

# Admissions & Records

## WEBADVISOR (DAISY) REGISTRATION CHEATSHEET

### LOGGING IN:

1. Go to "sanjuancollege.edu" and click on the "My SJC Portal" tab
2. Click on the "Register for Classes by logging into WebAdvisor Directly" link
3. Click on the "Log In" tab
4. Type in your "username" (first initial, middle initial, last name, last two digits of social security).
5. Type in your "password" (default is "sjcp" then last 4 digits of social security)
6. Click the "submit" button
7. Click the "Current Students" square
8. This takes you to the "WebAdvisor for Students" menu

### SEARCH FOR CLASSES:

1. Click "Search for Sections" under the "Registration" heading
2. Select the term you wish to search/register for
3. Select the "Subject" and the "Course Number" (do not select the "course level" as this may prolong your search)
4. Click "submit" at bottom of page
5. Browse results

### REGISTER/DROP CLASSES:

1. At the "WebAdvisor for Students" menu, click "Register for Sections" under the "Registration" heading
2. Select at least one option below:
  - a. Search/Register—Allows you to search to find appropriate classes and register for them at once
  - b. Express Register—Only use if you know the exact Course ID
  - c. Register for Previously Selected—Only use if you have them in your Preferred List of Classes section
  - d. HINT: If you know the "code" (located in the far left column of the paper schedule) of the class you wish to register for, choose "express registration." For each class you wish to register for, type the "code" in the "synonym" box. Daisy will automatically fill in the rest of the information for you (term, subject, and course number). Then skip to step 6 below.
3. Select "term," "subject," and "course number" and click "submit" at bottom of page
4. Browse to find the class/day/time/instructor/location that work best for your schedule
5. Click on the "select section" box at the left of the class(es) you want to register for and click the "submit" button at the bottom of the page
6. Under "preferred sections" choose the action desired (register, audit, wait list, remove from list)
7. Click the "submit" button at bottom of page
8. The next page that comes up should verify you have been registered (or whatever your preferred action was) for the class.
9. Go to bottom of screen and select "schedule" to print out your schedule