: if your birthdate is April 1, 1985, your password would be 040185). Once this is entered you will be taken to a page that says your password has expired. You will be asked to create a new password by entering your User ID, old password (your birthdate), and a new password that is 6 to 9 characters in length and contains at least one number.

• Click on the Current Students button.

• Under Registration, you can go to Priority Registration Dates to confirm when you are eligible to enroll.

• Click on Register for Sections. Review your contact information and if correct, click the link Continue to Register for Sections. If you need to update your contact information, check the update box and Submit button, make and submit your changes, then click Continue to Register for Sections.

• Click Express Registration.

• Complete the section fields with four digit section numbers and select the appropriate term. Click on Submit.

• This will take you to your Preferred Sections screen. Select the appropriate action and click on Submit.

• On the Registration Results page, review your schedule and print a copy for your records.

• Scroll down to the bottom of the page and click on Make a Payment (by credit card) or send a check to the Cashier’s Office, Los Medanos College, 2700 E. Leland Road, Pittsburg, CA 94565

Fee Payment

• Fees may be paid by check or credit card (VISA or MasterCard).

• If you pay by check, mail or take your check to the Cashier’s Office immediately following registration. Write your ID number or social security number on the check.

Note Regarding Financial Assistance

If you are receiving financial assistance through the college, your fee waiver must be processed before you register for classes.

Confirmation of Transactions

You will be mailed a confirmation if you register by phone. Two additional ways to access this information:

• Call the telephone registration system and press 3 to review your schedule, or

Important Note: You will NOT be automatically dropped from classes based on nonattendance. Failure to drop your course may result in a failing grade and a debt on your record.

All outstanding debts must be paid in full. Unpaid debts will result in a registration hold on student records.
Steps to Touch-Tone Phone Enrollment

Remember! To Use the Phone Service:

• You must be a continuing student or have submitted an application or the new semester (see page 15.)
• Course Section Numbers are available in the Schedule of Classes or check the listing posted in the Admissions Office Lobby.

1. CALL THE SYSTEM NUMBER **925-370-9000**

2. Indicate your preference for English or Spanish translation.

3. Press 1 to register, add, or drop or press 2 for grades.

4. Press 1 to use your ID number ___-___-___-___ OR
   Press 2 to enter your social security number: ___-___-___-___-___-___-___-___

5. Enter your birth date information:
   You must enter 6 digits (Example 03-09-89) ___-___-___

6. Select the number for the transaction you wish to complete:
   • **IF ADDING** classes, press 1
   
<table>
<thead>
<tr>
<th>COURSE SECTION NUMBER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
</tr>
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   • **IF DROPPING** classes, press 2

<table>
<thead>
<tr>
<th>COURSE SECTION NUMBER</th>
<th>COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NO</td>
</tr>
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</table>

   • **TO REVIEW YOUR COURSE SCHEDULE, PRESS** 3
   • **TO DROP ALL COURSES, PRESS** 4
   • **TO CANCEL CHANGES MADE DURING THIS PHONE CALL, PRESS** 5
   • **TO ACCEPT YOUR COURSE SCHEDULE AND RECEIVE YOUR AMOUNT OWED (REGISTRATION FEE), PRESS** 6

7. **FEES PAYMENT:**
   • If paying by VISA Card or MasterCard press 1
     Remember to press the # sign after the last number of your credit card. You will also be asked to enter the three digit card verification value from the back of your credit card.
   • If paying by check, press any other key. Write semester, year, and ID Number or social security number on your check, and make payable to “Los Medanos College.”
   • Amount owed: (as stated by the system) $______________

Mail check to:
Los Medanos College
Cashier’s Office
2700 East Leland Road
Pittsburg, CA 94565-5197